

Guidelines for journal authors



Journals using this guide:

Architecture_MPS

Jewish Historical Studies: Transactions of the Jewish Historical Society of England

Journal of Bentham Studies

Radical Americas

The Journal of the Sylvia Townsend Warner Society

The London Journal of Canadian Studies

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Originality of article statement

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File size and formatting:

Please submit your manuscript main text/body as Microsoft word (DOC, DOCX). Images and tables can be included in the main manuscript file, but will be requested as separate files if accepted for publication. Any supplementary material should be submitted as separate files and referenced in the main text, or designated for review purposes only (including clarifying this in your covering letter to the Editor if relevant.) No one single file should exceed 20 Mb, should you require submitting a file exceeding this size, please contact the journal Editors for further advice.

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Anonymisation

Double blind peer review

Authors submitting to journals operating double blind peer review, where both the reviewers and authors are anonymised during review, should, in addition to the main manuscript word file as described above, also submit an anonymised version of the manuscript, stripped of all identifying references to the author(s) for peer review.

Authors should submit the manuscript as:

1. The complete manuscript not blinded, as a word file (.doc/.docx, etc.) and;
2. An anonymous PDF version of the manuscript, stripped of all identifying references to the author(s) for peer review (anonymisation includes references to authors, acknowledgements, self references, and any electronic author identification., etc.) Manuscripts may be returned before peer review if manuscripts are not sufficiently blinded.

Formatting

Please prepare your manuscript under the following bold headings, unless specifically stated otherwise on the journal webpage and submission information:

Title page (for non-blinded version)

Include the full title, the full names of contributing authors including their institutions/affiliation and address, and their institutional email address (including [ORCID ID's](#)). The corresponding author should also be identified.

Abstract

Present the abstract as an overview of your article (up to 250 words), giving a summary of the contents and major themes. (Note that this will ultimately be used by search engines, and it will form part of the meta-data that will be seen first by people searching your article.)

Keywords

Please list up to 10 keyword terms that accurately reflect the article.

Main body of text

Please refer to article type descriptions on preparing the main body of text.

List of abbreviations

If any abbreviations have been used, please define and list them accordingly under this heading.

Notes

Use endnotes, not footnotes, for any additional notes and information. These appear at the end of the main text, before References. All notes should be used only where crucial clarifying information needs to be conveyed.

Funding

All sources of funding for the research reported should be declared, including any project codes.

Declarations and conflict of interests

Clearly state the following in the article:

- Authors must declare any and all possible conflicts of interests and competing interests that may relate to the submitted manuscript, including all financial and non-financial competing interests.
- Ethics or institutional review board approval of research statement (where applicable)
- Consent for publication (where applicable)
All manuscripts that involve humans including any images, videos, and any other personal and identifiable information, authors must have secured a signed and dated informed consent to publication form before submitting to the journal, and a statement declaring this must be included in the manuscript. Authors also declare that any and all relevant informed consent to publication and declaration forms are freely made available to the Editor(s) upon request.

No conflicting interests:

Where there are no conflicts of interests or competing interests, authors must clearly declare this under the same heading – usually as “The authors declare no conflicts of interest with this work”. For further information, please refer to the journal’s [Editorial Policy](#)

Acknowledgements

The Acknowledgements heading mentions everyone whose contribution to the work you wish to recognise. Those that contributed to the paper but are not listed as authors can be acknowledged here.

Author biographies

If you wish to include a short biography of each author, please format under the author biographies heading and not as an endnote.

Bibliography

A full bibliography list should contain all the sources cited in the text. Any source not cited in text should not be included.

Referencing style

All references should follow the [Notes-Bibliography System \(NB\) of the Chicago Manual of Style, 17th edition](#). The NB system of documentation presents bibliographic information in a reference list; notes should be excluded from the reference list and made available as endnotes. In this system, sources are cited in numbered endnotes. Each numbered note corresponds to a raised (superscript) number in the text. Sources are also usually listed in a separate bibliography. Avoid the use of 'Ibid', 'As above', etc. in endnotes when referencing.

The following are examples of citations, for more details and many more examples, see the [Chicago Manual of Style](#).

Important note: Please include the DOI for each referenced work as a full working link, for example:

Eichsteller, G., Cameron, C. 'Editorial'. *International Journal of Social Pedagogy*, 2017, 6 (1), pp.1–5.
<https://doi.org/10.14324/111.444.ijsp.2017.v6.1.001>

Books

Notes

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Shortened notes

3. Smith, *Swing Time*, 320.
4. Grazer and Fishman, *Curious Mind*, 37.

Bibliography entries (in alphabetical order)

One author:

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Two or more authors:

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

Editor, translator, or compiler instead of author:

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

Editor, translator, or compiler in addition to author:

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

Chapter or other part of a book:

In the note, cite specific pages. In the bibliography, include the page range for the chapter or part.

Kelly, John D. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

Preface, foreword, introduction, or similar part of a book:

Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

E-book:

For books consulted online, include a URL or the name of the database. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the notes, if any (or simply omit).

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle.

Borel, Brooke. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press, 2016. ProQuest Ebrary.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>.

