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 found in the latest 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 <u>a strong onomastic focus</u> 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.
1.1.3	*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.
1.1.4	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	***Before Acceptance for Publication***
2.1.1.1	**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. Guidance on devising a title can be found here: https://authorservices.taylorandfrancis.com/abstracts-and-titles/
2.1.1.2	**Abstract.** The abstract should characterize and summarize the article. It should such things as the nature of the issues considered; the data sources, framework, and methodologies used; the overall findings, and the 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/
2.1.1.3	**Keywords.** Please provide between 5 to 7 keywords. Avoid non-standard terminology, personal coins, and multi-word phrases as they are unlikely to be used by other researchers as search terms. Acceptable keywords fall into two groups: 1.) 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; and 2.) formal onomastic 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). **At least two of terms from the International Council of Onomastic Sciences (ICOS). A list of ICOS terminology can be found here**: https://ans-names.pitt.edu/ans/keywords
2.1.1.4	**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.
2.1.1.5	**Bibliography.** All manuscripts accepted for potential publication in *NAMES* must demonstrate a firm grounding in previous onomastic research. All references were cited within the body of the manuscript and endnotes must be contained in the alphabetized bibliography at the end. Specific details concerning the prescribed format for both references may be found below.
2.1.2	***After Acceptance for Publication***

	In order to help ensure a blind review process, before a manuscript is formally accepted for publication, it should be free of any potentially identifying information about the author(s).
2.1.2.1	**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. **AGAIN, THIS ELEMENT SHOULD ONLY BE INCLUDED IN THE MANUSCRIPT <u>AFTER</u> IT HAS BEEN FORMALLY ACCEPTED FOR PUBLICATION.**
2.1.2.2	**Correspondence to.** After a manuscript has been accepted for publication, be sure provide contact information for readers in the following format. **Correspondence to**: [Title] [Author Name], [Author Affiliation], [Full Author Postal Address and/or Email] For multi-authored submissions, the main contact person must be clearly designated. This 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. **AGAIN, THIS ELEMENT SHOULD ONLY BE INCLUDED IN THE MANUSCRIPT <u>AFTER</u> IT HAS BEEN FORMALLY ACCEPTED FOR 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 and not simply duplicate what is already 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 main text of the manuscript directly before the bibliography. Notes may contain their own documentation. If they do, 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, file-sets, sound files, etc to support or augment the research is welcome. This material can be made available online for NAMES. For more details, please consult the Editor-in-Chief.
	Funding Details: If the research represented in the manuscript has been conducted with the support of external funding or a 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 institution or grant-awarding bodies to determine if they require any additional information or notation.
2.2.5	**Disclosure Statement.** This statement 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 their 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. Authors who wish to include any material for which they do not hold copyright, and which is not covered by this informal agreement, 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	The manuscript should be single-spaced with right and left justification at the margins.
3.1.2	Disable the hyphenation feature of your word processing program when preparing your manuscript.
3.1.3	Do not vary the typefaces, styles, or sizes of the lettering in the manuscript. Also avoid the tempta 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 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 line of text between paragraphs**. 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 for 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	Glosses of onomastic data should be enclosed in single quotation marks and onomastic

	connotations should be placed in double quotation marks. See the examples below:
	Istrouma 'red stick' is a familiar example.
	Another such name is *Edward*, which means 'guardian.'
	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.
	References must be provided for all information provided about the history and etymology of onomastic data presented in such lists.
3.2.2	***Graphic Elements***
3.2.2.1	*General Regulations*
	Be sure to insert all desired graphic elements **directly into the body of the manuscript** where they should ideally appear. In addition, along with the uploaded manuscript, all graphic elements must also be submitted as clearly labelled individual files. Graphics must be high quality and high resolution (1200 dpi for line art, 600 dpi for grayscale, and 300 dpi for color, at the correct size). Graphics must be supplied in one of the following file formats: EPS, PS, JPEG, GIF, Microsoft Word (DOC or DOCX).
	Please note: All color reproductions for the print versions of the journal must be paid for by the author. 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. **Decimal points**, not commas, should be used to report percentages. All percentages must be carried out to two spaces beyond the decimal point. See the sample table 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

Please note the absence of vertical lines in the table above!

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, information about other types of documentation, please consult the *Chicago Manual of Style*.
4.1.2.2	**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. Three possible 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 either 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 and size used in the body of the article and in the notes.
- The references should employ **hanging indentation**
- 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).
- All non-English reference titles should be provided with an English translation framed in square brackets. See an example below:

> Nübling, Damaris, Fabian Fahlbusch, and Rita Heuser. 2015. *Namen: Eine Einführung in die Onomastik*. [Names: An Introduction to Onomastics] Tübingen: Narr Franck Attempto Verlag.

- Use authors' names as they appear on the original publication; do not replace full names with initials 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.
	Allen, Irving Lewis. 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 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. 2016. "Corpus-based Approaches to Names in Literature." *The Oxford Handbook of Names and Naming*. Edited by Carole Hough. Oxford: Oxford University Press, 344 -354.
4.2.2.2	**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*.
	<u>An Article in an Online journal, Newspaper, or Magazine</u>
	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/
	<u>Online Book or Report</u>
	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

<u>Portion of an Online Book</u>

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

<u>A Website</u>

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

<u>Page from a Website for a Reference with a Date of Publication</u>

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/

<u>Page from a Website for a Reference Without a Date of Publication</u>

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

<u>A Blog</u>

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

<u>A Page on a Blog</u>

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/lesotho-africa/