



Ontario History Journal

Guide for Manuscript Submissions

Subjects and Scope

One of the nation's oldest scholarly historical publications, *Ontario History* was founded in 1899 as *Papers and Records*. It is uniquely devoted to exploring the history of the province of Ontario. We encourage submissions that will elucidate some wider aspect of the province's history in any subject area. Past publications have covered a wide range of historical themes and subjects, including Indigenous history; politics; intellectual history; public and local history; women; gender; family; sexuality; labour; race; class; urban and rural societies; ethnicity and immigration; religion; military; war and society; biography. Please contact the editor for further information (editor@ontariohistoricalsociety.ca).

The journal has a broad and diverse provincial, national, and international readership. All submissions should be written in an accessible style with the usual scholarly references. Please note that *Ontario History* does not consider previously published texts, or those in which substantial parts have been published. This applies also to submissions concurrently under consideration for publication elsewhere, e.g. in other journals, anthologies, as chapters in monographs, on websites, blogs, etc.

Features

In addition to a wide range of original research articles, *Ontario History* is interested in various types and lengths of submissions:

- **Review Essays/Forums:** discussions on methodological and historiographical issues related to the study of Ontario.
- **Book Reviews:** critical assessments of books and other publications on Ontario history and historical writing. Please contact the Book Review editor (alisonenorman@gmail.com) with suggestions for reviews.

- **Archival Notes:** archivists and other collections specialists are encouraged to submit short descriptions of recently donated or underused fonds, along with images. Such descriptions should explain the nature and extent of the fonds, their importance to researchers, and access information.

The Peer Review Process

The process begins by emailing the editor (editor@ontariohistoricalsociety.ca) with the submission's title and a brief attached abstract (not exceeding 300 words) indicating the objective, argument and principal sources used. Following your abstract, include five to eight keywords, which will enhance discoverability through search engines, and databases.

Authors should also submit a short biographical sketch (200 – 300 words), in a separate file, outlining qualifications, research interests and specializations, affiliations, etc. This information is not revealed to reviewers, but will be published with the revised accepted article

Subject to editorial judgment, the author(s) will be contacted for the full manuscript. We are committed to anonymous “double blind” review and ask that author(s) remove all identifying information prior to submission.

- Use the article title as the file title.
- Do not indicate author(s) name or institution(s) on the first page or anywhere in the text or references.
- Please replace any such citations with “AUTHOR Anonymous for Review.”

Once two expert readers have assessed the abstract for its suitability, and have agreed to review the full manuscript, it is sent to them along with the journal's guidelines for review. The completed anonymous reviews will be returned together to the author(s) upon the editor's receipt, usually within six weeks of their circulation.

Manuscripts may be accepted pending revisions, the author(s) may be invited to revise and resubmit, or they may be rejected. Reviews include suggestions for revision and reasons for rejection. In the case of “revise and resubmit,” the author should, on resubmission, briefly indicate what revisions have been made.

Preparing the Manuscript for Submission

Manuscripts should not exceed 10,000 words in length, inclusive of footnotes.

- Double-space the entire manuscript, including all quotations and footnotes. Please use indented quotations for all quotes longer than three lines; shorter quotes should be embedded in the sentence.
- Number the pages in the top margin.

- Please use numbered footnotes. All sources used must be cited; no bibliography is required.
- Punctuation: briefly, use double quotation marks (“ ”) to enclose a quotation; use single quotation marks (‘ ’) within a quotation. Place periods and commas inside the closing quotation mark, whether or not the punctuation is part of the material being quoted. Colons and semi-colons always follow the closing quotation mark. See the references cited below for further information.
- Please enclose all ellipses (denoting excluded words) within quotations in square brackets, [...].
- To facilitate copy-editing, please submit files in MS Word format. The text should be aligned flush left; do not justify or centre.
- Use only one space after a period, colon, semi-colon, and comma.
- Upon initial submission, all supporting files including figures and illustrations, tables, and images must be uploaded as separate files with file names indicating their order in the manuscript and their contents, e.g. “No 1 Photograph of rock.”
- Images should be in JPEG or TIFF format. These may be in low resolution for initial submission, but eventually we will require at least 300 dpi.
- Use the placeholder “Figure 1 here” where images, tables or charts should appear in the published paper. Under the placeholder, please include a brief caption and indicate the illustration’s origin and date of creation, and identify its creator if known, e.g. Photograph of rock, Fergus, Ontario. 1919. Photographer unknown. Courtesy of Fergus Municipal Archives.
- Please note that, upon acceptance for publication, authors are required to obtain official permission to reproduce any images not “in the public domain” and to submit evidence of that with the final submission. It is the author’s responsibility to acquire permission and to pay any ensuing fees for authorization and publication.
- After the final submission, authors will receive a copyright form for their signature.

References and Examples

In matters of style, grammar, spelling, and capitalization, please consult the latest editions of the following references:

- *The Canadian Oxford Dictionary*
- *The Chicago Manual of Style*

Examples

i. Print sources: unpublished

Archival:

T.A. Crerar to J.W. Dafoe, 17 April 1937, box 104, T.A. Crerar papers, Queen's University Archives (QUA).

