

The Historical Journal

EDITORIAL POLICY

The *Historical Journal* seeks to cover all aspects of history since the fifteenth century. Four issues, totalling about 1,200 pages, are published each year, in March, June, September, and December. The *Journal* aims to publish some 30-35 articles and communications each year and reviews recent historical literature mainly in the form of historiographical reviews and review articles, some 15-20 appearing each year. A small number of reviews of individual books are published. The *Journal* aims to provide a forum for younger scholars making a distinguished debut as well as to publish the work of leading historians.

Approximately one article in four submitted is accepted for publication after anonymous peer review. The editors endeavour to reach a decision on submitted articles within three months, and to publish accepted contributions within twelve months of acceptance. On acceptance, the editors will give an approximate date of publication. The editors reserve the right to change that date at short notice, owing to space constraints and the need to achieve an appropriate balance of content in each issue.

The editors are happy to consider relevant iconographic material. They will also accept submissions in languages other than English.

Reviews are commissioned by the Reviews Editor. However, commissioning is not a definite undertaking to publish, and the *Journal* reserves the right not to publish after anonymous peer review. Reviews are also normally published within twelve months of acceptance.

The current editors are **Professor Julian Hoppit** and **Dr Clare Jackson**, for articles, and **Dr Michael Ledger-Lomas**, for reviews.

There is an editorial board and an international advisory board. Names of members can be found on the inside cover of any issue of the *Journal* or on the *Journal's* website.

The *Historical Journal* has been published since 1958. It succeeded the *Cambridge Historical Journal*, which was launched in 1922. The publisher is Cambridge University Press. The ISSN is 0018-246X. This document can be found at: <http://journals.cambridge.org/action/displayMoreInfo?jid=HIS&type=ifc>

Articles appearing in the *Journal* are covered in major abstracting and indexing services including *America: History and Life*, *British Humanities Index*, *Current Contents*, *Historical Abstracts*, *Humanities Index*.

SUBMISSIONS

Addresses

All contributions and correspondence should be sent to: The Editors, The *Historical Journal*, Faculty of History, West Road, Cambridge CB3 9EF, UK. The telephone number is 01223-335347; there is an answerphone. The fax number is 01223-335968. Please mark faxes "for the attention of the Historical Journal". E-mail should be sent to hj@hist.cam.ac.uk. Contributors should provide an email as well as mailing address, and inform the editors promptly of any change of address. Please note: the Historical Journal office is operated on a part-time basis by the Editors and administrative staff. Your patience is appreciated if there is a slight delay in answering your email/correspondence.

Form of submission

Three paper copies of all submissions (*articles, communications, review articles, single reviews*) should be submitted (an office copy and two for sending to referees). It is helpful to date the typescript to avoid confusion in the event of amended versions being submitted at a later stage. Two of the copies should be anonymous, in order to facilitate 'blind' refereeing. Articles are normally refereed by two scholars anonymously, and referees' reports are normally sent to authors. Do not send an electronic copy of the text with the typescript. Receipt of the typescript will be acknowledged by e-mail and authors will be asked at that point to send an electronic copy as an e-mail attachment.

The *Journal* is willing to consider unpublished articles submitted in languages other than English, and in such cases a short resumé (maximum one page) in English should accompany the submission. Financial assistance may be offered by the Journal towards the costs of translation into English.

Conditions of submission, copyright and permissions

Submission of an article is taken to imply that it has not previously been published and is not being considered for publication elsewhere. Authors are asked to provide brief details of any related article or book they are publishing elsewhere.

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original source. At proof stage contributors will be asked to complete a form assigning copyright (on certain conditions) to Cambridge University Press. This helps ensure maximum protection against unauthorized use, and helps ensure that requests to reproduce contributions are handled effectively.

Contributors are responsible for obtaining permission to reproduce any material, including illustrations, in which they do not hold the copyright and for ensuring that the appropriate acknowledgements are included in the typescript. In quoting from copyright material, contributors should keep in mind that the rule of thumb for 'fair use' confines direct quotation to a maximum of 200 words. In obtaining permissions, authors must seek permission to reproduce material not within the author's copyright for dissemination worldwide in all forms and media, including electronic publication (for the electronic version of the Journal). The relevant permissions should be attached to the author's copyright forms on their return. It should be possible in most cases to obtain permissions for use of copyright material in the context of an academic journal article, but authors in need of advice are encouraged to consult the editors and/or the Permissions Controller at Cambridge University Press.

