

STYLE GUIDE FOR THE HISTORICAL JOURNAL

After acceptance, authors must follow our STYLE GUIDE in preparing their Final submissions.

STYLE GUIDE: according to different article types

Running heads for all article types will appear with authors' names on versos and '*The Historical Journal*' on rectos.

Any acknowledgements should be placed at the end of the article type, with the heading 'Acknowledgements.'

Where appropriate, details regarding financial support should be placed after the acknowledgements, with the heading 'Funding Statement.' Within this section please provide details of the sources of financial support, including grant numbers. Multiple grant numbers should be separated by a comma and space, and where research was funded by more than one agency the different agencies should be separated by a semicolon, with 'and' before the final funder.

I Articles:

- a. Article type (ARTICLE), in small capitals and flush left.
- b. The title, in upper and lower case, with maximum capitalization, and flush left.
- c. Author's name, in upper and lower case and flush left. For multi-authored articles, authors' names should be followed by superscript arabic numbers.
- d. Author's academic institution, consisting of department, institution, city, and country, in upper and lower case and flush left. For multi-authored articles, author affiliations should follow superscript arabic numbers. Run on affiliations, separated by commas.
- e. Author's email address, flush left, preceded by 'Email:'. Same for multi-authored articles, with email addresses separated by semicolons.
- f. Abstract of up to 200 words, in a single paragraph.
- g. Sub-sections, marked by roman numerals, flush left, but without sub-titles.

II Communications:

- a. Article type (COMMUNICATION), in small capitals and flush left.

- b. The title, in upper and lower case, with maximum capitalization, and flush left.
- c. Author's name, in upper and lower case and flush left.
- d. Author's academic institution, consisting of department, institution, city, and country, in upper and lower case and flush left.
- e. Author's email address, flush left, preceded by 'Email:'.
- f. Abstract of up to 200 words, in a single paragraph.
- g. Sub-sections, marked by roman numerals, flush left, but without sub-titles.

III Historiographical Reviews (books and articles discussed should be footnoted in the ordinary way):

- a. Article type (HISTORIOGRAPHICAL REVIEW), in small capitals and flush left.
- b. The title, in upper and lower case, with maximum capitalization, and flush left.
- c. Author's name, in upper and lower case and flush left.
- d. Author's academic institution, consisting of department, institution, city, and country, in upper and lower case and flush left.
- e. Author's email address, flush left, preceded by 'Email:'.
- f. Abstract of up to 200 words, in a single paragraph.
- g. Sub-sections, marked by roman numerals, flush left, but without sub-titles.

IV Review Articles:

- a. Article type (REVIEW ARTICLE), in small capitals and flush left.
- b. The title, in upper and lower case, with maximum capitalization, and flush left.
- c. Author's name, in upper and lower case and flush left.
- d. Author's academic institution, consisting of department, institution, city, and country, in upper and lower case and flush left.
- e. Author's email address, flush left, preceded by 'Email:'.

- f. List the books reviewed under the title, including ALL the following information for each: title; author; place of publication; publisher; date published; number of pages; ISBN; price. Thus: *The right to be king: the succession to the crown of England, 1603–1714*. By Howard Nenner. London: Macmillan, 1995. Pp. xiv + 343. ISBN 0333577248. £45.00 hbk.
- g. If desired, sub-sections, marked by roman numerals, flush left, but without sub-titles.
- h. If desired, footnotes may be used in the usual way. In writing reviews, it is acceptable to give page citations in brackets within the text (instead of footnotes) where there is extensive discussion of a particular book.

V Roundtables:

- a. Article type (ROUNDTABLE), in small capitals and flush left.
- b. The title, in upper and lower case, with maximum capitalization, and flush left.
- c. Author's name, in upper and lower case and flush left.
- d. Author's academic institution, consisting of department, institution, city, and country, in upper and lower case and flush left.
- e. Author's email address, flush left, preceded by 'Email:'.
- f. List the book reviewed under the title, including ALL the following information: title; author; place of publication; publisher; date published; number of pages; ISBN. Thus: *The right to be king: the succession to the crown of England, 1603–1714*. By Howard Nenner. London: Macmillan, 1995. Pp. xiv + 343. ISBN 0333577248.
- g. If desired, footnotes may be used in the usual way. In writing reviews, it is acceptable to give page citations in brackets within the text (instead of footnotes) where there is extensive discussion of a particular book.
- h. No abstracts are required for Roundtables.