Dan McCarthy to Knowlton Nash, 10 September 1970, file 265 pt.1, vol. 838, RG41 Canadian Broadcasting Corporation (CBC), Library and Archives Canada (LAC).

Unpublished dissertations:

Everton G. Ellis, “‘Seamless’ Transition to Citizenship? International Student Graduates, Race, and Structural Inequities in Canada’s (Im)migration-Labour Market Nexus (Ph.D. diss. University of Toronto, 2019), 205.

ii. Print sources: published

Canada. House of Commons. *Return to an Order of the President of the Local Government Board, by Andrew Doyle, Esquire, Local Government Inspector, as to the Emigration of Pauper Children to Canada*. 8 February 1875.

George Sciadas, *The Digital Divide in Canada* (Ottawa: Statistics Canada, Science, Innovation and Electronic Information Division, 2002), Table 5.

Magda Fahrni, *Of Kith and Kin: A History of Families in Canada* (Kingston/Montreal: McGill-Queen's University Press, 2021), 25.

- Please avoid the use of Ibid. Subsequent references to this book would be Fahrni, *Of Kith and Kin*, 50.
- Capitalize article titles; italicize journal names. Do not include seasons but include issue number, where available.

Bischoping, Katherine. “Generations and Memory: Modern Concepts Meet Postmodern Questions.” *Oral History Forum*, no. 37 (2017): 1-5. Subsequent references would be Bischoping, “Generations and Memory,” 6. The colon before page numbers becomes a comma after the first reference.

iii. Websites

Follow the same format as printed material: name, title, place, last date of modification if available, URL and date of access (DOA):

City of Toronto, Toronto, Ontario (website), <http://www.cityoftoronto.ca>

Kirsi Peltonen et al. "Parental Violence and Adolescent Mental Health," *European Child & Adolescent Psychiatry* 19, no. 11 (2010): 813-822.
<https://link.springer.com/article/10.1007/s00787-025-02854-y>. doi: 10.1007/s00787-010-0130-8.

James Joyce, "My Favourite Pub," *Dubliners* (blog) <http://wardsix.blogspot.com/2010/09/my-favourite-pub.html>

"Anderson, John Thomas Milton (1878-1946)." *Encyclopedia of Saskatchewan*.
https://esask.uregina.ca/entry/anderson_james_thomas_milton_1878-1946.jsp

Aubrey, Irene. "Children's Literature in French." *The Canadian Encyclopedia*. 15 September 2014. <https://www.thecanadianencyclopedia.ca/en/article/childrens-literature-in-french>.

Newspapers and Magazines

Capitalize article titles, italicize newspaper/magazine/journal name. For articles and reports, use the same format as printed sources and provide URL for online articles, if you wish to, but do not include access date:

"Intense Heat Wave in Ontario," *Globe and Mail*, 30 August 2023.

Bill Doucet, "Police Looking for Two Men," *Waterloo Region Register* (online), 25 September 2025.

James Meikle, "WHO Report: Obesity Crisis," *The Guardian*, 6 May 2000.
<http://www.theguardian.com/society/2015/may/05/obesity-crisis-projections-uk-2030-men-women>.

Numbers

In general, spell out numbers from zero to one hundred. Do not start a sentence with a numeral.

Examples

- Spell out ordinal numbers: second, fifty-fourth, thousandth, but 125th, 152nd seven per cent.
- 1,000, 10,000 etc. are acceptable.
- High numbers in the millions to be expressed in words and numerals, for example: 24 million, \$46 million.

Dates

Expression of dates should be consistent throughout the text of the article. In footnote references, however, always follow day-month-year format.

Use either constructions such as between/and or from/to or hyphens – but do so consistently within an article (and footnotes).

Months should be spelled out and years designated in full: 10 January 2002, (not 10-03-02). Decades may be indicated according to either of the following examples: the 1970s (without an apostrophe), the seventies.

Centuries: spelled out, for example, “the seventeenth century.”

Years: 1946–7; 1876–1904; 1921–36 [en dash]; 1910s; mid-1990s [hyphen]

Examples:

- between 1898 and 1903
- from 1 January 1898, until 31 December 1903 *or* from January 1, 1898, until December 31, 1903
- Quotations Double quotation marks; punctuation within quote marks, for example, “Words,”
- Please provide translations of any French-language quotation in the footnotes. Another option is to provide an English language translation in the text and give the French original in the footnote with the note “translated from the original French by the author.”
- Use “scare quotes” sparingly. Use “[sic]” in regard to small errors in quotations.
- Typically, a colon precedes a block quote. Use block quotes (no quotation marks, just indentation) over eight lines.
- Superscript footnote references follow punctuation, most often a period.

More information about the journal is available on the Ontario Historical Society website:
<https://ontariohistoricalsociety.ca/ontario-history-journal/>

Also on Érudit: <https://www.erudit.org/en/journals/onhistory/>