



Emerging Scholar Award Submission Guidelines

All submissions should be prepared according to the guidelines of The Chicago Manual of Style Online (<http://www.chicagomanualofstyle.org/home.html>). The submission **may not exceed 2,500 words** (including the references, notes, and keywords but excluding any charts, graphs, or tables).

All submissions must also include the following text elements **in the order listed below**:

- 1.) 100 word abstract
- 2.) 5 key words
- 3.) introduction
- 4.) methodology
- 5.) discussion
- 6.) conclusion
- 7.) notes (not to exceed 5 in number nor contain more than a total of 100 words)
- 8.) list of references

In addition to these basic organizational guidelines, authors are asked to use the formatting rules listed below. These regulations are based on the official style sheet of *Names*, the journal of the American Name Society. Submissions will not only be judged upon the quality of the writing and the scientific merit of the study presented, but also on their adherence to these formatting regulations. I

Formatting Rules

- 1.) Quotations should be used sparingly and incorporated directly into the text whenever possible. However, quotations which take up more than three lines should be set apart and indented from both the left and right margins by approximately ½ inch.
- 2.) DO NOT use the footnote/endnote feature of your computer for your notes. Type all notes as text at the end of your paper, directly before the list of references.
- 3.) The entire manuscript should be placed in 12-point Times New Roman. Use this font throughout the manuscript.
- 4.) Place all onomastic examples in italics and place all translations or short explanations of onomastic data in single quotation marks. An example of this formatting rule is shown below:

Two high frequency occupational German surnames are *Schmidt*, *Müller*, and *Metzger* which mean 'smith', 'miller' and 'butcher', respectively.

- 5.) All in-text citations should be framed in parenthesis and list the surname of the author and the year of publication. Separate multiple references with semi-colons. Below are two examples:

(Abel 2014). Or (Nash 2015; Robbins 2014).

- 6.) For direct quotations, include the surname of the author, the year of publication, and the page number from which the quotation was taken. Two examples appear below:

As Adams asserts the agreement between the namer and the named “is a matter of pragmatics and politeness” (2009, 81).

The agreement between the namer and the named “is a matter of pragmatics and politeness” (Adams, 2009, 81).

Each example above includes all three of the prescribed elements. Note, however, that the surname of the author is NOT repeated alongside the year of publication and page number within the parentheses when it is already mentioned in the main part of the sentence. When that is not the case, the surname is placed directly before the year of publication.

- 7.) For the reference section, single-space within all entries but double-space between entries. Arrange all entries in the reference section in alphabetical order by surnames of the author. Examples of entries in the reference section are featured below:

Adams, Michael. 2009. “Power Politeness, and the Pragmatics of Nicknames”. *Names* 57: 81-91.

Alia, Valerie. 2007. “The Politics of Naming.” *Names* 55: 457-464.

Felcian, Olivu and Alina Bughesiu. 2013. *Onomastics in Contemporary Public Space*. Newcastle upon Tyne: Cambridge Scholars Publishing.

For more information on how to cite other types of references, consult the *Chicago Manual of Style online*: <http://www.chicagomanualofstyle.org/home.html>