

## *PAST AND PRESENT*

### GUIDANCE FOR THE SUBMISSION OF ARTICLES

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#### **General Information**

1) Any submission must be the original work of the author that has not been published previously, as a whole or in part, either in print or electronically, or is soon to be so published.

We will ask that in the case of acceptance for publication in *Past and Present*, there should be an interval of at least two years between the appearance of the article in the Journal and any subsequent publication (in the same or similar form) elsewhere.

2) The target length for an article is 8,000–10,000 words, excluding notes. Articles should not exceed 12,000 words including footnotes.

Please provide a word count for both text and notes on the first page of the article.

We do on very rare occasions consider longer articles of more than 10,000 words for the journal, but such an article would have to be of exceptional quality and importance to justify its inclusion in the journal: the longer the piece, the higher the bar to acceptance. The number of submissions we receive increases every year, and it is getting ever more difficult to accept long pieces, so we urge authors to keep within the word limits. If your article is longer than 12,000 words and you would like it to be considered as an exception, please contact the editorial office in the first instance.

We would also ask authors to note that it may take substantially longer for us to make decisions on overlong submissions.

For a Review Article, the target length is 4,000–5,000 words, plus notes.

For a Viewpoint piece, we are flexible in relation to length, but our preference is for Viewpoints to be shorter than articles: we suggest 6,000 words (plus notes) as a rough guide.

Viewpoints might also take the form of a collection of shorter pieces (c.2,000–3,000 words each) addressing a particular conceptual, historiographical or methodological problem, theme or topic. Our guideline for the maximum length of such collections is 15,000 words (inclusive of notes). We are, however, open to considering other formats and would encourage

editors/authors to contact us directly with details for approval of the format before submitting.

3) Please supply a short (200–250 words) abstract of the article at submission.

4) Style: at submission, we ask that authors ensure that their texts are double spaced and paginated, with footnotes (not endnotes) in arabic not roman numerals. The *Past and Present* style guidelines can be found below. In the event of acceptance, we will ask authors to render articles according to the full style guide.

5) We hope to reach decisions on most submissions well within four months (and no longer than six), and we will contact you if the refereeing process takes longer than this.

6) We now practise ‘double blind’ reviewing. The main text of any submission should therefore exclude the name(s) of the author(s), affiliations, and any directly personal references, as well as acknowledgements to those who have read the paper. Please also ensure that the title of the file does not include your name.

Acknowledgements and relevant citation of previous work by the author(s) can be incorporated after a paper has been accepted for publication.

We will, as far as is possible, send the readers’ reports on to authors for information once a decision has been taken on a submission. These reports are sent in confidence.

7) Please bear in mind that any article in *Past and Present* has to be of interest, and fully accessible, to the non-specialist as well as the specialist reader, so:

a/ make clear what the interest of the article to the non-specialist is or may be: e.g., does it change debate on an issue, and if so, how? does it feature new data? and so on;

b/ keep technical/specialist expressions to a minimum and ensure that any expressions that are necessary are carefully defined;

c/ assume little linguistic knowledge. Avoid quotations in languages other than English; quotations from non-English sources must be translated into English (if essential, the full original text can be supplied in a footnote);

d/ footnote references to books or other sources in non-western-European languages should give the original title (transliterated as necessary), followed by an English translation of the title in square brackets.

8) *P&P* Viewpoints: we now welcome submissions of pieces specifically intended for consideration as a Viewpoint. Viewpoints should seek to provoke or advance debate, to open up new questions, to define the state or direction of a particular field, to shape trends in historiography at a more general level — always in a way that is comprehensible to non-

specialists. They might be relatively specific/substantive with respect to area and period or more theoretical.

Viewpoint articles would generally have a less formal character than journal articles. The scholarly apparatus of research articles need not be applied so rigorously: polemic could have a place, there might be less need for careful nuance or qualification, or for comprehensiveness of coverage, footnoting could be light, and style could be more individual.

Viewpoint pieces could be flexible in form. Two people (or more) might wish to collaborate on an exchange of views. (We think the difference between such exchanges and our Debates would be that they would not focus on one article). We are flexible in relation to length, as noted above, but our preference is for Viewpoint pieces which are shorter than articles so that they stand apart.

As noted above, Viewpoints might also take the form of a collection of shorter pieces addressing a particular conceptual, historiographical or methodological problem, theme or topic. Organisers of such a collection of shorter viewpoints should endeavour to ensure that the set has conceptual and intellectual coherence. We encourage contributors to such conversations to read each other's works and we expect the viewpoints to be prefaced by an introduction that draws out the key points and provides a suitable frame of reference for reading them.

