

## TICCIH GUIDELINES FOR PAPERS

The proceedings of the Congress will be the subject of a publication, which will be issued in French and English. Each session chairman will be in charge to propose the best papers presented. The programme committee will make the final choice.

For that the maximum number of participants can read your text, thank you to write in English. You can add a French version, and the number of signs may be doubled.

### General guidelines

- Manuscript file types: .pdf
- Articles should not exceed 25 000 characters, including spaces and notes and must be accompanied by a summary (150 words).
- Police Times New Roman, 12 point, double-spaced (single-spaced for notes, Police Times New Roman, 11 point)
- The article should not contain style sheets.
- The photographs are included in the text (free copyright). In the text, figures will be indicated as follows: (fig. 1).

### Footnotes

- According to the Chicago Manual of Style's notes/bibliography format, each footnote (including the first reference to an item) should be in "short" footnote format. The first instance of a citation should include the author's full name; all subsequent instances should include last name only. For example, if you were citing p. 23 of Joel Mokyr's *The Gifts of Athena: Historical Origins of the Knowledge Economy* it would be cited in the footnote as: Mokyr, *The Gifts of Athena*, 23.
- The full citation information (full title, pub info) will appear only in the bibliography.
- Do not use p. or pp. unless it is unclear that a number is a page number. Standard references to books or periodicals will usually not need the p. or pp. in either the footnotes or the bibliography.
- Archival sources should be cited in full in footnotes. No archival source material is included in the bibliography.
- Be careful to cite archival sources consistently, citing all similar documents from an archive in the same way throughout the article.
- All footnotes must appear at the end of a sentence. Where possible—i.e., where it does not create confusion for the reader—combine references within a paragraph: that is, if the sources used for a paragraph of the text can be clearly identified in a single footnote at the end of the paragraph, do that.
- Do not use *op. cit.*, *idem.*, *passim*. Do not italicize *ibid.* Recall that *ibid.* can be used only following a note citing a single source, to refer back to that source; do not use it following a footnote in which two or more sources are cited or to refer back to only part of the previously cited source (e.g., when citing another article in the journal cited in the preceding note, do not use *ibid.*).

### Bibliography

- For the bibliography, please sort sources into “Archival Sources” and “Published Sources,” and place under subheadings with these names in the bibliography. Separate headings for “Oral Sources,” “Artifacts,” and so on may also be used when necessary, but we prefer to have only two source headings whenever possible.
- The bibliography should contain entries for all non-archival published and unpublished material cited in the manuscript. Do not include any material not cited in the article. See CMS 14.224-14.231 for examples of how to handle a range of source types.
- Documents and materials drawn from archives (memos, pamphlets, etc.) should not be itemized separately in the bibliography. Instead, detailed information for locating archived materials will appear only in the footnotes.
- The list of archives or manuscript collections should include the name of the archive and the archive’s location. (e.g. XYZ Corporation Archives, Xville, New York.)