NAMES Style Sheet

This Style Sheet contains regulations for the preparation and submission of manuscripts to *NAMES*. All submissions to *NAMES* must be prepared according to the **AUTHOR-DATE SYSTEM** of documentation as found in the current edition of *The Chicago Manual of Style* (CMOS). Information on the CMOS can be found here: https://www.chicagomanualofstyle.org/home.html. The Purdue University Online Writing Lab also offers useful information about the CMOS. Please consult their website for details:
https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/cmos_author_date_powerpoint_presentation.html

The biggest mistake authors make when submitting their manuscripts is failing to ensure that their work conforms to the *NAMES* Style Sheet in content, style, format, and grammar. Please note that manuscripts that fail to conform to the regulations of this Style Sheet will be rejected automatically. **All questions regarding publishing in NAMES should be sent to the Editor-in-Chief, Dr. I. M. Nick <nameseditor@gmail.com>.**

1 Submitting Manuscripts	
1.1	***General Policy Regarding Contents***
1.1.1	*NAMES* is dedicated to the investigation of onomastic data. The journal welcomes research examining any branch of onomastics from any cultural, temporal, geographical, or linguistic tradition using any scholarly framework or methodological approach. However, all manuscripts must have a strong onomastic focus and make a substantive and innovative contribution to the scholarly investigation of names and naming. Manuscripts which simply report long lists of names without detailed well-researched, non-prescriptive, onomastic analysis are not acceptable.
1.1.2	The American Name Society is dedicated to increasing the scholarly and lay awareness of and appreciation for names and naming. Consequently, submissions that denigrate, ridicule, or belittle onomastic traditions and practices will not be accepted for publication. Submissions are expected to conform in focus, method, and analysis, to the highest ethical standards.
1.1.2	*NAMES* warmly welcomes submissions from scholars from around the world. However, international authors are reminded that the primary readership of the journal is composed of native English speakers with advanced university degrees in linguistics and literature. As a result, one of the primary criteria for manuscript acceptance is English grammar and style.
1.1.3	Either British English or US American English may be used for publications featured in *NAMES*. However, US American English is the preferred variety. Authors using this variety are asked to consult the latest version of the *Merriam Webster Dictionary.* An online version of this reference can be found here: <https://www.merriam-webster.com//>
1.2	***Before Submitting your Manuscript***
1.2.1	Be sure to remove any and all information from your manuscript that might reveal your identity, status, or affiliation. This anonymization is essential to ensure the integrity of the anonymous blind-review process.

1.2.2	Please read carefully through the *NAMES Checklist* to ensure that you have adhered to all of the journal regulations.
1.2.3	Although anyone can submit a manuscript for review, publication preference will be given to members of the American Name Society.
1.2.4	There are no page charges for this journal nor are there any fees for submission or publication.

