

JOURNAL OF GLOBAL HISTORY

Editorial policy

The *Journal of Global History* seeks scholarly articles that explore global change. Conscious of past historiographical inequities, the journal particularly welcomes contributions from Asia, Africa and Latin America. The editors appreciate submissions from both senior figures in the field and younger scholars wishing to situate detailed research in a wider context. The journal also publishes survey articles, think-pieces and selected book reviews. The editorial philosophy is to encourage disciplined diversity, disciplined through rigorous peer-review, and diverse in points of view. Every yearly volume of the journal consists of three issues.

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Book reviews: The journal only publishes reviews that centrally address problems of global history. Publishers are invited to send to the Reviews Editor announcements of forthcoming or recently published books that they think would be of interests to global historians. They are asked **not** to send books for review **unless specifically required to do so**, and to note that books are not to be sent to the Chief Editor, but to the LSE address below of the Reviews Editor. Unrequested books will not be returned.

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1. SUBMISSION

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Length: Articles should be no longer than 12,500 words, **including footnotes**, unless authors obtain previous permission from the editors. The length of review articles and reviews will be set on a case by case basis by editors.

Language: All material should be written in English, and an English translation of all quotations in another language must be provided.

Conditions: Submission will be taken to imply that material is unpublished in an academic journal or book, and is not being considered for publication elsewhere, even in a language other than English. Exceptions may be made for articles published elsewhere in minority languages.

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Once an article has been accepted for publication in principle, authors should make any revisions requested by editors. The final version should be sent as an **e-mail attachment** in Microsoft Word, to the e-mail address given above.

Format/Layout: Title, followed by author's name, address, email, abstract, five keywords with at least one word relating to the article, article, and finally, a few lines for the bio-sketch. Copy should be double-spaced and justified. Keep formatting simple, do not add frames and assorted fonts to the text. **Sub-sections** of text should be descriptive and should **not** be numerically labelled, e.g. as Part/Section 1, 2, 3 etc., as this is not JGH house style. All numerical references will be removed at copyediting stage, so to pre-empt errors please omit this style.

Mailing address: should be supplied for record keeping purposes.

Abstract: of 100-150 words should be provided. It should be placed at the beginning of the article, and should not be sent as a separate file.

Bibliography: Do not include a consolidated list of references at the end of the article.

Footnotes: should be numbered consecutively throughout and appear at the foot of the page; include place of publication, publisher and date. **Do not use End Notes** programme for inserting of footnotes as it complicates copyediting. See below for further details on footnoting style.

Illustrations and maps: should if possible be digital, of high resolution (300 dpi), and transmitted electronically. In some cases, they may be sent on a computer disk (Macintosh or PC) to the above address. Maps should have a scale. Maps sent by post must be submitted in camera-ready form. All illustrations should be clearly referenced in the text (labelled as Figures), with authors indicating where they wish an illustration or map to appear. References to sources and descriptive headings must be attached. Authors must demonstrate that they have permission for the reproduction of such materials, if the copyright does not rest with them.

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Abbreviations: Full points should be omitted in initials which are read as words, as in USA, BBC, but retained for authors' initials, thus J. G. A. Pocock.

Transliteration: All non-Roman script in footnotes or text must be transliterated, as well as any foreign words that have not entered the English language. For Chinese, the *pinyin* system should be used, except in direct quotations using an earlier system. For Arabic, Persian, Ottoman Turkish and Urdu, the modified *Encyclopedia of Islam* conventions hold, as listed, for example, in the *Journal of Islamic Studies*. Authors who cannot access certain accents or diacritics in Word should first seek help from the editors. If this fails, they should indicate clearly all diacritics that need to be used.

Footnotes: should be numbered in one sequence, identified by a superior Arabic numeral in the text, and appear at the foot of the page. They should not contain any substantive text, but should be used to indicate sources. References should take the form of a full citation in the first instance, followed by short citations.

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Books – at first mention:

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Judith Butler, *Gender trouble: feminism and the subversion of identity*, 2nd edition, New York: Routledge, 2000.

Books at subsequent mention:

Hosaen, *Muslim modernism*, vol. 1, pp. 190-1.

Butler, *Gender trouble*, pp. 50–2.

Articles at first mention:

Sultana Afroz, 'From Moors to marronage: the Islamic heritage of the maroons of Jamaica', *Journal of Muslim Minority Affairs*, 19, 2, 1999, pp. 114-15.

Articles at subsequent mention:

Afroz, 'From Moors to marronage', pp. 121-3.

Chapters in books at first mention:

Yacine D. Addoun and Paul E. Lovejoy, 'Muhammad Kaba Saghanughu and the Muslim community of Jamaica', in Paul E. Lovejoy, ed., *Slavery on the frontiers of Islam*, Princeton, NJ: Markus Wiener, 2004, pp. 199-202.

