Notes for Contributors to *Markers*

*Markers* Style Guide

Scope

The Association for Gravestone Studies was incorporated as a non-profit corporation in 1978 as an outgrowth of the Dublin Seminar for New England Folk life. The first volume of *Markers*, the Association's scholarly journal, appeared in 1980 and has been published annually since 1988.

The subject matter of *Markers* is defined as the analytical study of gravemarkers, monuments, tombs, and cemeteries of all types and encompassing all historical periods and geographical regions. *Markers* is of interest to scholars in anthropology, historical archaeology, art and architectural history, ethnic studies, material culture studies, American studies, folklore and popular culture studies, linguistics, literature, rhetoric, local and regional history, cultural geography, sociology, and related fields. Articles submitted for publication in *Markers* should be scholarly, analytical, and interpretive, not merely descriptive or entertaining, and should be written in a style appropriate to both a wide academic audience and an audience of interested non-academics.

Please note that articles on death and dying in general or on other aspects of death-related material culture would not normally fall within the journal's scope unless clearly linked to the study of gravemarkers and cemeteries. Particular cemeteries may form the basis of study if there is a focus on the markers, monuments, tombs and other aspects of material culture found within, and if the purpose of the article is more than simply a non-analytical history or description of the cemetery. Memorials (even if located outside cemeteries) also may be appropriate topics if analyzed in the context of memorial styles and traditions both inside and outside cemeteries. If in doubt, please consult with the editor prior to submitting an article. For illustration of these general principles, prospective authors are encouraged to consult recent issues of *Markers*.

To obtain a hard copy of any back issues please visit our online store at: [https://www.gravestonestudies.org/shop/online-store](https://www.gravestonestudies.org/shop/online-store)

To access Markers and all of our archives transferred to date please visit this link: [https://www.gravestonestudies.org/agspublications/markers](https://www.gravestonestudies.org/agspublications/markers)

For more information please visit this link: [https://www.gravestonestudies.org/agspublications/markers](https://www.gravestonestudies.org/agspublications/markers)
Submissions

Authors are encouraged to send a query email outlining a project before sending a manuscript. Queries and submissions to *Markers* should be sent to:

Elisabeth Roark, Ph.D.
Editors, *Markers*
roark@chatham.edu

**PLEASE REVIEW THESE GUIDELINES CAREFULLY BEFORE SUBMISSION. SUBMISSIONS NOT ADHERING TO THESE INSTRUCTIONS WILL NOT BE CONSIDERED.**

Prospective authors should submit (see STYLE AND FORMATTING GUIDE for additional details below):

1. Article text file in Word format; images or photos should not be embedded in the text.
2. Captions file, with captions numbered to correspond to image/photo, Word format
3. Appendices, tables, etc., as separate files, in either Word or Excel formats
4. Image/photo files – at the submission stage, images should be submitted in one of two ways: 1) embedded in a separate Word document, or 2) as a separate PowerPoint file. This is required for ease of emailing initial submissions to reviewers

The journal *Markers* does not accept hard-copy submissions. Please submit an article, captions file, appendices files, and image/photo files via e-mail, a large-document transfer service such as Hightail.com, WeTransfer.com or YouSendIt.com (see contact information above), or a shared online file service such as Dropbox.com. Word documents should be in either 2007 format or (preferably) a more recent version; if using a Mac please ascertain Word version is compatible with PC.

Files in PDF format are not acceptable.

Most articles in *Markers* run between 3000 and 6000 words, not including endnotes and any appended material. NOTE: Longer articles may be considered if they are of exceptional merit and if space permits. Please consult with the editor prior to preparing such an article for submission.

NOTE: Because all articles submitted to *Markers* undergo a “blind” review, please do not put a name, address, professional affiliation, or other references to the author’s identity on the essay itself.

Article Text File

In matters of style, manuscripts should conform to the rules and principles enumerated in
the most current edition of *The Chicago Manual of Style*.

Documents should be formatted using 1” margins on all sides, 12-point size *Times* or *Times New Roman* font style, double-spacing, and endnotes (no footnotes).

Notes, whether documentary or discursive, should appear as endnotes (i.e., at the conclusion of the article). Documentary notes should conform in format to the models found in the chapter entitled "Note Forms" of *The Chicago Manual of Style*. In the manuscript, notes should be double-spaced in 12-point size and typed in using the “insert endnote” feature in Word. Endnotes appear following the text of the article and before any appended material. Separate bibliographies are not desired, though bibliographical material may be included within one or more notes.