2. Organizing manuscripts

2.1	*Required Elements*
2.1.1	**Title.** Use bold for your article title, with an initial capital letter for any proper nouns. Titles and subtitles are allowed. However, the maximum word count for this textual element is 50 words. Use **bold** for your article title, with an initial capital letter for any. Guidance on devising a title can be found here: https://authorservices.taylorandfrancis.com/abstracts-and-titles/
2.1.2	**Abstract.** The abstract should characterize and summarize the article. It should such things as the nature of the issues considered, the sources of the data, the methodologies used, the overall findings, and basic conclusion. The abstract may not exceed 200 words. Useful information on writing an effective abstract can be found here: https://authorservices.taylorandfrancis.com/abstracts-and-titles/
2.1.3	**Keywords.** Please provide between 5 to 7 keywords. This set of words should fall into two groups: 1.) general terminology that indicates the basic subject-matter of your manuscript (e.g. toponymy, product-naming, anthroponymy, medial eponymy, Critical Discourse Analysis, Romanticism, Naturalism, Ecofeminism, Science Fiction, Gender Studies, US American Slavery, Australia, Germany, Italy); and 2.) specialist terminology that effectively differentiates your manuscript from other publications in the field (e.g. Chicanos, Pama-Nyungan, Ladino, Scots Gaelic, Toni Morrison, Margaret Atwood, Chimamanda Ngozi Adichie). Please avoid non-standard terminology and personal coins. Please also avoid multi-word phrases as they are unlikely to be used by other researchers as search terms.
2.1.4	**Manuscript.** Submissions are expected to contain all of the following elements: a general introduction, methodology, results, discussion, conclusion, and references. The following textual elements are optional: notes and graphics (e.g. tables, charts, figures, maps). In addition, all manuscripts must meet the following expectations: contain a clearly stated thesis/hypothesis; present a transparent study design that allows for easy replication by other researchers in the field; utilizes methods that are well-validated; present data in a clear and concise fashion; provide an in-depth analysis as well as a detailed, balanced, discussion that compares and contrasts the results with other onomastic research in the field; draw accurate, substantiated, conclusions; raise questions or make suggestions for future research.
2.1.5	**Bibliography.** All manuscripts accepted for potential publication in *NAMES* must demonstrate a firm grounding in previous onomastic research. All references which were cited within the body of the manuscript must be contained in the alphabetized bibliography placed. Specific details concerning the prescribed format for both references may be found below. Before submitting your work, please ensure that all of the references mentioned within either the body of the manuscript or the notes are included in the bibliography.
2.1.6	**Note on Contributor(s).** Each manuscript must include a professional biographical description of the author(s) that is not to exceed a total of 150 words. This text must be written in complete prose and should contain the following details for the author(s): the full name and academic title: professional affiliation; and primary area(s) of onomastic research.

	In multi-authored submissions, the main contact person must be clearly designated in the following manner: Correspondence to: [Title] [Author Name], [Author Affiliation], [Full Author Postal Address and/or Email] The contact person will be responsible for answering queries from the Editor-in-Chief, the publication production team, as well as the general public if the manuscript is accepted for publication. For this reason, it is essential that the author designated to take on this position is readily available as failure to respond to questions from the Editor-in-Chief and/or the production team may result in delay or cancellation of the article publication.
2.2	*Optional Elements*
2.2.1	**Graphics.** Manuscripts may include graphic elements such as charts, figures, tables, graphs, maps, photographs, etc.. However, these visuals should be used sparingly and only when absolutely necessary. They should present new information rather than simply duplicate what is in the text. Readers should be also able to immediately understand the information presented in the graphic without having to refer to the main text. **See Section 3.2.2 for formatting instructions for graphics.**
2.2.2	**Endnotes.** Authors may provide a <u>limited number</u> of notes to augment but not repeat the information provided in the main manuscript. As a general rule, the notes should not exceed 400 words in total. DO NOT use the automated footnote/endnote feature of your word processing program. Instead all notes should be typed AS TEXT following the body of the manuscript directly before the bibliography. Notes may contain their own documentation. If that is the case, this documentation must be included in the bibliography. **FOOTNOTES ARE NOT ALLOWED.**
2.2.3	**Supplemental online material.** Pertinent supplemental material such as videos, datasets, filesets, sound files, etc to support or augment the research is welcome. This material can be made available to publish this material online. For more details, please consult the Editor-in-Chief.
2.2.4	**Funding Details.** If the research represented in the manuscript has been conducted with the support of a funding or grant-awarding body, this fact must be clearly stated. *For single agency grants* "This work was supported by the [Official Name of the Funding Agency] under Grant [number xxxx]." *For multiple agency grants* "This work was supported by the [Funding Agency #1] under Grant [number xxxx]; [Funding Agency #2] under Grant [number xxxx]; and [Funding Agency #3] under Grant [number xxxx]." Please be sure to consult the funding or grant-awarding bodies themselves to determine if they require any additional information or notation.
2.2.5	**Disclosure Statement.** This is to acknowledge any financial interest or benefit that has arisen from the direct applications of your research.
2.2.6	**Third-Party Material.** Authors must obtain the necessary permission to reuse third-party material in your article. The use of short extracts of text and some other types of material is

