

Feminist Formations

Women, Gender, and Sexuality Studies
Oregon State University
252 Waldo Hall
Corvallis, OR 97331
Phone: 541-737-2826
Fax: 541-737-3650

Email: feministformations@oregonstate.edu
Web: <http://www.feministformations.org>

Feminist Formations Style Guide CHECKLIST

All Documents

- No use of copyright protection: “invisible” headers/footers, watermarks, passwords, etc.
- No use of citation engines, or Word formatting tools/macros

Title Page

- Includes identifying information:
 - Manuscript title
 - Author name(s)
 - Institutional affiliation
 - email
 - Telephone number
 - Mailing address
 - Johns Hopkins University Press rights statement

Abstract / Keywords Page

- Free of identifying information - all references to author have been removed
- 6-9 keywords used to describe manuscript
- Abstract is no more than 200 words

Manuscript File

- Formatted per journal guidelines
- Document is anonymous
 - remove name from file preferences
 - saved with ‘remove identifying information’ checked
 - “accept all changes”
 - do not include references to unpublished work (or cite as “Author”)
 - cite in third person, or cite and reference as “Author”
- Free of identifying information - all references to author have been removed
- Notes are UNFORMATTED and numbered manually in the manuscript
- References section is formatted according to Chicago Manual of Style, Author Date; not using a citation engine or Word Bibliography tool
- Notes section is formatted according to Chicago Manual of Style, Author Date, not using a citation engine or Word Notes tool
- MS (including notes and references) is 8000-11000 words