Length of contributions

Articles should not exceed 10,000 words (including notes).

Communications should not exceed 5,000 words.

Historiographical reviews should not exceed 8,000 words.

Review articles should not exceed 1,000 words per book reviewed, although the distribution of emphasis may be unequal.

Reviews of single books should not exceed 900 words.

Historiographical reviews and review articles

The *Journal* distinguishes between these, and the editors wish to encourage the writing of historiographical reviews. They welcome suggestions. A contributor invited to write a review article may decide, in consultation with the editors, to turn the piece into a historiographical review.

An historiographical review is a broad overview of a field of literature rather than a review of a list of new books. Although the accent is likely to be upon recent developments, the discussion need not be confined to the newest publications. Although the contributor can expect to receive several new books, discussion should not be confined to these: it will include other books, significant journal articles, and perhaps important doctoral theses. Whereas in review articles, books under review are listed at the head of the article, in an historiographical review they are not, but are footnoted in the ordinary way. Historiographical reviews and review articles may be subject to the normal refereeing process. Commissioning is not an undertaking to publish; the *Journal* reserves the right not to publish.

Examples of influential historiographical reviews are: Christopher Haigh, 'The recent historiography of the English Reformation', *Historical Journal*, 25 (1982), pp. 995-1007; and Amanda Vickery, 'Golden age to separate spheres?: a review of the categories and chronology of English women's history', *Historical Journal*, 36 (1993), pp. 383-414.

MANUSCRIPT PREPARATION

Keep the title of the article short and plainly descriptive. Do not use quotations in titles. Avoid, wherever possible, using colons and subtitles.

Although the *Journal* publishes the findings of specialist research, it is a general history journal. Do not take too much prior knowledge for granted. Do take care to explain the historical and historiographical context of your article, and its wider significance.

Typescripts must be double spaced, preferably on A4 paper, with margins of at least one inch. Be sure to paginate. Typescripts should not be right-justified, i.e. they should have a ragged right margin. This avoids confusion about spacing. Notes *must also be double spaced*, and placed at the end of the article, *not* at the bottom of the page; they will of course be printed in the journal at the bottom of the page and are thus referred to as footnotes below. Paragraph breaks should be indicated by indents and not line breaks. The first paragraph of an article, and of numbered sub-sections, should not be indented.

If you are including *tables, graphs, or illustrations*, note the following. Fine copy must be provided; number in sequence throughout the article; references to sources and descriptive headings must be attached; indicate clearly where the material is to appear in the text; ensure that there is a reference to it in the text.

The editors encourage authors to incorporate illustrations where appropriate, and the *Journal* is printed on good coated stock to ensure the best possible presentation of illustrations. In submissions good-quality photocopies are acceptable, but authors should keep in mind the formats required for illustrations in articles accepted for publication. Illustrations must be supplied as high resolution electronic files preferably saved as TIFF or EPS files, not as Postscript files. Line drawings should be scanned at 300 dpi and use only conventional Postscript fills. Halftones should be scanned at 600dpi with the preset dot range from 1-96%. If you wish to compress the files use lossless compression package software such as the LZW compression package.

Refer to your article as an 'article' rather than as an 'essay' or 'paper'. E.g. 'In this article I argue that ...'

When submitting an *article*:

Ensure that you have provided the following:

On the *top copy* of your submission, a heading that includes, on separate lines, the title (in capitals and centred), the author's name (in capitals and centred), and the author's academic institution (in italics and centred). On two further copies, a heading that includes only the title (ie no name or affiliation).

An abbreviated title for use as a running-head, of not more than 35 letters and spaces.

An abstract of 150-200 words, in a single paragraph.

Sub-sections, marked by roman numerals, centred, but *without sub-titles*.

Contact details (postal and email addresses) should be placed before the first numbered footnote of the non-anonymised copy. If desired, acknowledgements may be made in an opening note, *marked by an asterisk* placed at the end of the title, and appearing in the notes between the contact details and the first numbered footnote.

