Style Guidelines for Authors

Format

Please supply your article as a Word document with the following format

- Times New Roman 12pt font.
- Double spaced throughout
- Endnotes not footnotes to facilitate reviewing and editing.
- Number notes consecutively throughout the article (including any table references).
- Cross references should be avoided.
- Use en dashes between numbers, dates and for sub clauses (e.g., 1933–40).

Word length

8,000–14,000 (including references). Notes and documents may be shorter.

Images and Figures

We welcome images, figures and other supplementary material. Images must be supplied as jpeg or tif files at a resolution of at least 300dpi. The author is responsible for obtaining permission where necessary.

Style Guidelines

In the text:

- Capitalization: Historical Research favours lower case whenever possible.
- Numbers up to 99 are written out in full.
- Dates in should be given in the form 20 September 1985; 1380s; thirteenth century.
- Use ize not ise in words like organization, utilized
- Subheadings are not used. Sections will be marked with an extra line break.

Quotations -

- Given within single inverted commas.
- Quotations within quotations are given within double inverted commas.
- Longer quotations of more than four lines are printed as a separate small type paragraph without inverted commas.
- In quotations from printed works, punctuation and spelling should be exactly as in the original.
Publishing documents -

- The exact reference should be given in italics as the heading.
- Permission should be obtained for publication and acknowledgement made if necessary.
- Standard abbreviations should be extended in square brackets or italics.
- Capitalization should be modernized, but the spelling of the original should be preserved.
- If it seems desirable to add a minimum of punctuation to make the meaning clear, a footnote to this effect should be added.

In the references:

- Dates are given as 1380s, 13th century.
- Numbers are given as numerals.
- References within references are given in brackets: e.g., 1. White has discussed this question in her latest work (White, *Women in the Limelight*, pp. 238–56).

Citing books -

- Book titles are italicized and capitalized.
- The first citation of a book should include: author’s initials and surname; full title; place of publication and date of publication in brackets; page numbers: e.g. W. Webster, *Imagining Home: Gender, ‘Race’ and National Identity* (Oxford, 1998), pp. 440–6.
- Further citations should use only the authors surname and short title, e.g. Webster, *Imagining Home*, p. 34.

Citing edited collections -

- Editors’ names come after the title.
- In multi-volume works the total number of volumes should be given in the brackets with the publication details, and the particular volume cited should be given with the page numbers, e.g., *Memoirs of the Court and Cabinets of George III*, ed. R. Grenville, duke of Buckingham and Chandos (4 vols., 1853-5), iii. 454. Later: *Court and Cabinets of George III*, iv. 369.
- Individual chapters are given in sentence case, in inverted commas not italicised, with their full page range as well as any specific pages cited: e.g. B. Schwarz, ‘Black metropolis, white England’, in *Modern Times*: 

Citing journal articles -

- Give journal names in full.

Manuscript references -

- Include the location of documents, description and folio/page/membrane etc.
- v (not superior) is for verso; fo. and fos. for folio/s.

Parliamentary Papers -

- Cited by title, followed in brackets by the abbreviation Parl. Papers, the date of the session, the paper number (in round brackets) or the command paper number (in square brackets), and the volume number (in lower case Roman numerals).
- It is assumed that references are to House of Commons papers; where Lords papers are cited use the abbreviation Parl. Papers (H.L.).

Online references

- References to online databases and websites should include the URL and the date accessed, e.g., See Moving Here <http://www.movinghere.org.uk/> [accessed 28 June 2018].
- Online only articles should be cited with their digital object identifier (doi): B. W. Johnson, ‘Legislating the witch: a genealogy of juridical

Moving image and sound

- Please refer to the ‘[Audiovisual citation](http://example.com)' guide produced by the British Universities Film and Video Council.