VI Retrospects:

- a. Article type (RETROSPECT), in small capitals and flush left.
- b. The title, in upper and lower case, with maximum capitalization, and flush left.

- c. Author's name, in upper and lower case and flush left.
- d. Author's academic institution, consisting of department, institution, city, and country, in upper and lower case and flush left.
- e. Author's email address, flush left, preceded by 'Email:'.
- f. List the articles included in the digital collection, including ALL the following information: author; article title; volume number; date; page numbers. Thus: J. G. A. Pocock, 'Burke and the ancient constitution: a problem in the history of ideas', 3 (1960), pp. 125–43. For articles published between 1923 and 1957, include '[*Cambridge Historical Journal*] after the article title. Thus: Catherine Behrens, 'The Whig theory of the constitution in the reign of Charles II', [*Cambridge Historical Journal*], 7 (1941), pp. 42–71.
- g. Abstract of up to 200 words, in a single paragraph.
- h. Sub-sections, marked by roman numerals, flush left, but without sub-titles.

TEXT CONVENTIONS

Copyediting can be a lengthy and complex business, so please observe the *Journal's* stylistic conventions closely. Note that the *Journal* uses British not American conventions and spelling.

Quotations

Follow the punctuation, capitalization, and spelling of the original. Use single quotation marks (except that quotations within quotations take double quotation marks). Long quotations of fifty words or more should be typed as a displayed extract, i.e. a separate block with a line space above and below, double spaced, *without quotation marks*.

Use three point ellipses ... when omitting material within quotations. Do not put brackets around ellipses; and rarely is there any purpose in placing ellipses at the beginning or end of quotations. Punctuation should come after closing quotation marks, except for exclamation marks and question marks belonging to the quotation, or a full stop if the quotation is (or ends with) a grammatically complete sentence beginning with a capital. Some examples:

He declared that 'the sergemakers are rebelling'.

He made his report. 'The sergemakers are rebelling.'

He stated that 'Mr Ovington told me, "the sergemakers will rebel", but I did not believe him'.

Use square brackets for editorial interpolations within quoted matter.

Spelling

Follow British English rather than American English (e.g. defence, labour, programme, sceptical). Note the following preferences:

<ul style="list-style-type: none">• -ize• -tion• acknowledgement• appendixes• connection• dispatch• elite (no accent)• focused	<ul style="list-style-type: none">• inquiry• judgement• medieval• premise• reflection• regime (no accent)• role (no accent)
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Note especially the use of -ize not -ise, as in criticize, emphasize, organize.

Titles cited in the text

Titles of books should be italicized; do not use inverted commas. Use inverted commas and roman type if naming a part of a book or an individual chapter. E.g. 'This point is strongly made in the fourth chapter, 'Of sincerity', in Maxim Pirandello's *Princely government* (1582).'

Foreign words and phrases

Foreign words and phrases should be italicized, except when they are naturalized, i.e. have become normalized in English usage. E.g. *phronesis*, *ius naturale*, status quo, ex officio. Some words that are naturalized may nonetheless still carry accents, if it affects pronunciation, e.g. protégé, whereas 'regime' and 'role' have lost their accents. Short foreign phrases that are italicized should not also carry inverted commas. Longer foreign passages should be treated as quotations, i.e. should be in roman with quotation marks. Avoid using too much untranslated foreign material: many readers will not have a reading knowledge of foreign languages.

Numerals

Spell out all numbers up to ninety-nine, except when used in groups or in statistical discussion, e.g. '75 voted for, 39 against, and 30 abstained'. Precise measurements should be in figures (£3.54, 7 stone, 23.4 mm). Percentages should be in figures, with the words

'per cent' spelt out (25 per cent). Thousands take a comma: '5,000'. Note the use of elisions: 156–9 (except that teens are not fully elided: 115–16).