When submitting a *historiographical review*:

provide a heading, an abstract, and (if desired) numbered sections, as described above. There is no running-head. Books and articles discussed are not listed at the beginning but footnoted in the ordinary way.

When submitting a *review article*:

provide a title, and *place your academic institution (to left) and name (to right) at the end of the article*. List the books reviewed under the title, making sure to supply all the following information for each: title; author; place of publication; publisher; date published; number of pages; ISBN; price. Thus:

The right to be king: the succession to the crown of England, 1603-1714.
By Howard Nenner. London: Macmillan, 1995. Pp. xiv + 343. ISBN
0333577248. £45.00.

When submitting a *single book review*:

lay out as for review articles, except that the review carries no title, other than the title and other details of the book reviewed. *Put your academic affiliation and name in capitals at the end*. Footnotes may be used in a review article but not in a single book review.

In writing reviews make sure references to the work of historians are backed up with a full citation. It is not fair on readers who are fresh to a field to assume they will know previous work, however well-known it is to experts. A phrase

like, 'Following Smith's influential work ...', needs an explanation of what Smith has published, in the text or in a footnote.

In writing reviews, it is acceptable to give page citations in brackets within the text (instead of footnotes) where there is extensive discussion of a particular book.

TEXT CONVENTIONS

Copy-editing can be a lengthy and complex business, so it is essential that contributors observe the *Journal's* stylistic conventions closely. Typescripts which do not may be returned for amendment. Getting the conventions right early on saves author, editors, and publisher a good deal of trouble at copy-editing and proof stages.

(It is regrettable that the historical profession lacks universally agreed conventions, and the editors are aware that attending to the requirements of individual journals and publishers tries the patience of authors. North American authors should note that, while Cambridge University Press uses American style and spelling for books that are sole authored by Americans, the *Journal* uses British English style.)

Quotations. Follow the punctuation, capitalization, and spelling of the original. Use single quotation marks (except that quotations within quotations take double quotation marks). (*North American authors should particularly note that the British convention is to use single quotation marks.*) Long quotations of fifty words or more should be typed as a displayed extract, i.e. a separate block with a line space above and below, double spaced, *without quotation marks*.

Use three point ellipses ... when omitting material within quotations. (But note that there is no purpose in placing brackets around ellipses; and rarely is there any purpose in placing ellipses at the beginning or end of quotations.) Punctuation should come after closing quotation marks, except for exclamation marks and question marks belonging to the quotation, or a full stop if the quotation is (or ends with) a grammatically complete sentence beginning with a capital. *North American authors should note that this diverges from the American practice of always placing punctuation before closing quotation marks.* Some examples:

He declared that 'the sergemakers are rebelling'.

He made his report. 'The sergemakers are rebelling.'

He stated that 'Mr Ovington told me, "the sergemakers will rebel", but I did not believe him'.

Spelling. Follow British English rather than American English (e.g. defence, labour, programme, sceptical). Note the following preferences:

-ize
-tion
acknowledgement
appendixes
connection
dispatch
elite (no accent)
focused
indexes
inquiry
judgement
medieval
premise
reflection
regime (no accent)
role (no accent)

Note especially the use of -ize rather than -ise. E.g. criticize, emphasize, organize, recognize.

Titles cited in the text. Titles of books should be either italicized or underlined; do not use inverted commas. Use inverted commas and roman type if naming a part of a book or an individual chapter. E.g. 'This point is strongly made in the fourth chapter, 'Of sincerity', in Maxim Pirandello's *Princely government* (1582).'

Foreign words and phrases. Foreign words and phrases should be italicized (or underlined), except when they are naturalized, i.e. have become normalized in English usage. E.g. *phronesis*, *ius naturale*, status quo, ex officio. Some words that are naturalized may nonetheless still carry accents, if it affects pronunciation, e.g. protégé, whereas 'regime' and 'role' have lost their accents. Short foreign phrases that are italicized should not also carry inverted commas. Longer foreign passages should be treated as quotations, i.e. should be in roman with quotation marks. Avoid using too much untranslated foreign material: many readers will not have a reading knowledge of foreign languages.

Numerals. Spell out all numbers up to ninety-nine, except when used in groups or in statistical discussion, e.g. '75 voted for, 39 against, and 30 abstained'. Thousands take a comma: '5,000'. Note the use of elisions: 156-9 (except that teens are not fully elided: 115-16).

