

Social History

Style Sheet

1. Authors should submit in the first instance **two** typescript copies of papers to:

The Editors

Social History

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Email: K.H.Nield@hull.ac.uk

2. Length of articles: the policy of the editors is to be as flexible as possible about the length, although it is expected that articles, documentary essays and review articles will normally be in the range of 3-10,000 words.

The editors will consider critical comment on published articles etc., which will be published at their discretion. The original author will be given an opportunity to reply in the same issue, or as soon as possible thereafter.

3. Contributions should be in English, typed and double-spaced, including quotations, with left-hand margins of at least 5 cms. Please type on one side of the paper, numbering pages consecutively at the top right-hand corner. (It would be helpful if each page had the same number of lines.)
4. Notes in typescript should be given on separate sheets, numbered consecutively, double spaced and in the same font as the main text. Note numbers should be given in the main text as superscripts without brackets.

In print, the notes will appear at the foot of the appropriate page.

5. References in the footnotes should be set out as follows:
 - a. Books

L. Radzinowski, *Ideolgy and Crime. A study of Crime in its Social and Historical Context* (place of publication, 1966), 19.

It is important to include place and date of publication and, where appropriate, the edition used.

- b. Articles

E.J.T. Collins, 'Harvest technology and labour supply in Britain, 1790 – 1870', *Economic History Review*, XXII, 3 (Dec. 1969), 453-73

c. Essays in books

L.Henry, 'The population of France in the eighteenth century' in D.V. Glass and D.E.C. Eversley (eds), *Population in History, Essays in Historical Demography* (place of population, date).

d. Subsequent References to Books and Articles

Immediate subsequent reference should be cited as *ibid.*, 81. (This is always lower case).

Later references as: Radzinowicz, *op.cit.*, 29. (Again, always lower case).

Later references when more than one work of the same author has been referred to: Radzionowicz, *Ideology and Crime, op.cit.*, 23.

e. Parliamentary Papers

BPP, 4th Report of the R.C. on the Employment of Children and Young Persons in Trades and Manufacturers, 1865 (3548), XX, 124-5.

BPP, R.C. upon the administration and Operation of the Contagious Diseases Acts, 1871 (c.408), II, Minutes of Evidence, Qs. 12903-9.

f. Pamphlets, etc.

Citation of pamphlet material should include details of source where known and author.

(R.B. Aspland), *The Rise, Progress and Present Influence of Wesleyan Methodism* (British and Foreign Unitarian Association, place of publication, 1831), 15-16.

H. Atherton, *An Acre of Land in his Native Parish the Right of Every British Subject, ... with Remarks on the State of the Country in General and Ireland in Particular* (Battle, n.d., signed 'July 15th', 1869).

Anon, *Considerations on the Alliance between Christianity and Commerce, Applied to the Present State of this Country* (place of publication, 180?), 12.

g. Manuscript Sources

British Museum (subsequently BM), Add. Mss., 269.

Public Records Office (subsequently PRO), *State Papers, Domestic, Elizabeth I*, vol, 245, no. 24

Sheffield City Libraries, Edward Carpenter Mss., 269.

h. Thesis

P.S.Gupta, 'History of the Amalgamated Society of Railway Servants, 1871-1913' (D.Phil., Oxford, 1960), 123.

- i. Where a website is referred to please give full details of source and date.

6. Guidance on preparation of typescripts

- a. Abbreviations used in the text should be easily identifiable and consistent throughout after the first reference giving the full title, etc.

Dates should be typed without commas as follows: 29 August 1974. In referring to a century use the form: twentieth century.

- b. First paragraph of an article is not indented; subsequent paragraphs are, except for beginning of new sub-section after a heading or sub-heading.
- c. Ellipsis: use three full pints, except where the part omitted include a full stop, when four points should be used.
- d. Figures and numerals: units of measurement and all numbers over 100 should be given in figures; 10,000 and above with a comma, ie 5000 but 50,000. Numbers below 100 should be given in words (eg ten schools, twenty-five countries), except in passages where many statistics are discussed where it is obviously desirable to use figures.

- e. Quotations: use single quotation marks except for quotations within quotations when double are needed. Quotations or more than five lines should be indented without quotation marks.
 - f. Maps, diagrams, graphs, line drawings, et. Should be submitted on separate sheets with title or caption, sources and numbered; their position in the article should be indicated in the text
 - g. Tables of whatever length should be included as part of the text, and not in footnotes. Tables should have a title, be numbered if more than one, and indicate at the bottom the source of the data used.
 - h. Spelling should be standardised as far as possible to follow *Oxford English Dictionary* usage.
 - i. Typescripts should be as clean as possible with only minor alterations entered in ink.
7. Proofs: You will receive page proofs from the publishers by e-mail together with the copy editor's queries. You should correct these as quickly as possible and return them by email to the publishers. We as editors receive the proofs and your corrections from the publishers for a final check. You should raise with us any queries you may have.
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