9) We also welcome submissions of Review Articles, covering one or more important recent publications. As with other articles, it is important that Review Articles appeal and are accessible to the non-specialist as well as the specialist. We prefer Review Articles which supply a view of the state of the field as well as a review of the specific works in question.

10) Please make submissions to be via our online submission website <http://mc.manuscriptcentral.com/past>. Articles should be submitted according to the instructions for online manuscript submission [http://www.oxfordjournals.org/our\\_journals/past/submission\\_online.html](http://www.oxfordjournals.org/our_journals/past/submission_online.html).

All submissions will be acknowledged by email as soon as possible after receipt.

11) Article texts should be in English. We can exceptionally consider for publication articles in some western European languages, but prospective authors must in that case contact the Editors in advance.

A condition of acceptance of an article so submitted would be that the article be translated into English — and vetted by a native English speaker for fluency and idiom.

12) Articles sent to *Past and Present* for consideration for publication should not be submitted

simultaneously to any other journal or journals for refereeing. Authors must never multi-submit! All journals frown on this practice.

13) Notes should be kept to a minimum and, wherever possible, be confined to necessary references. Notes should not be used for ‘sub-texts’. Wherever possible without confusion, references should be grouped together. Notes should rarely exceed 10-20% of the text.

14) Graphs, Tables, Maps, etc., may of course be included in an article when they add materially to the substance or comprehensibility of the argument.

15) Illustrations may also be included where they add materially — up to a maximum of twelve (3–6 is more usual). It is the author’s responsibility to provide high-definition images of any illustrations they wish to include (good-quality prints if hard copy; jpgs etc. if electronic). Images submitted in colour will be reproduced in colour online, and in black and white in the print journal.

It is the author’s responsibility also to obtain any necessary permissions (and to provide us with copies of the relevant documentation). For guidance on this, please contact the Oxford University Press Rights department or the editorial office.

Please note the relatively small page-size of *Past and Present* (max. 6.75 x 4 inches) when considering possible illustrations for inclusion.

16) Debates. The Journal encourages the publication of constructive Debates on controversial topics and on controversial points made in the course of articles which it has published. In every case where a *P&P* article is the subject of a Comment in a Debate, the author of the article critiqued is invited to submit a Reply.

17) Authors of articles that are accepted for publication should note:

a/ there is the option of ‘Advance Access’. Advance Access allows for swift online publication in advance of the print issue. For more information please go to <http://past.oxfordjournals.org/papfaq>;

b/ proofs: alterations on proof are expensive and must be kept to a minimum;

18) *P&P*’s Open Access policy: Authors are permitted to deposit the ‘accepted article’ version of their articles in institutional and centrally organized repositories, subject to an embargo period of 24 months. The ‘accepted’ version is the final draft author manuscript, as accepted for publication, including modifications based on referees’ suggestions but before it has undergone copy-editing and proof correction. Before you deposit your article, please refer to our more

detailed guidelines at [http://www.oxfordjournals.org/access\\_purchase/self-archiving\\_policypast.html](http://www.oxfordjournals.org/access_purchase/self-archiving_policypast.html).

We also offer authors the option of paying an APC (article processing charge) to publish their work freely online immediately on publication. This form of open access publication is offered under a range of licences (CC-BY, CC-BY NC, and CC-BY NC ND). Some types of research

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funding may stipulate the kind of licence under which authors must publish their work. We would be very happy to go through the different licences with you if that would be helpful.

19) Authors should note that they are responsible for checking the production of non-Latin characters when the article proofs are supplied. Authors should use fonts MS Mincho and SimSun for Japanese and Chinese scripts respectively.

All editorial correspondence should be addressed, preferably via email, to:

[editors@pastandpresent.org.uk](mailto:editors@pastandpresent.org.uk)

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## *PAST AND PRESENT*

### STYLE GUIDE: TEXT

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#### 1) FORMAT:

Please use Times New Roman font, 12 point, and double space the text.

New paragraphs should be indented. You may divide your text into sections, with or without individual headings; please number with roman numerals.

Use roman type for the body of the text and footnotes, and for:

- i. titles of articles, unpublished theses, etc. (in single quotation marks);
- ii. titles of manuscripts (in single quotation marks);
- iii. for quotations and short extracts from books, articles and manuscripts (in English or other languages);
- iv. for the following abbreviations: cf., ch. (plural chs.), col. (cols.), ed., edn, f. (ff.), fo. (fos.), i.e. (in footnotes and square bracketed text within quotations only; otherwise 'that is' in full), l. (ll.), m. (mm.), MS (MSS), p. (pp.), r. (recto), s.v. (sub voce/verbo), v. (verso/versus); seq. should not be used; 'for example' should

always be in full.