**Photographs and Images**

*Markers* is a richly illustrated journal. Visual information in the area of landscape, cemetery, and gravestone studies is often as important as text, and can yield significant information. The journal encourages prospective authors to submit up to twenty photographs and/or images. Illustrations should be carefully chosen so that each image materially enhances the article's value through visual presentation of points under discussion in the text and does not merely provide a duplicate illustration of a point.

For updated guidelines on submitting images for accepted manuscripts, see PART V: ILLUSTRATIONS—PHOTOGRAPHS AND IMAGES FOR ACCEPTED ARTICLES, below.

Please also note that many cemeteries have strict photography and publication policies.

Authors should send copies of signed permission-to-photograph forms required by some cemeteries as well as Institutional Review Board documentation required by many universities and professional organizations when research and/or publication could cause harm to living subjects. Even when an organization or cemetery does not formally review and endorse research and photography, authors should be careful to secure permission from human subjects when publishing photographs or personal data that could subject those associated with a gravemarker or cemetery to potential harm or distress or invade their privacy.

Gravemarkers and monuments often belong to the family of the deceased. Photographs of monuments less than 50 years old must receive written approval for publication from the family and/or cemetery prior to submission of an article. (Older monuments and gravestones may still be subject to permissions; any questions about this should be addressed to the Editor.)

Should the article be accepted for publication, the author and the Editor will agree to a publication date, and the author will commit to completing all requested revisions in a timely manner, per the Editor’s request. The author commits to providing final versions
of the text, images, and all files by the agreed-on deadline. A brief biographical statement (3-5 sentences) should also be submitted to the Editor by the final deadline.

Regular volumes of *Markers* are mailed annually in May or early June. No deadline is established for the initial submission of a manuscript, but the articles scheduled for publication in a given volume of the journal are generally determined by the chronological order of their acceptance and submission in final form.

**Acknowledgments/Appendices**

Any acknowledgments should be made in a separate paragraph at the beginning of the notes section.

Appendices should be placed following the endnotes and clearly labeled and titled (e.g., Appendix I: [name], Appendix II: [name], etc.). Create them as separate files.

Again, the prospective author is encouraged to consult recent issues of *Markers* for examples of these principles in context.

**Review Process**

Submissions to *Markers* that meet the parameters set forth above are sent by the Editor to members of the journal's editorial advisory board and others (such as specialists in a particular field) for review and evaluation. Every effort is made to conduct this process as quickly as possible. When comments have been received from all reviewers, the author will be notified of the publication decision. If an article is accepted, suggestions for revision may be made and a deadline for submission of a finalized manuscript established. All accepted articles will be carefully edited for style and format before publication.

**Copyright**

Authors are responsible for understanding the laws governing copyright and fair use and, where appropriate, securing written permissions for use of copyrighted material. Generally, if previously copyrighted material of more than 250 words is used in an article, written permission from the person holding the copyright must be secured and submitted to the editor. Permission must be obtained from persons who have supplied photographs to the author, and credit to the photographer or library should be provided in captions or an acknowledgment statement.

Copyright is normally given to the Association for Gravestone Studies, though requests for permission to reprint are readily accommodated. Offset copies of published articles are not provided to authors; each contributor, however, receives two complimentary copies of the volume in which his/her article appears.
STYLE and FORMATTING GUIDE for MARKERS Articles

PART I: MANUSCRIPT FORMAT
PART II: GUIDE TO PUNCTUATION, USAGE, AND MECHANICS
PART III: ENDPAGE FORM (Chicago Manual of Style)
PART IV: ILLUSTRATIONS—CAPTIONS, AND TEXT REFERENCES
PART V: ILLUSTRATIONS—PHOTOGRAPHS AND IMAGES FOR ACCEPTED ARTICLES

PART I: MANUSCRIPT FORMAT

1. Double-space throughout, including endnotes and indented long quotations.

2. Set all text for "left justify" except title/author and any headings or other items you specifically want to be centered. Do NOT set for an even right margin.

3. Use ENDPAGE NOTES, NOT FOOTNOTES.

4. Use superscript numbers (no periods) for endnotes. Note numbers in text should appear at the end of sentences (except when this placement would create confusion). If several items in a sentence need to be referenced, consolidate references, in order, into a single endnote.