	usually permitted, on a limited basis, for the purposes of criticism and review without securing formal permission. If you wish to include any material in your paper for which you do not hold copyright, and which is not covered by this informal agreement, you will need to obtain written permission from the copyright owner prior to submission.
3.	**Formatting Manuscripts**
3.1	*General Regulations*
3.1.1	Use 12-point Times New Roman for the manuscript with margins of at least 2.5 cm or 1 inch <u>throughout the manuscript.</u>
3.1.2	Disable the hyphenation feature of your word processing program when preparing your manuscript.
3.1.3	Do not use a proportional font or vary the typefaces, styles, or sizes of the lettering in your manuscript. Also avoid the temptation to use such highlighting features as shadow, redline, double underline, or small capitals.
3.1.4	Quotations should be incorporated directly into the text whenever possible. However, quotations that run longer than three lines of text should be set apart and indented from both the left and right margins approximately ½ inch.
3.1.5	Indent each paragraph at the left-hand margin of the text body. Do not leave an empty paragraph between paragraphs of text. Paragraphs should be fairly equivalent in length and must contain at least three sentences.
3.1.6	Use headings to mark the major segments of the text. As a general rule, however, manuscripts should <u>not</u> have more than three different levels of headers. • First-level headings (e.g. Introduction, Methods, Discussion, Conclusion) should be in **bold**, with an initial capital letter for any subsequent significant word. • Second-level headings should be in ***bold italics***, with an initial capital letter for any subsequent significant word. • Third-level headings should be in *simple italics*, with an initial capital letter any subsequent significant word.
3.2	*Specific Regulations*
3.2.1	*Onomastic Data*
3.2.1.1	Italicize words, names, and phrases when they are used as onomastic examples and incorporated directly into the text. For example: Vogel has found more than 30 spellings of the name *Chicago*, including *chicogua*, *chekakou*, and *Eschikagou*.
3.2.1.2	Citation forms and examples from foreign languages should be italicized and glosses should be enclosed in single quotation marks: *Istrouma* 'red stick' is a familiar example. Another such name is *Edward*, which means 'guardian.' Place connotations of names in double quotation marks: *Mitchell* "thoughtful and intelligent."

3.2.1.3	Lists of names accompanied by commentary should be presented as if they comprise a small name dictionary. The names should be listed and discussed individually rather than in connected text. In these cases, treat each name and its commentary as a separate paragraph, **bolding** each name when it occurs as a citation form. Please see a sample text below: A number of names have disputed or incorrect etymologies: **Fair Dealing.** The name may or may not have been derived from the practice of treating sympathizers of both the North and the South equally. **Berlin.** The name of the city in Maryland has nothing to do with the city in Germany; rather, it is a contraction of Berle's Inn. **Balboa.** The Chicago street name is not a misrepresentation of Balboa, as it might appear to the folk etymologist, but is named for an officer in the Italian Air Force.

3.2.2	***Graphic Elements***
3.2.2.1	*General Regulations*
	Be sure to indicate in the body of manuscript where each of the graphic elements. These typesetting markers should use the following format: [Please insert Table 1 near here]. The **actual graphic elements should NOT be included within the body** or at the end of the manuscript. Instead, they must be uploaded separately in clearly labeled files. All graphic elements must be high quality (1200 dpi for line art, 600 dpi for grayscale, and 300 dpi for color, at the correct size). Figures should be supplied in one of the following file formats: EPS, PS, JPEG, GIF, Microsoft Word (DOC or DOCX). Please note that all color reproductions must be paid for by the author. **Please Note:** Authors are solely responsible for obtaining permissions to re-use graphic material in compliance with federal, national, and international laws and conventions.
3.2.2.2	*Specific Regulations*
	It is essential that all graphics are serially numbered by order of appearance in the manuscript. Each graphic must contain a clear but succinct title placed immediately above it. If the information displayed in the graphic comes from a third-party, this information must be provided directly below the graphic. Numerical information in tables should be centered and **decimal points** should be used to report percentages. See an example below. Table 1: Male and Female Consumer Preference for Product Colors by Frequency and Percentage