Use italic type for:

- i. titles of books, poems, plays and periodicals;
- ii. technical terms or phrases in languages other than English (but not for quotations or complete sentences);
- iii. for the following abbreviations: *a. (anno), cap., c. (circa), ibid., passim, viz.*

## 2) QUOTATIONS:

- a. less than 50 words: in the text, indicated by single quotation marks (double quotation marks to be used only for quotations within quotations);
- b. 50 words or more: in double-spaced roman, inset from both margins and set off from the text by a double hard return above and below; without quotation marks.

## 3) ABBREVIATIONS:

Abbreviations other than Mr, Mrs, Dr, etc., should not be used in the body of the text.

## 4) CAPITAL LETTERS:

Should be used as sparingly as possible, e.g., the duke of Normandy; William, duke of Normandy; but Duke William. Capitals should be used to begin all the principal words in the titles of books, articles, etc., in English; appropriate capitalization should be used for other languages.

## 5) SINGLE INVERTED COMMA / DOUBLE INVERTED COMMA:

- a. Single inverted commas should be used for quotations, for words or phrases used in a special or technical sense, and to enclose titles of articles, etc.
- b. Double inverted commas should be used only to indicate a quotation or title within another quotation or title, etc.

6) SPELLING: as in the Oxford English Dictionary.

7) DATES:

In text, 1 January 1945; in notes, 1 Jan. 1945, except in complete sentences.

No comma between month and year. Unless otherwise specified, it is to be assumed that the date refers to the year beginning on the 1st January. Where the year begins on 25 March, events between 1 January and 24 March can be dated as, for example, 17 March 1516/17 (and should be so dated if the original author used this style). Double dates in Old and New style should be given as 3/14 September 1752.

Era: in small capitals, when required, and except with BC, should precede the figures.

Decades: the 1950s (not 'the 1950's' or 'the fifties').

Months: when abbreviated in footnote references, should be as follows: Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

8. FIGURES:

In narrative passages, numbers under one hundred and any round numbers (e.g., two thousand) should be expressed in words. Percentages (expressed as 'per cent' and not % in the text), and monetary sums, etc., are usually expressed in figures.

Date sequences, should be compressed as follows (with the figures separated by an en-space dash): 1816–17, 1858–9, 1854–64; and page sequences, as 11–15, 121–9, 121–35, 213–19, etc.



Do not compress folio sequences: thus, fos. 54r–55v, but 55r–v.

9. LANGUAGES IN NON-LATIN SCRIPTS

Please note that these instructions were changed in March 2020. We now ask that when citing or quoting sources in non-Latin scripts that authors use the original scripts followed, at first reference, by a full translation in English in a square bracket. Authors are wholly responsible for checking the production of non-Latin scripts at copy-editing and proofing.

10. For information on the full range of convention guidelines, the following are invaluable:

*The Oxford Guide to Style* (OUP, 2002), which replaces *Hart's Rules*; revised by R.M. Ritter.

*The Oxford Dictionary for Writers and Editors*, 2nd edn, by R.M. Ritter (OUP, 2002): addresses common spelling difficulties (giving preferences where there are variants); deals with queries on hyphenation and punctuation; and also e.g. abbreviations, foreign words

and phrases in English usage, 'confusables', spelling and style differences between British and American English, standard spelling for people and places (esp. foreign), unusual terms, etc., etc.

## *PAST AND PRESENT*

### STYLE GUIDE: FOOTNOTES

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#### GENERAL COMMENTS:

Please supply notes as footnotes (not endnotes), with arabic (not roman) numerals.

The central point to keep in mind is that note references should supply enough bibliographical detail to allow easy identification of works, even by persons unfamiliar with the subject.

Except in the case of standard reference books — which should be cited in an abbreviated but accessible fashion, i.e., *Cal. Pat. Rolls* and not *C.P.R.* — titles of books should be given in full on first reference, with place and date of publication (even if London or Paris, etc.), and the

on first reference, with place and date of publication (even if London or Paris, etc.), and the author's name; in subsequent notes, abbreviated references (author's name and 'short' title) should be given. In the case of rare or uncommon works, the place of deposit of a book, pamphlet, typescript, etc., should be stated in brackets.

1) Please cite authors' and editors' names in the form in which they appear in the work cited — whether with forename(s), with initial(s), with forename plus initial, etc. Our practice is not to standardize, but to follow the precise form of the name under which an author/editor has opted to publish. (Please, wherever possible, check the work itself.)

