

JOURNAL OF GLOBAL HISTORY

<https://www.cambridge.org/core/journals/journal-of-global-history>

INSTRUCTIONS FOR CONTRIBUTORS

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.

Editors

Prof. William Gervase Clarence-Smith (Chief Editor)

SOAS, University of London
Department of History, Thornhaugh Street
London WC1H 0XG, UK
E-mail: wc2@soas.ac.uk

Prof. Barbara Watson Andaya

University of Hawai'i
Center for Southeast Asian Studies, Moore Hall 411, 1890 East West Road
Honolulu HI 96822, USA
E-mail: bandaya@hawaii.edu

Prof. Merry Wiesner-Hanks

University of Wisconsin-Milwaukee
Department of History, Holton Hall, 2442 E. Hartford
Milwaukee WI 53211, USA
E-mail: merrywh@uwm.edu

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 requested to do so**, and to note that books are to be sent to the Reviews Editor. Unrequested books will not be returned.

Dr Ronald C. Po

London School of Economics and Political Science
Department of International History, Houghton Street
London WC2A 2AE, UK
E-mail: jgh.reviews@cambridge.org

Peer review policy

JGH adheres to a double-blind peer-reviewing policy, in which the identity of the reviewer and the author are concealed from both parties. On occasion, and by specific request from the reviewer only, the identity of the reviewer may be revealed to the author.

1. SUBMISSION

Articles submitted for consideration should be e-mailed, as Microsoft Word attachments (please do not use pdf files), to the Managing Editor:

Pauline Khng
Managing Editor, *Journal of Global History*
Email: jgh@cambridge.org

Length: Articles should normally be up to 12,500 words in length, **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. There should also be no significant overlap of material from an author's own previous publication e.g. an earlier published paper, a chapter in a published book. Authors should also alert the editors if their respective submission has been posted in the public domain as a working paper.

2. MANUSCRIPT PREPARATION

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

Format: Keep it simple. Use one font and avoid framing text with borders. Please provide the title, followed by the author's name, address, e-mail, abstract, the article, and finally, a few brief lines of biographical data. Copy should be double-spaced and **do not** add extra space before or after sub-headings. **Sub-sections** of text should be descriptive and should **not** be numerically labelled, e.g. as Section 1 or Part I etc., as this is not JGH style. All unnecessary formatting will be removed at copyediting stage as JGH has its own design specification, so it would be helpful to the copyeditor if the format were kept simple.

Postal address: This should be supplied for record keeping.

E-mail address: All correspondence between JGH and the author will be by email. The author's given email address will be the one the publisher uses to send page proofs. If you are changing your e-mail address, please let us know.

Abstract: An 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.

Keywords: Please include five keywords after the abstract and at least one of them should be related to the article's title.

Author biography: Keep it brief, only a few lines are required.

Acknowledgements: (if any).

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 the 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 by arrangement, they may be sent on a computer disk (Macintosh or PC). 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. Captions should be provided and 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.

Charges apply for all colour figures that appear in the print version of the journal. At the time of submission, contributors should clearly state whether their figures should appear in colour in the online version only, or whether they should appear in colour online and in the print version. There is no charge for including colour figures in the online version of the Journal but it must be clear that colour is needed to enhance the meaning of the figure, rather than simply being for aesthetic purposes. If you request colour figures in the printed version, you will be contacted by CCC-Rightslink who are acting on our behalf to collect Author Charges. Please follow their instructions in order to avoid any delay in the publication of your article.

Tables: should be placed at the end of the article, and clear instructions should be provided for the typesetter as to where each one should be inserted in the text. A descriptive heading and references to sources must accompany each table.

Permissions: Authors need to gain permission in writing for any third party material included in their article, not only maps and illustrations, but also photographs, tables, and substantial quotation from other publications.

3. TEXT CONVENTIONS

Abbreviations and acronyms: should be followed by a full point; contractions should not. 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 except for the acknowledgements (if any) which should be in a separate paragraph. JGH's copyeditor will insert the acknowledgements as a footnote with an asterisk for a superscript, preceding footnote 1. Footnotes 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. **Note the use of minimum capitalization for English titles used by JGH, except for journal titles.** Footnotes must include place of publication, publisher and year, but should not place these in brackets. For places of publication in the US which include the state use this form: Cambridge, MA; Princeton, NJ; Philadelphia, PA rather than the traditional style e.g. Cambridge, Mass. etc. When providing publication details state only the first city of publication when there is more than one. For publishers state the full name e.g. Cambridge: Cambridge University Press, **not** Cambridge: University Press. Include the full title of the book or article and if there is a sub-title separate this with a colon. Volume numbers for books and chapters should be given in Arabic rather than Roman form, i.e. 'vol. 4' and 'ch. 5'. The abbreviation 'vol.' should not be used for journal volumes, but the numbers should be in Arabic, not Roman, form, e.g. *Journal of Muslim Minority Affairs*, 19, 2, 1999. Do not abbreviate journal titles but remove 'The' from journal title if it is the first word. *Ibid.* should only be used to refer to the

immediately preceding citation. Do not use *op. cit.*

Examples of conventions for JGH:

Books – at first mention:

Ahamed M.D. Hosaen, *Muslim modernism in Bengal, 1840-1913*, Dacca: Dacca University, vol. 1, pp. 181–7.