Melville, Herman. *Moby-Dick; or, The Whale*. New York: Harper & Brothers, 1851. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

Journal articles

In a note, cite specific page numbers. In the bibliography, include the page range for the whole article. For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

Notes

1. Susan Satterfield, "Livy and the Pax Deum," *Classical Philology* 111, no. 2 (April 2016): 170.
2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.
3. Peter LaSalle, "Conundrum: A Story about Reading," *New England Review* 38, no. 1 (2017): 95, Project MUSE.

Shortened notes

4. Satterfield, "Livy," 172–73.
5. Keng, Lin, and Orazem, "Expanding College Access," 23.
6. LaSalle, "Conundrum," 101.

Bibliography entries (in alphabetical order)

Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the bibliography; in a note, list only the first, followed by et al. ("and others"). For more than ten authors (not shown here), list the first seven in the bibliography, followed by et al.

Article in a print journal:

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

Weinstein, Joshua I. "The Market in Plato's Republic." *Classical Philology* 104 (2009): 439–58.

Article in an online journal:

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL.

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405–50. Accessed February 28, 2010. doi:10.1086/599247.

Article in a newspaper or popular magazine:

If you consulted the article online, include a URL.

Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

Paper presented at a meeting or conference:

Adelman, Rachel. "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009.

Websites

For a source that does not list a date of publication or revision, include an access date (as in example note 2). Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

Notes

1. "Privacy Policy," Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.
2. "About Yale: Yale Facts," Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.
3. Katie Bouman, "How to Take a Picture of a Black Hole," filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Shortened notes

4. Google, "Privacy Policy."
5. "Yale Facts."
6. Bouman, "Black Hole."

Bibliography entries (in alphabetical order)

- Bouman, Katie. "How to Take a Picture of a Black Hole." Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.
- Google. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.
- Yale University. "About Yale: Yale Facts." Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

Social media

Citations of content shared through social media can usually be limited to the text (as in the first example below). A note may be added if a more formal citation is needed. In rare cases, a bibliography entry may also be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

In text

Conan O'Brien's tweet was characteristically deadpan: "In honor of Earth Day, I'm recycling my tweets" (@ConanOBrien, April 22, 2015).

Notes

1. Pete Souza (@petesouza), "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit," Instagram photo, April 1, 2016, <https://www.instagram.com/p/BDrmfXtTtNct/>.
2. Chicago Manual of Style, "Is the world ready for singular they? We thought so back in 1993," Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Shortened notes

3. Souza, "President Obama."
4. Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style, "singular they."

Bibliography entries (in alphabetical order)

- Chicago Manual of Style. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

House style

Spelling

- Authors should consistently adopt British spelling conventions (except in quotations from other sources, where the spelling convention of the original should be retained, or where stipulated specifically in by the journal – for example World Health Organization).

Punctuation

- Systems should consistently follow British conventions (except in quotations from other sources, where the punctuation convention of the original should be retained). British style uses single inverted commas, except for quotations within quotations (which have double inverted commas).
- Punctuation should follow closing inverted commas (except for grammatically complete sentences beginning with a capital).
- Punctuation should precede closing quotation marks (except for dashes, colons and semicolons, unless these are part of the quoted matter).

Hyphenation

- Please consult the Oxford English Dictionary (OED) for guidance. Hyphenation must be used consistently throughout your text.

Contractions and abbreviations

- If you need to use them please write in full at the first appearance with the abbreviation in brackets. You may repeat an abbreviation if it reappears later in your article.
- Abbreviations are usually expressed without full stops, e.g. GNP, USA, PhD
- British style contractions will have no full points (e.g. Mr, St, edn), though abbreviated words, which do not end with their final letter, will (e.g. vol., vols., ed., eds.)

Capitalisation

- Keep capitalisation to a minimum and use only for proper nouns and formal names of organisations, etc.

Numbers and dates

- Spell out numbers up to but not including 10.
- Elide numbers to minimum digits, e.g. 233-4; dates, e.g. 1993-4. Do not elide in titles and headings.
- Centuries should be written as words not numbers, e.g. eighteenth century. Hyphenate if used as an adjective, e.g. eighteenth-century masterpiece.
- Dates as British usage: 18 August 2015.

Quotations

- Quotations should be indicated by single quotation marks but use double quotation marks for quotations within quotations.
- Indent quotations of more than 50 words.
- Quotations should remain exactly as they are in the original.

Acceptable language

- Please be sensitive in use of terms that might cause offence or be interpreted as racist or sexist; for example, avoid gender-specific pronouns where possible.

Revisions

Should your manuscript be requested for revision to raise the acceptability for publication in the journal, please ensure that you follow below points when revising your manuscript and responding to peer review comments.

Please provide your timely revisions along with a response letter to any reviewer reports, within the specified revision period to the handling Editor.

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- Outline what revisions you made to your manuscript in your response letter.
- Where applicable, perform any additional analyses or experiments the reviewers recommend (unless you feel that they would not make your paper better; if this is the case, explain why in your response letter).
- Provide a polite objective rebuttal to any points or comments you disagree with.

Clearly show and/or highlight the revisions you have made in the text. This can be accommodated by making use of either a different colour text, highlighting the text, or by using Microsoft Word's Track Changes function.