Punctuation

Use the *serial comma*: 'red, white, and blue' not 'red, white and blue'. The addition of a *possessive* 's following a name ending in -s is preferred (e.g. Dickens's not Dickens'), except that people in the ancient world do not carry the possessive final 's, e.g. Sophocles', Jesus'. Note that plainly parenthetical clauses or phrases require commas both before and after them; authors in doubt about comma placement in these and other cases are advised to consult *Fowler's English Modern Usage*. Round (not square) brackets should be used for brackets within brackets. Square brackets should be reserved for editorial interpolation within quoted matter. Spaced en rules (–) should be used for parenthetical dashes. Closed-up en rules should be used between numbers, e.g. 156–9, 115–16, 1834–5, 1816–17.

Dates

12 December 1970 (no comma) in the text (not December 12th, 1970). Elisions: 1834–5, 1816–17, except that in article headings and in citing titles of books and articles use 1834–1835, i.e. without elision. Place a comma before dates when citing titles of books and articles: *A history of Hungary, 1810–1890*. Decades: 1850s *not* 1850's. 'Sixteenth century' (noun, without hyphen); 'sixteenth-century' (adjective, with hyphen). 'From 1785 to 1789', *not* 'from 1785–9'; likewise 'between 1785 and 1789', not 'between 1785–9'.

In footnotes use the standard abbreviations for months: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

Abbreviations

MS MSS v (verso) r (recto) f ff (= the following page(s)) fo. fos. (= folio(s)) ed. eds. vol. vols. 2nd edn Mr Dr St (i.e. without points where the abbreviation ends with the last letter of the word). BBC BL ODNB EU MP NATO UK USA TNA etc. (i.e. without points). Provide an explanation for any unusual abbreviations at the first mention, e.g. 'CPGB (Communist Party of Great Britain)'; 'Somerset Record Office (SRO)'. Initials in personal names retain points, and should be spaced: 'A. G. Smith'.

Capitalization

The *Journal* uses lower case wherever possible. We do not insist on total consistency across all articles. It might be appropriate, for example, in one article to use Whig and Tory, but in another to use whig and tory. *The cardinal rule is to be self-consistent within each article.*

Use lower case for titles of books and articles (except for the initial letter), but not for journals and newspapers, where each significant word carries a capital. E.g. 'In his book *The making of peace* he argued in favour; but, writing in *The Sheffield Gazette*, he declared that ...' Note that newspapers include the definite article in their titles when cited in the text, e.g. *The Guardian*, *The Observer*, *The Lancet*; but without the definite article in footnotes, e.g. *Guardian*, 14 Aug. 1964, p. 8.

Use lower case for titular offices: the king, sultan, monarch, pope, lord mayor, prime minister, foreign secretary, bishop of Durham, chiefs of staff, duke of Portland. *But* upper case to avoid ambiguity (the Speaker, the British Resident).

Use upper case in personal titles only when they immediately preface names (Pope John, King William, Duke Richard, Viscount Andover, Bishop Outhwaite). E.g. 'The earl of Lovelace conveyed the king's command to the bishops ordering them to refrain from preaching, but Bishop Outhwaite was not dissuaded.'

In general, use lower case for institutions, government agencies, etc.: the cabinet, privy council, royal commission, select committee, member of parliament (but MP), the opposition. *But* upper case to avoid ambiguity or where convention insists: the Bank of England, King's Bench, the Inner Temple, the House of Commons.

Political parties carry lower case unless there is ambiguity or other good reason: whig, tory, the Conservative government, the Liberal party.

Use lower case for historical systems, periods, events, and religions, wherever possible: Washington treaty, the British empire, home rule, the commonwealth, puritans. *But* use upper case to avoid ambiguity or where convention insists: the Congress of Vienna, the Renaissance, the Enlightenment, the First World War, the French Revolution, the Third Republic, the Second Empire, the Union; Catholic, Protestant, Muslim, Jewish, Wesleyan, Quaker.

Note that words derived from names of persons take upper case: Jesuit, Calvinism, Bonapartist, Marxism.

Use lower case for official publications (e.g. the report of the select committee on agriculture, a bill, an act, the act, the bill), except for the names of specific items (e.g. the Stamp Act).

