

Papers and Records Guide

Articles for the *Papers and Records* should be between 1,000 to 5,000 words in length, not including the endnotes and illustrations.

Authors should indicate if images are available to accompany the article, but need not send the images initially unless required. It should be noted that if the author does not have images, in many cases, there are images in the museum's archives that can be used.

Manuscripts should be emailed to the editors of *Papers & Records* at info@thunderbaymuseum.com. Please keep a copy of your submission.

One article per submission, please.

Manuscript Submissions Format

1. Microsoft Word, WordPerfect or Rich Text Format preferred
2. **The Beginning Page** (no title page)
 - use double spacing
 - continuous pagination from first page to end of endnotes
 - use endnotes rather than footnotes
 - begin title at left margin, then four spaces down, author's name starts at left margin, then three spaces down, begin the text.
3. **Text**
 - set margins at 1" standard
 - for spelling use *Canadian Oxford Dictionary*
 - use Canadian spelling
 - do not indent first paragraph of article
 - one space only after periods
 - begin each subsequent paragraphs with indent
 - quotations of more than three lines should be indented with left margin equal to paragraph indentation
 - all titles of publications use italics in text and in endnotes
 - follow 6 December 1999, not Dec. 6, 1999.
 - subsections in the text follow two spaces after the preceding paragraph and one space before the next paragraph
 - numbers under 10 are usually expressed in words unless they are rather complicated or cumbersome or appear as part of a series: [eg. an increase of nine per cent, and an increase of 9.75%]
 - large numbers should be expressed in figures, except for round numbers that can be easily spelled out
 - acknowledgments go at the end of the text separated by three spaces.

4. Endnotes

- use endnotes rather than footnotes
- notes follow two spaces after text or acknowledgments
- one space after endnote number

5. Biographical sketch

- A five-line (maximum) author biographical sketch should be included.

Endnote Samples

1. Articles in journals

J.K. Johnson, "A Lady should have nothing to do with risks': A Case of widowhood in Upper Canada," *Ontario History* 88 (1996), 85-102.

Subsequent reference: Johnson, "A Lady," 100.

Diane Newell, "Silver Mining in the Thunder Bay District," *Thunder Bay Historical Museum Society Papers and Records*, XIII (1985), 3-4.

Sub. ref.: Newell, "Silver Mining," 4.

2. Books

George I. Quimby, *Indian Life in the Upper Great Lakes* (Chicago: University of Chicago Press, 1960), 143-46.

Sub. ref.: Quimby, *Indian Life*, 44.

3. Articles in Edited Books

George Metcalf, "William Henry Draper" in J.M.S. Careless ed., *The Pre-Confederation Premiers* (Toronto: University of Toronto, 1980), 45-89.

Sub. ref. Metcalf, "William Draper," 47.

4. Manuscripts

Use the following sequence: repository, accession number, collection, specific reference. (eg. Thunder Bay Historical Museum Society [hereafter TBHMS], A9/1/1, Helmer Borg Papers, Borg to David Mackenzie, 3 January 1955.

Sub. ref.: TBHMS A 9/1/2, Borg to David Mackenzie, 14 February 1956.

Archives of Ontario, RG 63-A1, Correspondence of the Inspector of Asylums and Public Charities, vol. 235, file 6721.

Sub. ref.: AO, RG 63-A1, Metcalfe to Langmuir, 5 October 1878.

5. Newspapers

Port Arthur Sentinel, 12 October 1888.

Sub. ref.: *PAS*, 18 December 1883.