Product Code	Color code	Product Name	Consumer Gender			
			Female		Male	
			Freq	%	Freq	%
Q1	456	*Red Poppy*	22	23.16	6	6.31
Q2	6867	*Shiraz*	5	5.26	17	17.89
Q3	8886	*Scarlet Harlot*	9	9.47	56	58.95
Q4	198	*Cherry Red*	47	49.4	10	10.52

	Q5	623454	*Brandy*	14	14.73	6	6.31
	Source: The 2017 US American Cosmetic Financial Review						

4.	**Documenting Manuscripts**
4.1	***In-text Documentation: Citations and Direct Quotations***
4.1.1	***General Regulations***
4.1.1.1	Normally, the titles of references (e.g. books, journals, articles, etc.) do NOT appear in the main text of the manuscript.
4.1.1.2	*NAMES* uses the **Author-Date System** of the *Chicago Manual of Style*. Using this system, in-text citations are composed of the last (family) name of the author(s) followed by the publication year. This information should be framed by parentheses. Please note that the author's last name and publication year are NOT separated by a comma.
4.1.2	***Specific Regulations: Citations and Quotations***
4.1.2.1	**Citations** • Single references feature the author's last name and the publication year. EXAMPLE: (Behrens 2018) • Multiple references should be listed chronologically by year of publication (from the most to least recent) and separated by semi-colons. EXAMPLE: (Abel 2014; Okun 2010; Lourie 1982; Malone 1954) • References with two authors should have their names separated with an ampersand. EXAMPLE: (Tent & Blair 2018) • References with more than two authors should include only the first author's last name followed by *et al.* For example, the 2018 *NAMES* article "Renaming Me: Assessing the Influence of Gender Identity on Name Selection" written by Sharon N. Obasi, Richard Mocarski, Natalie Holt and Debra A. Hope would simply appear as follows: EXAMPLE: (Obasi et al. 2018) • Multiple references by the same author are given by date only and separated by commas. EXAMPLE: (Nuessel 2016, 2015; Behrens 2013; Evans 200; Lawson 1950) For more, detailed information about other types of documentation, please consult the *Chicago Manual of Style*.
4.1.2.1	**Quotations** Direct quotations should include the author(s) and year(s) of publication with the corresponding page number(s). Please note that the year and the page numbers are separated by a comma. Examples are provided below: Sutton reminds that "names created for alien comic-book characters in the 1960s provide an insight into cultural naming norms of the time" (2016, 109).

	Sutton points out that "all new Legionnaires created after 1992 had non-gender specified code names" (2016, 116-117).
	If the author's name is included as part of the text, do not repeat it in the citation. [variations are provided below:
	Tent (2018) has investigated the role of ethnicity in Fijian naming practices
	The role of ethnicity in Fijian naming practices has been investigated by Tent (2018).
	Tent has investigated the role of ethnicity in Fijian naming practices (2018).

4.2 Bibliography

4.2.1 *General Regulations*

The bibliography should contain full bibliographic information on all and only those works explicitly mentioned in the body of the article or in the notes. Begin the reference section on a new page, but WITHOUT entering a hard page break in the document.

- Single-space within entries and double-space between entries, using the same typeface an
- size used in the body of the article and in the notes.
- Arrange entries alphabetically by surname(s) of author(s).
- Arrange multiple works by the same author(s) in ascending chronological order.
- Use lowercase letters to distinguish multiple items published by the same author(s)
- in the same year(s).
- Use authors' names as they appear on the original publication; do not replace full names w
- or vice versa.
- Do not abbreviate university press names.

4.2.2 *Specific Regulations*

4.2.2.1   Print Sources

The formatting regulations for some of the most common types of print sources are provided below. For information about other types of print materials, please consult the *Chicago Manual of Style*. Please pay special attention to the use of capitalization and punctuation for reference titles as well as the order in which the first and last names of authors are listed for multi-authored works. Note that journal references should include <u>both</u> the volume and issue numbers.

Ainiala, Terhi and Jan-Ola Östman, eds. 2017. *Socio-onomastics: The Pragmatics of Names.* Amsterdam: John Benjamin Publishing Company.