Examples:

<ul style="list-style-type: none">• an act• Anglican, Baptists• battle of Waterloo• bishop of Durham, Bishop Tenison	<ul style="list-style-type: none">• foreign secretary• great council• high church• houses of parliament
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<ul style="list-style-type: none"> • British empire • cabinet • chiefs of staff • the church • the Commons • commonwealth • Congregational • continent • council of state • crown • deist • dissenter • duke of Portland, Duke William • evangelical • First World War • prime minister • privy council • Prussian Diet • puritan • Seven Years' War • the state 	<ul style="list-style-type: none"> • king • King's Bench • Kirk • Labour opposition • lord mayor • member of parliament • Methodists • middle ages • ministry of defence • nonconformists • nonjuror • papacy, papists • parliament, parliamentarians • popery, popish • Presbyterian • tory • Trinitarian • the Union • Unitarian • Washington treaty • whig
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Hyphens

Hyphenate compound adjectives and adverbs that precede a noun (eighteenth-century architecture, slow-sailing vessel, well-made books) except for compounds with adverbs ending in -ly (expertly written books).

Footnotes

Notes are referred to here as footnotes and will be printed as such, but should be presented as double-spaced endnotes in the final version of the typescript. In the text, footnote indicators should come after and not before punctuation and be in the form of superscript numerals, without brackets. Keep notes brief. They are primarily for the citation of sources and should only very rarely be used to provide additional commentary or information.

The *Journal's* method of citation is to give a full bibliographical reference at the first citation, and then author-plus-short-title in subsequent citations.

First references to manuscript sources, books, dissertations and articles are to be punctuated, spelt out or abbreviated, and capitalized as in the following examples:

Cardwell to Russell, 3 Nov. 1865, London, The National Archives (TNA), Russell papers, 30/22/156, fo. 23.

John Morley, *The life of William Ewart Gladstone* (2 vols., London, 1988), II, pp. 121–34.

M. Cowling, *1867: Disraeli, Gladstone and revolution: the passing of the second Reform Bill* (Cambridge, 1967), pp. 41–5, 140–7.

David Harris Sacks, *The widening gate: Bristol and the Atlantic economy, 1450–1700* (Berkeley and Los Angeles, CA, 1991), pp. 54ff.

Sverre Bagge, 'The individual in medieval historiography', in Janet Coleman, ed., *The individual in political theory and practice* (Oxford, 1996), p. 45.

C. M. Williams, 'The political career of Henry Marten' (D.Phil. thesis, Oxford, 1954), ch. 6, passim.

W. G. Hynes, 'British mercantile attitudes towards imperial expansion', *Historical Journal*, 19 (1976), pp. 969–76.

Edmund Ludlow, *A voyce from the watch tower*, ed. A. B. Worden (Camden Fourth Series, vol. 21, London, 1978).

Note the following points:

- lower case in titles (except for journals and newspapers)
- lower case for 'bk', 'ch.'
- place of publication but not publisher; US place names to be followed by abbreviated state names, in the form CA, MA, NY, etc. authors' forenames or initials as they appear in the original (though it is permissible to reduce all forenames to initials)
- 'p.' or 'pp.' are always used before page references
- a space follows 'p.' and 'pp.'
- volume but not issue number of journals given (except that for pre-twentieth century journals it is often necessary to provide issue numbers)
- volume numbers of journals in arabic not roman numerals
- volume numbers for multi-volume books in roman capitals
- subtitles separated by colons
- dates in titles of books and articles separated by commas
- elision of page numbers
- 'ed.' and 'eds.' not '(ed.)' and '(eds.)'
- editors' names come before and not after a book title, except where the book carries an author's name, in the case of memoirs, autobiographies, etc.
- 'ch.' not 'chap.'

- a space follows initials of names
- supply full page ranges for articles in journals
- anglicize foreign places of publication, e.g. Cologne rather than Köln.

Note also:

Where a quotation or particular fact needs referencing, and the work in question is a journal article needing the full page range at a first citation, then use the following form: Phyllis Deutsch, 'Moral trespass in Georgian London', *Historical Journal*, 39 (1996), pp. 637–56, at p. 642.