5. Provide a list of captions and any appendices as separate files.

PART II: GUIDE TO PUNCTUATION, USAGE, AND MECHANICS

Follow the guidelines below for punctuation and style. For general questions regarding punctuation, grammar, and stylistics, please consult a recent edition of the Chicago Manual of Style.

1. Active voice: Use active voice instead of passive voice whenever possible:

   Simon Brewster carved many floral motifs on his gravestones.

   NOT

   Many floral motifs were carved by Simon Brewster to decorate his gravestones.

2. First Person: Use first person instead of third-person references to yourself as the writer:
I was immediately struck by the use of vividly rendered skulls. OR The vividly rendered skulls are quite striking.

NOT

One is immediately struck by the use of vividly rendered skulls.

3. Apostrophes: Form the possessive of most singular and plural nouns by adding 's.
   (EXCEPTION: for singular and plural words already ending in s that do not add an additional s sound, add only an apostrophe):
   
   the carver's letters
   
   Harriette Forbes's book
   
   BUT
   
   Highland Hills' director
   
   the twins' gravestone

Form the plurals of letters, numbers, and numerals by adding s. Do not use an apostrophe to form the plural. (Exception: to prevent confusion, use an apostrophe with lower case letters.) For example:

   The carver's Gs and Js are distinctive, but his x's and y's are less clearly distinguished from those of other carvers. His work during the 1880s was by far his best.

(Note that house style calls for using italics to denote letters and numbers under discussion, as when analyzing a carver's lettering style.)

4. Capitalization (See additional details in the Chicago Manual of Style):

   a) Capitalize names of buildings, cemeteries, and monuments, etc., (Hurlbert Monument, Mount Auburn Cemetery).

   b) Most historical or cultural period names are lowercased except for proper nouns and adjectives (baroque period, classical period, colonial period, romantic period; but Hellenistic period, Victorian era) or to avoid ambiguity (Bronze Age, Enlightenment, Middle Ages, Reformation, Renaissance).

   c) In titles of works in English, capitalize the first and last words and every other word except for prepositions, articles, and coordinating conjunctions unless the author cited used a different style or the style manual requires otherwise. See the Chicago Manual for a more complete listing of capitalization rules for titles. For foreign languages, generally
follow the publisher's usage.

d) United States/U.S.--Spell out when used as a noun; abbreviate when used as an adjective.
   After their move, they spent a lot of time adjusting to the United States.
   The graves of U.S. servicemen killed in Europe . . .

5. Commas: Use a comma before the "and" that introduces the last word/phrase in a series:
   The icon, the epitaph, and the border
   NOT
   The icon, the epitaph and the border

Use a comma before and after the state when giving locations by city and state:
   The rural cemetery in Harrisburg, Pennsylvania, contains many examples.

6. Dashes: Use two hyphens to make one dash. Do not use spaces before or after a dash
   (Many word-processing programs will automatically convert two hyphens into an emdash):
   The carver--unaware that an apprentice was giving his plans to a rival--was aston{
   ved to find his design in Alabama.
   NOT
   The carver - unaware that an apprentice was giving his plans to a rival - was aston{
   shed to find his design in Alabama.

7. Dates: Use no apostrophe when referring to the years in a decade:
   The 1830s
   NOT
   The 1830's

Use "CE" (Common Era) and "BCE" (Before the Common Era) instead of "AD" and "BC" except when quoting another author who uses the earlier style. "CE" precedes the date, but "BCE" follows it:
   CE 1046
   NOT
Write dates American style, not European style (note comma before and after year):

February 13, 1948, was . . .

NOT

13 February 1948 was . . .

8. Ellipsis Periods: Use three spaced periods to indicate an omission within a quote. Use four spaced periods if the omission includes the end of a sentence. Do NOT use ellipsis periods at the beginning or end of a quotation.

"In the four quarters of the globe, who . . . looks at an American picture or statue?" wrote the Reverend Sydney Smith in 1820 in the *Edinburgh Review*.

Just four years earlier a newspaper writer invited outsiders to an Independence Day celebration in Kenton with these words: "Kenton comes nearer representing the Old West than any other town we know of. . . . The Old West is fast disappearing."