Chapters in books at subsequent mention:

Yacine and Lovejoy, 'Muhammad Kaba Saghanughu', pp. 204-5.

Unpublished theses at first mention:

Azyumardi Azra, 'The transmission of Islamic reformism to Indonesia: networks of Middle Eastern and Malay-Indonesian ulama in the seventeenth and eighteenth centuries', PhD thesis, University of Columbia, 1992, p. 123.

Unpublished theses at subsequent mention:

Azra, 'The transmission', pp. 214-17.

Unpublished papers at first mention:

Gulay Yarikkaya, 'Becoming a *devsirme* in the Ottoman empire', unpublished paper for 'Children in Slavery' conference, Avignon, 19-21 May 2004, pp. 1-4.

Unpublished papers at subsequent mention:

Yarikkaya, 'Becoming a *devsirme*', p. 6.

Internet references at first mention:

Hasan al-Banna, 'Peace in Islam', 1997,

http://www.youngmuslims.ca/online_library/books/peace_in_islam/ (consulted 29 October 2004)

Internet references at subsequent mention:

Banna, 'Peace in Islam'

Archives at first mention:

Arsip Nasional Republik Indonesia, Jakarta, Residency Records (henceforth ANRI, RR) 29, 580, Gouverneur van Amboina, 'Algemeen verslag', 29 December 1839.

Archives at subsequent mention:

ANRI, RR, 30, 121, H. P. van Duyvenboden to H. van der Twist, Ternate, 18 August 1879.

Numbers: up to 100 should normally be spelled in full. For numbers in a discussion that includes a mixture of numbers above and below the cut-off point of 100, all should be in figures (e.g. 356 walkers overtook 72 others, as 6 fell back, exhausted). Use comma/s (not full stops) when more than three digits are involved, e.g. 5,000. Use American billions, equivalent to 1,000 million, and American trillions, equivalent to 1,000 American billions. **Days** of the week and **months** of the year should appear in full, e.g. 20 December 1148, 20 December, 245-50 CE, or 245-50 BCE. **Centuries** should also be spelled out, with a hyphen when used adjectivally, thus 'eighteenth century', 'eighteenth-century peasants'. Note too that centuries are expressed according to the Common Era system, i.e. BCE and CE, equivalent to BC and AD. If employing AH (Anno Hijra) dates, or any other non-CE dates, please give CE equivalents. For **decades** use 1920s not 1920's. Periods of time should be in this style: 1830-55. But note that a hyphen in place of 'to' is only used with figures: 'in 1220-25'; but, 'a distance of two to three hours' walk'.

Fractions are always hyphenated: one-third, three-tenths, one-quarter. British usage is one-quarter, not one-fourth. For **percent** use only figures with the symbol %, with no space between figure and sign, e.g. 35%. **Numbers with units of measurement** should also always be given in figures, but with a space between the number and the unit (e.g. 4 cm). For **distances** use either metric or imperial measure and spell in full, e.g. eighty metres, 400 kilometres, 5,000 feet.

In **citations**, the least number of figures should be used in connection with dates and pages – thus 241-5, except with the numbers 10-19 in each hundred, which should be cited as 112-13, not 112-3. All volume and issue numbers should be in Arabic numerals, but do not use 'vol.' for journal volumes.

Currencies are not capitalized or italicized when used as whole words, e.g. 'thirteen pounds'. For large amounts, use conventional currency signs preceding figures, e.g. US\$70 million, Rp500 million, €10 million. When citing currency figures, there is no space between the currency sign and the number: Rp30 billion. Please give equivalences wherever possible, especially for obscure currencies.

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The use of capitals should be kept to a sensible minimum. JGH prefer lower-case 'm' for 'mediaeval' and lower-case 'w' in 'western Europe'. But use 'the West' to refer to Europe and North America combined.

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All citations in a language other than English should be translated into English, and should thus be kept short.

Spelling: JGH uses British spelling, except in quotations from other sources, where the spelling convention of the original should be retained, e.g. when a quote contains American English spelling. Use -ize for spelling except for the following words: analyse and advertise. In British style contractions will have no full points (e.g. Mr, St, edn), though abbreviated words, which do not end with their final letter, and their plural forms, will (e.g. vol., vols., ed., eds.). Also, **First World War**, not World War I or WW1; social Darwinism, Balkanization. **Foreign language words:** where these have achieved common currency, they should not be italicized and accents should be omitted e.g. elite. **Foreign words not assimilated into English** (e.g. *santri*) should be **italicized** throughout, not just where they occur for the

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