



## Author Guidelines

The following are general guidelines for authors wishing to submit material for possible publication in the Caribbean Review of Gender Studies (CRGS).

The CRGS uses as its style guide *The Chicago Manual of Style*, 16th edition. That means all submissions should follow this stylebook's guidelines, particularly with reference to presentation of in-text citations and the list of references. Chicago has two referencing styles. The CRGS uses the author-date citation style, not the notes and bibliography style.

The author-date citation style uses the following format for in-text citations:

(Surname of author Year of publication).

Note that there is no comma between the name and the year of publication.

E.g. (Doe 2017)

Please consult Chicago for presentation of in-text citations having two or more authors. See chapter 15.20 to 15.30.

### **References are presented as follows:**

Doe, Jane. 2017. *How to Format References According to Chicago Manual of Style*. City: Publisher.

Please note that the author-date reference style uses title-case letters for all parts of the title except for articles, conjunctions, and prepositions, which are written with a lowercase letter unless they start the title. For further information on Chicago's author-date style, please check Chicago 16th edition, chapter 15. Guidelines for providing references to journals begin at chapter 15.10.

Please ensure that references and in-text citations correspond exactly.

### **Length**

Submissions should be between 2,000 and 5,000 words in length, with the exception of essays, which may be as long as 7,500 words, and book reviews that may be up to

1,000 words in length. Guest Editors will take individual policy decisions when there is a submission that exceeds or is less than the recommended word limits, on a case-by-case basis.

## **Abstract**

Please also provide an abstract for your paper of between 100 and 200 words with up to five keywords. Do not use acronyms in the abstracts and please avoid citations to references.

## **Other formatting matters**

Please do not introduce special stylistic elements to your copy. In other words, do not use boxes around abstracts or pictures, nor place rulings between sections of copy or introduce any special style elements. They will almost invariably have to be removed when the paper is being formatted for publication.

Please use paragraph indents to start a new paragraph. Note: All papers should be submitted double-spaced in Times New Roman 12 pt font, with 1-inch margins all around.

All pages should be numbered consecutively in the top right-hand corner of the page, beginning on page 1.

Endnotes are preferred to footnotes. Where endnotes are used, please place them after the list of references. At all times, the author should use the endnote function provided in MS Word so that the numbering of the endnotes is matched exactly with the place in the text to which the endnotes refer. In MS Word 2016, this function is found under the tab References.

It is preferred that information regarding personal communications between an author and a subject, as well as citations from newspapers be presented in endnotes rather than in the list of references.

Authors should use UK standard English. When in doubt, please refer to the Oxford English Dictionary for UK English users.

Where there is doubt as to the correct format to be used, after the author has consulted The Chicago Manual of Style as cited above, the author may get in touch with the journal's copy editor, **Tessa Ottley**, at [tessaottley@sta.uwi.edu](mailto:tessaottley@sta.uwi.edu) or the journal's editorial assistant, **Tivia Collins** at [igds.crgs@sta.uwi.edu](mailto:igds.crgs@sta.uwi.edu) for clarification.