9. Hyphens: Hyphenate compound words used as a single adjective before a noun:

nineteenth-century rural cemeteries

Mount Auburn's far-reaching influence

Exception: Do not hyphenate compounds formed with an adverb ending in *ly* plus an adjective or participle, or the names of ethnic groups when used either as nouns or adjectives.

Compounds with *well-*-, *ill-*-, *better-*-, *best-*-, *high-*-, *little-*-, *lesser-*-, *low-*-, etc., are hyphenated when they precede the noun unless the expression carries a modifier: well-known man; high-quality work; very high quality work. When they follow the noun they modify, they are not hyphenated: He was well known.

10. Italics: Use italics instead of underlining for titles of separately published works, foreign words, and words/letters/numbers referred to as words/letters/numbers.

*Cemeteries and Gravemarkers: Voices of American Culture*

*Cemetery* comes from the Greek *koimeterion*, which means “sleeping place.”

11. Numbers:
In general, spell out words for numbers from one to ninety-nine and all numbers that begin a sentence. Use numerals for numbers 100 and above:

- evidence of eight carvers’ works
- fifty graves marked by fieldstones
- 120 burials

Exceptions: a) round numbers (hundreds of graves, thousands of burials, etc.) are usually spelled out; and b) when many numbers are used within a paragraph, rendering all as numerals will usually make reading easier, especially if the reader will be thinking of totals, comparisons, etc., as in a sentence such as "More than 300 of the gravestones are decorated with various devices, including 172 cherubs, 44 death's heads, and 9 hourglasses; 81 gravestones have 2 or more images." (Note: Most readers glaze over quickly after a sentence or two like this. It is generally preferable to subordinate numerals in such sentences by putting the numbers of images in parentheses AFTER the word—hourglasses (9), death's heads (44)—and to use charts/graphs for large amounts of numerical information.

Note: Avoid beginning a sentence with a numeral. Either spell out the number or reword the sentence.

Hyphenate two-word numbers from twenty-one to ninety-nine:

- Three hundred and twenty-one slate stones lay broken in the graveyard.

12. Punctuation with Quotation Marks: Commas and periods always go inside closing quotation marks; colons and semicolons always go outside; question marks and exclamation points may go inside or outside depending on whether the question or exclamation mark refers to the quoted material alone or to the entire sentence in which the quote is embedded.

PART III: ENDNOTE FORM (Chicago Manual of Style)

Note: The following examples should serve as a general guide for authors. Please consult the most recent edition of the Chicago Manual of Style when the following do not fit individual situations. Another good source for up-to-date guidelines and examples is Purdue University’s Online Writing Lab (owl.english.purdue.edu).

FIRST REFERENCE: Book
Book: Single author, 1st edition:

**Book: Single author, 2nd or later edition:**

**Book: 2 or 3 authors**

**Book: More than 3 authors (give only 1st author's name followed by a comma and "et al."
See "Book: editor or translator" entry below.)**

**Book of anonymous/unknown authorship:**

**Book: editor or translator**

**Chapter in an edited collection:**
[Note: Each text included in an edited collection should be referenced beginning with the name of the author, not the name of the editor.]

**FIRST REFERENCE: Dissertation or thesis**

**FIRST REFERENCES: Journal Article**
Single author:

Two or three authors:

More than three authors:

FIRST REFERENCE: Newspaper Article

FIRST REFERENCE: Website
(Provide as much of the following information as possible: author, if available; webpage name; website title; date of publication and/or date of access; full URL, followed by a period.)


SHORTENED FORMS FOR SUBSEQUENT REFERENCES (Use a key phrase or a group of words—not necessarily the first words—for the title):

BOOK:

ARTICLE or DISSERTATION:


PART IV: ILLUSTRATIONS—CAPTIONS AND RELATED TEXT REFERENCES

1. Use "Fig." (figure) to refer to all illustrations (including maps, photos, and charts) and number consecutively.

2. In your text, all references to illustrations should use "Fig." followed by the figure number, all in parentheses, generally at the end of a sentence but before final punctuation mark. Adding "See" before "Fig. X" is usually redundant. See additional examples of concise form in issues of *Markers*:

   The Amos Binney Monument by Thomas Crawford proved to be one of America's most important funerary works (Fig. 8).
3. Captions should be brief and need not be sentences. For gravemarkers and monuments, they should include the name of the buried person, the death date if known/readable, and location of the marker. Use a period after the figure number. (Note: It is usually redundant to include the word "gravemarker" or "gravestone," except perhaps when distinguishing between a marker and a monument.)