Punctuation. The *serial comma* is preferred ('red, white, and blue' rather than 'red, white and blue'). The addition of a *possessive* - 's following a name ending in -s is preferred (e.g. Dickens's, Jones's, rather than Dickens', Jones'), except that people in the ancient world do not carry the possessive final 's, e.g.

Sophocles', Jesus'. Note that plainly parenthetical clauses or phrases require commas both before and after them; authors in doubt about comma placement in these and other cases are advised to consult *Fowler's English Modern Usage*. Round (not square) brackets should be used for brackets within brackets. Square brackets should be reserved for editorial interpolation within quoted matter.

Dates. 12 December 1970 (no comma) in the text (i.e. do not use the form December 12th, 1970). Elisions: 1834-5, 1816-17, except that in article headings and in citing titles of books and articles use 1834-1835, i.e. without elision. Place a comma before dates when citing titles of books and articles: *A history of Hungary, 1810-1890*. Decades: 1850s *not* 1850's; eighties *not* '80s. 'Sixteenth century' (noun, without hyphen); 'sixteenth-century' (adjective, with hyphen). 'From 1785 to 1789', *not* 'from 1785-9'; likewise 'between 1785 and 1789', *not* 'between 1785-9'.

When abbreviating months in footnotes, note that the standard abbreviations are: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

Abbreviations. MS MSS v (version) r (recto) f ff (= the following page(s)) fo. fos. (= folio(s)) ed. eds. vol. vols. 2nd edn Mr Dr St (i.e. without points where the abbreviation ends with the last letter of the word). BBC BL DNB EU MP NATO UK USA TNA etc. (i.e. without points). Provide an explanation for any unusual abbreviations at the first mention, e.g. 'CPGB (Communist Party of Great Britain)'; 'Somerset Record Office (SRO)'. Initials in personal names retain points: 'A.G. Smith'.

Capitalization

It is *Journal* policy to use lower case wherever possible, but not to take this policy to extremes. Questions of capitalization cause most vexation in copy-editing. We do not insist on total consistency across all articles. It might be appropriate, for example, in one article to use Whig and Tory, but in another to use whig and tory. *But the cardinal rule is to be self-consistent within each article.*

Use lower case for titles of books and articles (except for the initial letter), but not for journals and newspapers, where each significant word carries a capital. E.g. 'In his book *The making of peace* he argued in favour; but, writing in *The Sheffield Gazette*, he declared that ...' Note that newspapers include the definite article in their titles when cited in the text, e.g. *The Guardian*, *The Observer*, *The Lancet*; but without the definite article in footnotes, e.g. *Guardian*, 14 Aug. 1964, p. 8.

Use lower case for titular offices: the king, sultan, monarch, pope, lord mayor, prime minister, foreign secretary, bishop of Durham, chiefs of staff, duke of

Portland. *But* upper case to avoid ambiguity (the Speaker, the British Resident).

Use upper case in personal titles only when they immediately preface names (Pope John, King William, Duke Richard, Viscount Andover, Bishop Outhwaite). E.g. 'The earl of Lovelace conveyed the king's command to the bishops ordering them to refrain from preaching, but Bishop Outhwaite was not dissuaded.'

In general, use lower case for institutions, government agencies, etc.: the cabinet, privy council, royal commission, select committee, member of parliament (but MP), the opposition. *But* upper case to avoid ambiguity or where convention insists: the Bank of England, King's Bench, the Inner Temple, the House of Commons.

Political parties carry lower case unless there is ambiguity or other good reason: whig, tory, the Conservative government, the Liberal party.

Use lower case for historical systems, periods, events, and religions, wherever possible: Washington treaty, the British empire, home rule, the commonwealth, the middle ages, puritans, parliamentarians. *But* use upper case to avoid ambiguity or where convention insists: the Congress of Vienna, the Renaissance, the Enlightenment, the First World War, the French Revolution, the Third Republic, the Second Empire, the Union; Catholic, Protestant, Muslim, Jewish, Wesleyan, Quaker.

Note that words derived from names of persons take upper case: Jesuit, Calvinism, Bonapartist, Marxism.

