TALA

KASAYSAYAN
An Online Journal of History

GUIDELINES FOR SUBMISSION

1. Each submission must contain the following information:
   - Name
   - E-mail Address
   - Institutional Affiliation
   - Short Bio Note of the Author/s

2. The manuscript must be fashioned in this way as to maintain uniformity of the journals:
   a. Calibri or Times New Roman, font size 12
   b. Spacing
      - Abstract: Single Space
      - Body: Double Spaced
   c. Pagination: Lower Right (no page number for the first page)
   d. Indention for every paragraph
   e. Submit in MS Word document format
   f. Recommended Length of Manuscripts:
      - Articles – 8000 to 10000 words or less
      - Review Article – 8000 words or less
      - Book Review – 3000 words or less
   g. Citation Format: Chicago Manual of Style 16th Edition

3. The Following elements are expected to be present in the manuscript:
   - Abstract
      o Maximum of 300 Words
      o Maximum of five (5) Keywords in Abstract
   - Main Body
   - Bibliography

4. Authors may write in Academic English or Filipino and should strictly avoid code-switching and slang terminologies.

5. All Articles will undergo a double-blind review process. Any manuscript detected to have violated the integrity and originality of the work (such as plagiarism) shall be forfeited.

6. The rights over the submitted articles shall be given to the publisher of the journal with due respect and acknowledgment for its authors.

7. All articles should be submitted through the official TALA website, specifically the Submissions Page, where:
   - Authors are required to register and sign into their accounts to submit a manuscript through the "New Submissions" button found above the dashboard.
   - Authors must provide all the necessary information and attach their manuscript and biodata to complete their submission.
   - Authors shall then receive an email to confirm receipt of the manuscript.

8. Articles that have passed the standard of excellence and demonstrated scholarly aptitude shall be accepted and thus added to the upcoming Journal Volume to be published.

9. Authors can monitor the status of the review and editing process through their dashboards.

Chicago Manual Citation Style: 16th Ed.

The Chicago Manual of Style provides two documentation systems: the **notes and bibliography** style (p. 1 3) and the **author-date** style (p. 4-6). For numerous specific examples, see chapters 14/15 of *The Chicago Manual of Style*, 16th edition.

NOTES & BIBLIOGRAPHY SYSTEM

The following examples illustrate citations using the notes and bibliography style. Examples of first notes are followed by shortened versions of subsequent citations to the same source. For examples of the same citations using the author-date system, See page 4, below.

BOOK

Reference (hanging indent) for book:

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History of the Second World War, 1941–1945*. New York: Knopf, 2007.

First note (indented):

Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

Ibid or subsequent note (indented):

Ward and Burns, *War*, 59–61.

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by et al. ("and others") as in this example:

Reference (hanging indent) for book chapter:

Kelly, John D, et al. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, John Marshall, Abigial Adamas, Josepgone Tey, and Mickey Spillane, 67–83. Chicago: University of Chicago Press, 2010.

First note (indented):

John D. Kelly, et al, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly, et al. (Chicago: University of Chicago Press, 2010), 77.

Ibid or subsequent note (indented):

Kelly, "Seeing Red," 81–82.

BOOK PUBLISHED ELECTRONICALLY

If available in more than one format, cite the version. For online books, list URL; include an access date only if one is required by your discipline. If no fixed page numbers are available, include a section title or chapter or other number.

Reference (hanging indent) for e-book:

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle edition.

First note (indented):

Jane Austen*, Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.

***Ibid* or subsequent note (indented):**

Austen, *Pride and Prejudice*.

Reference (hanging indent) for web e-version:

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed February 28, 2010. http://press-pubs.uchicago.edu/founders/.

First note (indented):

Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, http://press-pubs.uchicago.edu/founders/.

***Ibid* or subsequent note (indented):**

Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19.

JOURNAL ARTICLE

Article in a print journal

In the bibliography, list the page range for the whole article. In a note, list the specific page numbers as consulted.

Reference (hanging indent):

Weinstein, Joshua I. "The Market in Plato's Republic." *New Republic* 104 (2009): 439–58.

First note (indented):

Joshua I. Weinstein, "The Market in Plato's Republic*," Classical Philology* 104 (2009): 440.

***Ibid* or subsequent note (indented):**

Weinstein, "Plato's Republic," 452–53.

Article in an online journal

Include a DOI if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL**. Include an access date only if one is required by your discipline**.

Reference (hanging indent):

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network."
      American Journal of Sociology 115 (2009): 405–50. doi:10.1086/599247.

First note (indented):

      Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network,"
American Journal of Sociology 115 (2009): 411, doi:10.1086/599247.

***Ibid* or subsequent note (indented):**

      Kossinets and Watts, "Origins of Homophily," 439.

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a New York Times article on February 27, 2010…"); they are commonly omitted from a reference list. The following examples show the more formal versions of citations. If you consulted the article online, include a URL; include an access date only if your discipline requires one. If no author is identified, begin the citation with the article title.

Bibliography (hanging indent):

Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote." *New
      York Times*, February 27, 2010. http://www.nytimes.com/28/us/28health.html.

First note (indented):

      Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote,"
New York Times, February 27, 2010, http://www.nytimes.com//02/28/us/lth.html.

***Ibid* or subsequent note (indented):**

      Stolberg and Pear, "Wary Centrists."

WEBSITE

A citation to website content can often be limited to a mention in the text or in a note ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be cited as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

Bibliography (hanging indent):

Google. "Google Privacy Policy." Accessed July 19, 2010.
      http://www.google.com/intl/en/privacypolicy.html.

First note (indented):

      "Google Privacy Policy," last modified March 11, 2009,
http://www.google.com/intl/en/privacypolicy.html.

***Ibid* or subsequent note (indented):**

"Google Privacy Policy."