CAMBRIDGE Instructions for Contributors

Rural History

Contributors should submit two copies of articles, typed double-spaced on A4 paper, with reasonable margins. Articles should normally be no more than 8,000 words, but longer articles will be considered. An Abstract of about 150 words should also be supplied.

Articles or other material for publication may be submitted to any one of the editors as follows:

Carl Griffin, University of Sussex Falmer, Brighton, BN1 9SJ, UK

K.D.M. Snell, Department of English Local History, University of Leicester, Leicester, LE1 7RH, UK

Tom Williamson, Centre of East Anglian Studies, University of East Anglia, Norwich, Norfolk, NR4 7TJ, UK

Disk Submission. Contributors of an accepted article are encouraged to provide the article on disk as well as in hard copy. The disk should be Macintosh or IBM compatible and labelled with the word-processing format used.

Style

Contributors should aim for a style that is accessible to readers in related disciplines. Masculine forms used as universals, e.g. 'the archaeologist and his aspirations', should be avoided. Articles may be in either English or American spelling.

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: <a href="https://www.cambridge.org/core/services/authors/language-servic

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.

Citation

Contributors may follow either of the standard conventions:

- (a) in-text citation of sources;
- (b) citation in footnotes.
- (c) In-text citation.

Give author's surname, date of publication and page references (if any) in parentheses in the body of the text, e.g. '(Falassi, 1980b: 114)'. Where a second or subsequent work by a particular author in the same year is cited, references should be distinguished by letters (a, b, c, etc.) placed after the date.

A complete list of references cited, arranged alphabetically by authors' surname, should be typed double-spaced at the end of the article in the form:

Falassi, A. 1980b. Folklore by the Fireside: Text and Context of the Tuscan Veglia (Austin, Texas).

Give place of publication, but not the publisher. Titles of books, articles and journals should be in the form of the examples in these Notes.

(b) Citation in footnotes. References should be given in notes, numbered consecutively through the typescript with raised numbers. Type the notes double-spaced on separate pages at the end of the article.

Full publication details should be given at first mention, a short form thereafter.

Books:

Capitalize the principal words and underline the title. Give place and date of publication. Page references should be preceded by 'p.' or 'pp.' Use 'ed.', 'eds.'.

John Barrell, *The Dark Side of the Landscape: the Rural Poor in English Painting*, 1730 - 1840 (Cambridge, 1980), p. 89.

D. Kramer (ed.), Critical Approaches to Hardy's Fiction (London, 1979), pp. 17 - 18.

Short form:

Barrell, Dark Side, p. 90

Kramer (ed.), Hardy's Fiction, pp. 175 - 6.

Articles: Capitalize only the first word and proper names in article titles, which should be in single inverted commas. Underline the title of the journal. Use arabic numerals for volume numbers. Do not use 'p.' or 'pp.' with a preceding volume number.

B. Reay, 'The last rising of the agricultural labourers: the battle in Bossenden Wood, 1838', *History Workshop* 26 (1988), 81 - 2.

Short forms:

Barrell, Dark Side, p. 90

Kramer (ed.), Hardy's Fiction, pp.175-6.

Reay, 'The last rising', p. 82.

Quotations

Quotations should be in single inverted commas, with double used only for quotations within quotations. Quotations of more than about five lines should be set off from the text and indented. Type double-spaced.

Abbreviations and Latin conventions

Cf. Use to mean 'compare', not 'see'.

Ibid. Use to refer to an immediately preceding citation. Do not use loc. cit. or op. cit.

et. al. Use for second and subsequent citations of works by three or more authors. Note: f., ff. (with full point), n.d. (when no publication date), *passim*.

Tables and illustrations

Tables, graphs, maps and line drawings should be provided on separate sheets.

Tables. Tables must be numbered consecutively and referred to in the text as such: '(see Table 1)', not ('see table below)'. The table number and table title should be typed above the table. Type horizontal rules

above and below the body of the table and below column headings, but avoid vertical rules. Notes and source(s) should be typed below the bottom rule.

Illustrations. We welcome illustrations as accompaniments to articles, but it is the responsibility of contributors to provide illustrations in a form suitable for direct reproduction, unless otherwise agreed with an editor. Photographs (glossy prints) and line drawings must fit the text area of 200 x 135 mm, and originals submitted should ideally be no more than one and a half times that size.

Number (in light pencil) and identify illustrations on the reverse, in order. Mark the number in the margin of the text at the approximate position where the illustration should appear, e.g. 'Figure 1 near here'. Captions should be typed double-spaced on a separate sheet.

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.

Permissions. Contributors should provide full details of the illustration source and obtain permission to reproduce copyright material. Any necessary acknowledgement should be included in the caption.

Proofs

Contributors will receive a proof of their article for correction of any printer's errors and any essential factual errors.

Offprints

Twenty-five offprints of each contribution will be supplied, to be sent to the first named author in the case of jointly authored contributions. Further offprints may be purchased if ordered at first proof stage.

Copyright

Authors of articles published in the journal assign copyright to Cambridge University Press (with certain rights reserved) and you will receive a copyright assignment form for signature on acceptance of your paper.

In assigning your copyright, you are not forfeiting your right to use your contribution elsewhere. This you may do without seeking permission, and subject only to normal acknowledgement to the journal.

Please visit https://www.cambridge.org/core/services/open-access-policies for information on our open access policies, compliance with major funding bodies, and guidelines on depositing your manuscript in an institutional repository.

Last updated 22nd November 2016