Use lower case for official publications (e.g. the report of the select committee on agriculture, a bill, an act, the act, the bill), except for the names of specific items (e.g. the Stamp Act).

Examples:

an act
battle of Waterloo
bishop of Durham
Bishop Tenison
British empire
cabinet
Catholics

chiefs of staff

the church

the Commons
commonwealth
council of state
crown
duke of Portland
Duke William
First World War
foreign secretary
French Revolution
houses of parliament
king
King's Bench
Labour opposition
lord mayor
member of parliament
middle ages
ministry of defence
parliamentarians
Presbyterian
prime minister
privy council
Protestants
Prussian Diet
Seven Years' War
the state
tory
the Union
Washington treaty
whig

Recent changes to style conventions

The above conventions have been in use since the first issue of 1998 and differ from previous *Journal* usage in five respects. (a) In references to journals, only volume numbers and not issue numbers are cited. (b) In references to journals, volume numbers are now given in arabic and not roman numerals. (c) All references to page numbers carry 'p.' or 'pp.' where hitherto they did not do so when following volume numbers. (d) Abbreviations do not carry points where hitherto they did. (e) The preference for the use of lower case in referring to historical systems, events, institutions, and movements is now less emphatic.

Footnotes

Notes are referred to here as footnotes and will be printed as such, but should, when submitting your typescript, be printed as endnotes.

Notes should be typed double spaced, and placed at the end of the article rather than at the bottom of the page. They should be numbered in a single sequence. An initial footnote, indicating acknowledgements, when keyed to the article's title, should carry an asterisk and not the numeral '1'.

Notes should be kept brief. They are primarily for the citation of sources and should only with great restraint be used to provide additional commentary or information.

In the text, footnote indicators should come after and not before punctuation. Footnote indicators should be in the form of superscript numerals, without brackets.

The *Journal's* method of citation is to give a full bibliographical reference at the first citation, and then author-plus-short-title in subsequent citations.

First references to manuscript sources, books, dissertations and articles are to be punctuated, spelt out or abbreviated, and capitalized as in the following examples:

Cardwell to Russell, 3 Nov. 1865, London, The National Archives (TNA), Russell papers, 30/22/156, fo. 23.

John Morley, *The life of William Ewart Gladstone* (2 vols., London, 1988), II, pp. 121-34.

M. Cowling, *1867: Disraeli, Gladstone and revolution: the passing of the second Reform Bill* (Cambridge, 1967), pp. 41-5, 140-7.

David Harris Sacks, *The widening gate: Bristol and the Atlantic economy, 1450-1700* (Berkeley and Los Angeles, 1991), pp. 54ff.

Sverre Bagge, 'The individual in medieval historiography', in Janet Coleman, ed., *The individual in political theory and practice* (Oxford, 1996), p. 45.

C. M. Williams, 'The political career of Henry Marten' (D.Phil. thesis, Oxford, 1954), ch. 6, *passim*.

W. G. Hynes, 'British mercantile attitudes towards imperial expansion', *Historical Journal*, 19 (1976), pp. 969-76.

Edmund Ludlow, *A voyce from the watch tower*, ed. A. B. Worden (Camden Fourth Series, vol. 21, London, 1978).

Note the following points:

lower case in titles (except for journals and newspapers)
 lower case for 'bk', 'ch.'
 place of publication but not publisher
 authors' forenames or initials as they appear in the original (though it is permissible to reduce all forenames to initials)
 'p.' or 'pp.' are always used before page references
 a space follows 'p.' and 'pp.'
 volume but not issue number of journals given (except that for pre-twentieth century journals it is often necessary to provide issue numbers)
 volume numbers of journals in arabic not roman numerals
 volume numbers for multi-volume books in roman small capitals
 subtitles separated by colons
 dates in titles of books and articles separated by commas
 elision of page numbers
 'ed.' and 'eds.' not '(ed.)' and '(eds.)'
 editors' names come before and not after a book title, except where the book carries an author's name, in the case of memoirs, autobiographies, etc.
 'ch.' not 'chap.'
 a space follows initials of names
 supply full page ranges for articles in journals
 anglicize foreign places of publication, e.g. Cologne rather than Köln.

