

Urban History

Editorial policy

Urban History occupies a central place in historical scholarship. Contents include research based articles, historiographical and methodological surveys, and surveys of urban development in individual countries. As part of a major contribution to research, *Urban History* provides detailed bibliographical references for an average of 1000 classified and indexed items, culled from monographs and edited collections, and from approximately 560 periodicals.

1. Submissions

Submissions from authors on all aspects of urban history are invited. Articles of a comparative or thematic nature are encouraged, as are articles which raise methodological issues, and those which seek to place the development of individual towns or cities in a wider framework. No historical period is excluded.

Articles submitted for publication should be sent to one of the Editors.

Articles on all areas outside of North America (Post-1800)

Professor Simon Gunn, Centre for Urban History, University of Leicester, Leicester LE1 7RH, UK
(email sg201@le.ac.uk)

Articles on all areas outside of North America (Pre-1800)

Dr Rosemary Sweet, Centre for Urban History, University of Leicester, Leicester LE1 7RH, UK
(email rhs4@leicester.ac.uk)

Submissions with a North American focus

Professor Philip J. Ethington, University of Southern California,
Department of History, 3520 Trousdale Pkwy, SOS 254, Los Angeles, CA 90089-0034,
USA (email philipje@usc.edu)

Submission of a paper will be taken to imply that it is unpublished and is not being considered for publication elsewhere. Upon acceptance of a paper, the author will be asked to assign copyright (on certain conditions) to Cambridge University Press.

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2. Manuscript preparation

Articles should be no longer normally than 8,000 words, inclusive of notes, tables, etc. Two copies, typed and double spaced throughout (including notes and a list of references), should be submitted. Each page of the typescript must be numbered. Authors should not repeat the paper title at the top of each page. A summary of 100 words should also be provided. In preparing this authors should bear in mind that this will form the abstract if the paper is accepted for publication. In the event of the manuscript being

accepted for publication the author will be asked to submit the text on computer disk (Macintosh or PC) as well as in hard copy, giving details of the wordprocessing software used (Microsoft Word or Word Perfect). However, the publisher reserves the right to typeset material by conventional means if an author's disk proves unsatisfactory.

Tables should be typed on separate sheets and should be numbered consecutively throughout. They should be provided with a full explanatory caption and source details. Use horizontal rules only. If a table consists of a large number of columns and rows, leave an extra space between every fifth row. Indicate where tables should appear in the text by noting in the margin 'Table 5 near here'. Ensure the table is directly referred to in the text, thus: (see table 5).

Line illustrations should be submitted as suitable for direct reproduction, preferably in the form of glossy bromide prints on white standard weight paper. They should be produced to a standard reduction factor, ideally 1:1. They should be drawn to fit a page image breadth of 115mm and may be any depth up to 170mm ('portrait' or upright figures). 'Landscape' or lengthways figures may be 185mm broad and any depth up to 95mm but should be avoided if possible. Do not caption or number illustrations on the artwork, but provide a separate caption list. As far as possible, avoid lettering on line illustration but use Helvetica or a similar sans-serif typeface for labelling. Identify each piece of artwork (if photographic print) lightly with its number in pencil on the reverse, or if prepared on stable drawing film, in the extreme top-left margin. Indicate the preferred position of the illustrations by noting in the margin of the text 'Figure 5 near here'. Ensure figures are directly referred to in the text.

Photographs should be submitted as clear, sharp-contrast black and white glossy prints. They should be identified lightly in pencil on the reverse and a separate caption list supplied. Please note that photographs will be cropped to fit the image areas quoted for line illustrations. Indicate the preferred position in which photographs should appear in the text by noting in the margin 'Photograph 5 near here'.

Tables, line illustrations and photographs should be numbered in arabic and provided with a caption thus: Table 1 etc., Figure 1 etc., Photograph 1 etc.

3. Text conventions

British English spelling should be used with the following alternative forms -ize, judgment. Where foreign language words have achieved common currency, accents should be omitted e.g. elite. Numbers up to ten should normally be spelled in full, and where quantities are described figures should be used, as in 258 tons. Dates such as 2 February 1670 should appear in full, as should centuries, thus, eighteenth century. 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.

Abbreviations, but not contractions, should be followed by a full point. Full points should be omitted in initials which are read as words, as in BBC, NATO, USA but retained for authors' initials, thus H.J. Dyos. Capitals should be kept to a minimum, but should always be used where individual people or places are referred to specifically.

Use single 'quotation' marks, reserving "double" marks for 'quotes "within" quotes'. Long quotations of more than 60 words should be separated out from the text and typed indented six spaces, without quotation marks.

Sub-headings in the text should be clearly identified and given a 'weight'. Main headings should be designated thus in the left margin A ; secondary headings should be ranged left, designated B.

References and notes should be numbered in one sequence, cited in the text by a superior number (or a number in parentheses) and typed in a separate section at the end of the paper. References should take the following form:

Books

17 A.D. Gilbert, *The Making of Post-Christian Britain* (London, 1980), 74, 78-9.

Articles

38 H. McLeod, 'Class, community and religion: the religious geography of nineteenth-century England', *Sociological Yearbook of Religion*, 6 (1973), 47.

Theses

51 P.J. Corfield, 'The social and economic history of Norwich, 1650-1850: a study in urban growth' (unpublished University of London Ph.D. thesis, 1976).

Subsequent citations

Gilbert, *Post-Christian Britain*, 94.

McLeod, 'Class, community and religion', 51.

Corfield, 'Norwich, 1650-1850', 191.

Note: *Ibid* should only be used to refer to the immediately preceding citation.

Do not use *op. cit.* Do not abbreviate journal titles.

4. 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.

5. Offprints

25 offprints of each article and review article will be supplied free to the first named author. Extra copies may be purchased from the publisher if ordered at proof stage. Authors of articles will receive one complimentary copy of the issue in which their article appears.

(Revised 05/01/09)