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.

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 Yarikaya, '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:

Yarikaya, '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 an en-dash (–) 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. 80 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.

Punctuation: This should consistently follow British convention (except in quotations from other sources, where the punctuation convention of the original should be retained). Use the British convention of **single quote marks** (curly quotes not straight), **except for quotations within quotations** (which have double quote marks). Punctuation should follow closing inverted quote marks except for grammatically complete sentences beginning with a capital.

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

Quotations: of more than 60 words should be separated out from the text and indented **without** quotation marks as a block quote. Any quotes within the block should thus have single quote marks.

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

Spelling: JGH uses British spelling, e.g. 'mediaeval', not 'medieval', 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 (refer to the latest edition of the OED), 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 first time, and **should have the necessary accents or diacritics**. If there are problems with reproducing accents or diacritics in Word, please indicate exactly which are needed. **Capital letters:** should be kept to a minimum, but should always be used where individual people or places are referred to specifically. **Surnames:** In foreign languages, words like van, von, de, di, à, etc. should only have a capital letter if the *particule* is the first word in a sentence.

The author(s) will be asked to assign copyright (on certain conditions) to Cambridge University Press.

Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. A copy of the paperwork granting permission will be required should your article be accepted. Any permissions fees must be paid for by the author. For an example of a permissions request form please see the [Cambridge Journals Artwork Guide](#).

5. DATASETS AND SUPPLEMENTAL FILES

All authors of quantitative articles are encouraged to make their data available for data replication purposes. JGH can host such data on the journal's website, and authors wishing to avail themselves of this facility should supply all files electronically once an article has been accepted for publication.

Other types of supplemental material including, but not limited to, images, videos, audio and slideshows can be hosted on the JGH website provided they add substantively to the article.

6. ENGLISH LANGUAGE EDITING SERVICES

Authors, particularly those whose first language is not English, may wish to have their English-language manuscripts checked by a native speaker before submission. This is optional, but may help to ensure that the academic content of the paper is fully understood by the editors and reviewers. Please visit [this page](#) to find out more about our third-party language editing service.

Please note that the use of any of these services is voluntary, and at the author's own expense. Use of these services does not guarantee that the manuscript will be accepted for publication, nor does it restrict the author to submitting to a Cambridge published journal.

7. OPEN ACCESS

JGH operates an open access policy that ensures it is in compliance with the growing number of open access (OA) mandates being put in place by governments, universities and funding bodies around the world. To this end, authors whose articles are accepted for publication are able to post their accepted manuscript* on their personal/departmental websites and their institution's digital repository as soon as they receive a positive decision from the editors. Immediate posting of this version is also permitted in non-commercial subject repositories. A link to the final publisher-produced, paginated 'version of record' should be included once the article has been through the production process and is up on the Cambridge University Press website.

This policy means that all authors can achieve full compliance with all existing OA policies including those of the RCUK and HEFCE in the UK, the Wellcome Trust, the EU's Horizon 2020 funding programme and the Australian Research Council. The HEFCE policy, which was announced in March 2014, relates to articles accepted for publication after April 1st 2016. To be eligible for inclusion in the next REF assessment, papers must be deposited in the author's institutional repository no more than three months after they have been accepted for publication. It is the author's responsibility to ensure that this action is undertaken.

*The 'accepted manuscript' is defined as the fully peer-reviewed version of a paper at the point at which it has been accepted for publication by the journal editors but before it is sent to the publisher for copyediting and typesetting.

If you or your funder wish your article to be freely available online to non-subscribers immediately upon publication (gold open access), you can opt for it to do so subject to payment of an article processing charge (APC). In these circumstances, the manuscript submission and peer review procedure is unchanged. On acceptance of your article, you will be asked to let Cambridge University Press know directly if you are choosing this option. More information about the APC price and licensing choices can be found [here](#).

8. PROOFS

Typographical or factual errors only may be changed at proof stage. The publisher reserves the right to charge authors for correction of non-typographical errors. Authors are emailed first page proofs only for

checking. JGH editors reserve the right to final editorial decisions.

9. OFFPRINTS

No paper offprints are provided, but the corresponding author will be sent the pdf of the published article. Print offprints may be purchased at extra cost at proof stage.

Last updated August 2017