Fig. 3. Judah Monis, 1764, Northborough, Massachusetts. Carved by William Park.

4. Captions should NOT introduce new ideas but can echo a point made in the text (note too, that in this example, to add "Maryland" after "Frederick County" would be redundant as all the gravemarkers in this article are found in Maryland):

Fig. 4. Crudely executed lettering on John Walker gravestone (1830), Fairmount Cemetery, Libertytown, Frederick County, appears to reveal Hammond's inexperience.

PART V: ILLUSTRATIONS—PHOTOGRAPHS AND IMAGES FOR ACCEPTED ARTICLES

As noted, Markers is a richly illustrated journal. Visual information in the area of landscape, cemetery, and gravestone studies is often as important as text, and can yield significant information. The journal encourages prospective authors to submit up to twenty photographs and/or images. Illustrations should be carefully chosen so that each image materially enhances the article's value through visual presentation of points under discussion in the text and does not merely provide a duplicate illustration of a point. Illustrations include photographs, diagrams, tables, maps, drawings, whether as continuous tone or as line art.

Color illustrations are not supported in the journal at this time. Please keep this in mind when selecting, preparing, and submitting your illustrations.

Dimensions
All illustrations appear in the journal at either —

- Single-column width — 13 Pica (approx. 2.17 inches)
  OR at
- Full-page width — 28 Pica, 6 Pts (approx. 4.75 inches)

With heights falling as needed to accommodate the proportions of the illustration.

- Maximum height for all illustrations (allowing for up to a 3-line caption) is 41 Pica, 6 Pts (approx. 6.9 inches).

Exceptions to these dimensions will only be considered on a strict case-by-case basis.
File Format Requirements
All illustrations must be submitted in JPEG or TIFF (raster) format, ideally in grayscale rather than in color.

Photographs
A minimum resolution of 300 dpi at final print size is required for photographs to ensure good print quality. Photographs should be of the highest quality possible with good contrast and sharpness. Submitted photographs may be scaled, cropped, or silhouetted during the journal’s design process to accommodate placement on pages. While color photographs may be submitted (see below on Image Preparation Options), all illustrations in Markers are reproduced on press in black and white only (i.e. grayscale).

Line Art / Diagrams, Maps, Tables, Etc.
Line art can have a higher resolution of up to 600 dpi at final print size for illustrations that include text elements or callouts. Illustrations prepared as vector art (i.e. in Adobe Illustrator, CorelDraw, or other programs) must be converted to raster format at the correct resolution for submission. Text elements — unless the typeface is a specific factor in the illustrated information — are best if confined to basic sans-serif faces. Maps, charts, diagrams, and other line art should be rendered so as to ensure optimum legibility at print size.

We strongly recommend that all illustrations be test-printed prior to submission at both full- and half-page actual size (see above for dimensions guidelines) so authors can review and revise illustrations as needed to ensure that line art will display legibly and that photographs will show well at these dimensions when in print. Kindly pay particular attention to the scale of text, lines, icons, callouts, keys, or captions that must appear *within* your illustrations to ensure these will be legible at actual print size.

When in doubt, higher resolutions are preferable to lower resolutions, but 600 dpi at final print size is the maximum resolution for all illustrations.

Image Preparation Options
To ensure the overall quality of Markers as a publication, we strongly recommend that authors engage outside resources if necessary to prepare their illustrations if they are not familiar with best practices in preparing images for press. Any illustrations submitted in color will be converted to grayscale in preparation for press. Quality, professional photographs are preferred, and illustrations should be prepared with optimum legibility at actual print size. If the author is unfamiliar with preparing images for press and outside resources are unavailable, Markers’ designer will prepare images for a fee of $10 per image.

Illustration Submission Information
A separate document should be provided listing captions for each illustration by figure number. It is especially important that each illustration be numbered and clearly identified by parenthetical reference at the appropriate place in the text, e.g. (Fig. 7). Please name the digital file for each illustration to include the figure number in the file name.
PLEASE NOTE: For any question, including questions regarding any of these Submission Guidelines, please consult the Editor prior to submission of a manuscript or other files. Submissions not in accordance with these guidelines will not be considered for review until any style guidelines deficiencies are corrected.