

Royal Historical Society Transactions

1. General information

Papers submitted for inclusion in *Transactions* should be based closely on the paper actually read to the meeting or conference of the Society, and in the case of prize essays on the text originally submitted. *Transactions* is edited by Professor Aled Jones, one of the Society's two Literary Directors who can be contacted at:

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Authors are requested to submit two copies of the typescript by the end of the calendar year in which the paper is read. If the paper has been reproduced on a word processor authors should also supply a disk and state clearly which programme has been used. Where possible, the typesetter sets from disk.

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 editor and any reviewers. We list a number of third-party services specialising in language editing and/or translation, and suggest that authors contact as appropriate:

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2. Production of typescripts

a. Presentation

Papers should be typed, double spaced, on one side of A4 paper, leaving a reasonable margin space on all sides of the text.

b. Footnotes

Footnote numbers should be clearly marked in one continuous sequence, and footnotes should be typed at the end of the text, also double spaced. Footnotes in *Transactions* are intended for references, and should not normally be used for substantial pieces of additional text. The typical paper in *Transactions* consists of about 7,000 words in main text and up to about 80 footnotes. There will from time to time be good reason to exceed one or both of these guidelines, but such departures should be discussed with the Literary Director prior to the submission of text. Any special requirements for diagrams or illustrations should also be notified well in advance.

c. Quotation marks

Within the text, single quotation marks should be used, employing double quotation marks only for quotations within quotations. Longer quotations, over about fifty words in length, should be indented and printed without quotation marks.

d. Dates

Dates should be set out as 1 January 1660, the 1660s, the seventeenth century, 1642-5 (but 1614-18). Numbers up to ninety-nine should be spelled out in full. Dates in footnotes should be abbreviated as 1 Jan. 1660.

e. Capitalisation

Capitalisation (and note that 's' is preferred to 'z' and in such words) should be minimal, generally only for persons and places, and for titles that are attached to a personal name (duke of York and the queen, but Duke Richard and Queen Victoria or George V).

f. Foreign and Ancient Languages

In the body of the text words and quotations in Latin or any language other than English should be italicised. Authors may wish to give consideration to offering a translation of important passages in footnotes. In the footnotes quotations in foreign languages and Latin should *not* be italicised, but should appear inside single inverted commas. Proper names such as institutions and streets should *not* be italicised.

g. Italicisation

Titles of publications, and words to be italicised for emphasis should all be printed with underlining.

h. References

References to other sources should be in full when first cited. Further references to the same sources should be by an author's surname and short title rather than by loc. cit., op. cit. and so on. Ibid. may be used for consecutive references to the same work, but not when the previous reference refers to more than one source. References to books should give author's initials or first name and surname; title underlined; number of volumes where appropriate, place (when it is not London) and year of publication in round brackets; abbreviation where used in square brackets; volume in capital; and page number(s) without a p. prefix. In footnote references the preference for minimal capitalisation does not apply.

i. Other Conventions

The Literary Directors recognise that there are conventions which are particular to certain specialist areas and to the citation of some standard sources. Where authors wish to use such conventions they are welcome to do so, after consultation with the Literary Director. Authors should, however, recognise that *Transactions* has a wide and varied readership and the references, as well as the text, should be accessible to such a readership.

j. Tables and figures

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.

i. Titles

It would be helpful if authors could set the titles for their papers in the standard form for *Transactions*. The title and authorship of papers for inclusion in the *Transactions* of the Royal Historical Society normally appear thus when the paper was read in London:

THE LIMITS OF TOTALITARIANISM: GOD, STATE AND SOCIETY IN THE GDR

By Mary Fulbrook

READ 29 JANUARY 1996

If your paper was read outside London it would appear thus:

BRITISH POLITENESS AND THE PROGRESS OF WESTERN MANNERS: AN EIGHTEENTH-CENTURY ENIGMA

By Paul Langford

READ 23 FEBRUARY 1996 AT THE UNIVERSITY OF WALES SWANSEA

If your paper was a named lecture (the Alexander Prize, or the Prothero Lecture, or the Camden Lecture) it would appear thus:

ENGLAND, BRITAIN AND THE AUDIT OF WAR

The Prothero Lecture

By Kenneth O. Morgan

READ 2 JULY 1996

3. Proofs

Proofs will usually be sent out during the following Spring and the Journal published in time for the Society's annual meeting in November. Proof corrections should be limited to correction of printer's errors. All contributors are provided with a number of offprints of their paper for their own use.

Proofs are sent to authors as soon as they are available, generally during the summer. Authors are requested to correct the proofs of their paper and to check that the title shown on the Table of Contents (proofs of which all contributors should receive) conforms to that at the head of the paper itself. Corrected proofs should be sent to Professor Eastwood at the above address.

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