Allen, Irving Lewis. 1983a. *The Language of Ethnic Conflict: Social Organization and Lexical Culture*. New York: Columbia University Press.

. 1983b. "Personal Names That Became Ethnic Epithets." *Names* 31, no. 4:307-17.

Bettinger, Torsten and Allegra Waddell. 2016. *Domain Name Law and Practice: An*

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International Handbook. Oxford: Oxford University Press.

Kanavou, Nikoletta. 2017. *The Names of Homeric Heroes: Problems and Interpretations.* Berlin: De Gruyter.

OED. *Oxford English Dictionary*. 1933. 12 vols. Oxford: Clarendon.

Petitta, Giulia, Valerie Dively, Mark Halley, Marc Holmes, and Brenda Nicodemus. 2018. "My Name is A-on-the-cheek: Managing Names and Name Signs in American Sign Language-English Team Interpretation." *Names* 66, no. 4: 205-218.

Sercombe, Peter, Tony Young, Ming Dong, and Lin Lin. 2014. "The Adoption of Non-Heritage Names Among Chinese Mainlanders." *Names* 62, no. 2: 65-75.

Van Dalen-Oskam, Karina. "Corpus-based Approaches to Names in Literature." 2016. *The Oxford Handbook of Names and Naming*. Edited by Carole Hough. Oxford: Oxford University Press, 344 -354.

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Online Sources

The formatting regulations for online sources are largely the same as those for traditional references. In addition to the basic information (e.g. given name(s) and surnames of the author(s), it is important to give the date of access as well as the URL. Information on formatting some of the most common types of online references is provided below. For information about other types of electronic references, please consult the *Chicago Manual of Style.*

An Article in an Online journal, Newspaper, or Magazine

Alter, Adam. 2013. "The Power of Names." *The New Yorker* May 29, 2013. Accessed January 15, 2019. https://www.newyorker.com/tech/annals-of-technology/the-power-of-names

Christenfeld, Nicholas and Britta Larsen. 2008. "The Name Game." *The Psychologist: The Journal of the British Psychological Society* 21, no. 3: 210-213. Accessed January 15, 2019. https://thepsychologist.bps.org.uk/volume-21/edition-3/name-game

Wilson, Chris. 2014. "How Popular Will Your Name by in 25 Years?" *Time Magazine* May 11, 2014. Accessed January 15, 2019. http://time.com/93911/baby-name-predictor/

Online Book or Report

Tent, Jan and David Blair. 2014. *Motivations for Naming: A Typonymic Typology. ANPS Technical Paper. No. 2*. New South Wales: Placenames Australia Inc., 2014. https://www.anps.org.au/upload/ANPSTechPaper2.pdf

Portion of an Online Book

MacBain, Alexander. "Personal Names and Surnames." *Etymology of the Principal Gaelic National Names, Personal Names, Surnames.* Stirling: E. Mackay, 1911. https://bit.ly/2Fr5lwv

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A Website

Alice Crook and Leonie Dunlop. *Onomastics*. Accessed 15 January 2019.
    http://onomastics.co.uk/about/

Page from a Website for a Reference with a Date of Publication

Lutwak, Ellen. 2014. "What's in a Name? A High-Pressure Job." *Fortune*. Accessed
    October 22, 2014. http://fortune.com/2014/10/22/branding-marketing-names/

Page from a Website for a Reference Without a Date of Publication

US Department of the Interior. "Antartic Names." US Board on Geographic Names.
    Accessed January 15, 2019. https://geonames.usgs.gov/antarctic/index.html

A Blog

Rebrandly. (blog). January 15, 2019.   https://blog.rebrandly.com/

A Page on a Blog

Green, Clare. "Baby Names in the News: Solstice, Atom, & Mickey." *Nameberry* (blog).
    January 10, 2019. https://nameberry.com/blog/

"Popular Names of Lesotho, Africa." *NamSor* (blog). February 20, 2018.
        https://blog.namsor.com/2018/02/20/popular-names-of-lesotho-africa/