Be especially careful in citing multi-volume works. Avoid ambiguity about whether the date given is the date of a particular volume or of the whole series. Use the form: E. S. de Beer, ed., *The Correspondence of John Locke* (8 vols., Oxford, 1976–89), V, p. 54. Multi-volume works occur in so many different guises – e.g. general editors and volume editors, series titles and individual volume titles – that it is not possible to prescribe a universal form of citation; the priorities should be swift direction of the reader to the correct volume and the avoidance of ambiguity.

Even where an historian's name is given in the text, it should be repeated in the footnote citation, i.e. do not leave a footnote citation bereft of an author.

In a series of citations within a single footnote, items should generally be separated by a semi-colon rather than a point.

For *early modern printed works* place of publication may be omitted providing there is a covering note at the beginning, e.g., 'All pre-1800 works were published in London unless otherwise stated.' Use 'n.d.' (no date) and 'n.p.' (no place of publication) where the information is not known. Use signature numbers ('sig.') where pagination is absent.

The *Oxford Dictionary of National Biography* should be cited in this form:

Julian Hoppit, 'King, Gregory (1648–1712)', *ODNB*.

Internet and microfilm citations

Where these accurately reproduce the original printed work (e.g. in a PDF) or manuscript source (e.g. in a microfilm), cite the original source, not the copy.

Cite internet sources by using a stable URL with the date at which the resource was last accessed where appropriate. URLs should not be preceded with 'http://' if they begin with 'www'.

Second and subsequent references

Use the author's surname and short title: not author's name alone

Use 'Ibid.'-: see under Latinisms below

Use abbreviations (e.g. for archive repositories) only if the abbreviation has been explained in the initial reference

For example:

BN n.a.fr. 20628 (Thiers Papers), fo. 279

TNA, Russell papers, 30/22/156, fo. 41.

Morley, *Gladstone*, II, pp. 147ff.

Cowling, 1867, p. 91.

Ibid., p. 108.

Hynes, 'Mercantile attitudes', pp. 971–4; Sacks, *Widening gate*, p. 19.

Non-English citations

For references to works published in Asian or otherwise non-romanized scripts, please provide titles in the following format: *Transcription* (English translation). Translations of journal or periodical names are not required. Author names may be romanized according to known conventions at the author's discretion, maintaining consistency in usage throughout the article.

The use of characters or non-roman script in addition to the above is discouraged for reasons of word length. Authors may, if they wish, choose to include the characters in their citations, but must be prepared to bear the impact on their overall word count. In this case, please provide titles in the following format: *Transcription* <original characters> (English translation). The use or non-use of characters must be consistent throughout the article.

Second and subsequent references should follow HJ conventions as established above. Use the translated rather than non-English short title.

Eg.

No characters:

First citation: Huang Shang, *Guanyu Meiguo bing* (About American soldiers). Shanghai, 1947.

Second citation: Huang, *American soldiers*, p. 3.

Inclusion of characters:

First citation: Huang Shang 黃裳, *Guanyu Meiguo bing* 關於美國兵 (About American soldiers). Shanghai, 1947.

Second citation: as above.

Abbreviations in footnotes

Note the following common abbreviations used in citations of source materials in footnotes (see also under Latin abbreviations below):

- ed. or eds. = editor(s)
- edn = edition
- ff = the following pages, e.g. pp. 54ff (but pp. 54–5 for one page following)
- fo. or fos. = folio(s)
- MS or MSS = manuscript(s)
- p. or pp. = page(s)
- qu. = quoted
- r = recto (the front side of a foliated manuscript leaf)
- sig. = signature number, where there is no pagination in an early modern book
- trans. = translation, or translator
- v = verso (the reverse side of a foliated manuscript leaf)
- vol. or vols. = volume(s)

Latin abbreviations

Only three may be used (and none is italicized).

- a. *Ibid.* This is used to denote a repetition of the immediately preceding item, where only a different page (or volume) number needs to be recorded. Do not use if the preceding footnote contains two or more references because of the ambiguity.
- b. *Idem.* This is used to denote a repetition of the immediately preceding author's name, where only a different book or article title (and page references) needs to be recorded.

- c. *Passim*. This is used to denote that a topic is referred to periodically throughout the source cited.

Do not use 'op. cit.', 'loc. cit.', 'infra', or 'cf.'