Note also:

Where a quotation or particular fact needs referencing, and the work in question is a journal article needing the full page range at a first citation, then use the following form: Phyllis Deutsch, 'Moral trespass in Georgian London', *Historical Journal*, 39 (1996), pp. 637-56, at p. 642.

Be especially careful in citing multi-volume works. Avoid ambiguity about whether the date given is the date of a particular volume or of the whole series. Use the form: E. S. de Beer, ed., *The Correspondence of John Locke* (8 vols., Oxford, 1976-89), v, p. 54. Note that if you were to use the following misleading form, it would not be clear whether the whole series or just the one volume appeared in the year specified: E. S. de Beer, ed., *The Correspondence of John Locke* (Oxford, 1979), v, p. 54. Multi-volume works occur in so many different guises - e.g. general editors and volume editors, series titles and individual volume titles - that it is not possible to prescribe a universal form of citation; the priorities should be swift direction of the reader to the correct volume and the avoidance of ambiguity.

Even where an historian's name is given in the text, it should be repeated in the footnote citation. I.e. do not leave a footnote citation bereft of an author.

In a series of citations within a single footnote, items should generally be separated by a semi-colon rather than a point.

For *early-modern printed works* it is legitimate to omit place of publication by providing a covering note at the beginning, e.g., 'All pre-1800 works were published in London unless otherwise stated.' Use 'n.d.' (no date) and 'n.p.' (no place of publication) where the information is not known. Use signature numbers ('sig.') where pagination is absent.

Internet citations should be avoided wherever possible. The stability of e-texts, for example, is not yet secure; references to e-texts posted on the Internet *will* become incomprehensible to readers in generations to come whereas references to printed books will not. Internet citations should only be used where the referent is a unique resource not available in any other form; in such cases, identify the resource by a project title or similar as well as by URL in pointed brackets (< >), with the date at which the resource was created (*not* accessed) where appropriate.

Second and subsequent references

Use the author's surname and short title: not author's name alone

Use 'Ibid.' : see under Latinisms below

Use abbreviations (e.g. for archive repositories) only if the abbreviation has been explained in the initial reference

For example:

BN n.a.fr. 20628 (Thiers Papers), fo. 279

TNA, Russell papers, 30/22/156, fo. 41.

Morley, *Gladstone*, II, pp. 147ff.

Cowling, 1867, p. 91.

Ibid., p. 108.

Hynes, 'Mercantile attitudes', pp. 971-4; Sacks, *Widening gate*, p. 19.

Abbreviations

Note the following common abbreviations used in citations of source materials in footnotes (see also under Latin abbreviations below):

ed. = editor

eds. = editors

edn = edition

f = the following page, e.g. p. 54f

ff = the following pages, e.g. pp. 54ff

fo. = folio (where a manuscript is foliated rather than paginated)

fos. = folios

MS = manuscript

MSS = manuscripts

p. = page

pp. = pages

qu. = quoted

r = recto (the front side of a foliated manuscript leaf)

sig. = signature number, where there is no pagination in an early modern book

trans. = translation, or translator

v = verso (the reverse side of a foliated manuscript leaf)

vol. = volume

vols. = volumes

Latin abbreviations

Note that only three latinisms may be used (and none is italicized).

Ibid. This is used to denote a repetition of the immediately preceding item, where only a different page (or volume) number needs to be recorded. If the preceding item is in the preceding footnote, then *ibid.* should only be used if the preceding footnote contains only a single reference; otherwise there is ambiguity.

Idem. This is used to denote a repetition of the immediately preceding author's name, where only a different book or article title (and page references) needs to be recorded.

Passim. This is used to denote that a topic is referred to periodically throughout the source cited.

Do not use 'op. cit.' or 'loc. cit.' Only use 'cf.' when it really does mean 'compare'; otherwise use 'see'.

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Proofs

Proofs may be expected about three-and-a-half months before publication date. *Only essential typographical or factual errors may be changed at proof stage.*

Resist the temptation to revise or add to the text. The publisher reserves the right to charge authors for correction of non-typographical errors.

Offprints

The practice of supplying paper offprints is going to be discontinued. If paper offprints are despatched, they are despatched from Cambridge University Press approximately 2-3 months after publication of the issue, by surface mail. Electronic offprints are supplied to authors as a PDF file of their article which they can print or copy electronically.

Last updated April 2010