Use of *et al.* for multi-author or multi-editor works. We require names in full of up to three authors or editors, as on publication. Give first author/editor followed by *et al.* if the authors/editors number more than three.

2) Provide page numbers only for specific citations. *Past and Present* does not supply page extents for complete articles, essays or book chapters. When giving number sequences, contract them to the shortest comprehensible form, e.g., 234–7, but 213–16.

Do not shorten the number sequences for folios: thus, fos. 241r–249v, but 249r–v.

3) We do not normally use 'p.' and 'pp.' for page references. Give page number(s) only, unless you must use 'p.' or 'pp.' (followed by a space) to avoid ambiguity, e.g., p. xxiv.

4) Give the state for US publications, when failure to do so would make the reference ambiguous (and only then): thus, Athens, Ga; Cambridge, Mass.; Lincoln, Nebr.; etc.

5) Capitalize all important words in English titles (books or articles); in French, capitalize the first word, or if a definite article, capitalize it and the noun (or adjective + noun) following it; in Italian capitalize the first word and only proper nouns thereafter; in German, capitalize all nouns.

6) Use single quotation marks throughout. Double quotation marks should be reserved to indicate quotations within quotations only.

7) Regularize internal punctuation in titles to colons (as opposed to mixed colons and full stops).

8) Immediately after the first full reference to a book, '*Ibid.*' can be used (and also as first reference in a footnote, providing that it refers back to a single reference in the previous note), but not *Idem.*, *op. cit.*, etc. Instead, use the author's surname and the title of the book (shortened or abbreviated if cited frequently). As a general rule, drop definite and indefinite articles for

shortened titles, e.g., Langford, *Polite and Commercial People*, 101.

9) Do not use full stops to separate the elements of institutional abbreviations, e.g., TNA, BM, BL, BN, SRO, etc.

10) Separate page numbers and other numerical sequences with en-dashes (–) rather than hyphens, e.g., 1716–23. Similarly, an em-dash, with a space either side ( — ), should be used in lieu of two hyphens for a parenthetical dash in text.

11) For additional references within a note, use the following structures: See esp. (author), (page); See also . . . ; See, for example, . . . ; See, in particular, . . . ; Cited in . . . ; Cited *ibid.*; Quoted in . . .

12) For cross-referencing: See n. 81 above/below.

13) Words such as ‘series’ and ‘volume’ should always be given in English, even when the work cited is in a language other than English; i.e., ‘vol.’ not ‘tome’.

14) Abbreviations, with full stops: ed. eds. ser. cols. vol. vols. n. nn. n.d. n.p. fo. fos. f. ff. Cf. *ibid.* *et al.* etc.

15) Contractions, without full stops: Mr Mrs Ms Dr Revd St edn MS *passim* pt pubd unpubd etc.

16) Avoid the use of ellipses at the beginning of quotations, and at the end (unless there is genuine suspense); use internally to demonstrate a compressed text; separate from rest of text with a space, e.g., ‘those . . . which’. The ellipsis stands for missing punctuation as well as text, so avoid using 4 stops, or comma and 3 stops, unless doing so would cause misunderstanding.

17) The required form for the *Dictionary of National Biography* is *DNB*; new version, *Oxford DNB*.

18) Form for imperial sums = £15. 3s. d. (i.e. with stops).

19) Statutes of the Realm: monarch’s name abbreviated: 17 Geo. II, c. 5. Also, use ampersand rather than ‘and’ when citing double regnal years: 1 & 2 Vict., c. 56, §26.

20) English translations are required for all book, article and document titles (but NOT periodical titles), and archival names that are otherwise unclear, when all these are given in non-standard western European languages (including Arabic, Chinese, Finnish, Greek,

Hebrew, Russian and all Eastern European languages). Translations or transliterations should appear in roman type in square brackets after each item.

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## EXAMPLES

### BOOKS:

1. Linda Colley, *Britons: Forging the Nation, 1707–1837* (New Haven, 1992), 22.
2. See, in particular, David Cressy, *Bonfires and Bells: National Memory and the Protestant Calendar in Elizabethan and Stuart England* (London, 1989), esp. 110–29.

### MULTI-VOLUME BOOKS:

1. William Coxe, *Memoirs of the Administration of the Right Honourable Henry Pelham*, 2 vols. (London, 1829), ii, 178–9. [note: total number of volumes given in arabic before place published and date, followed by number of specific volume cited in lower-case roman]
2. William Stubbs, *Constitutional History of England*, 4th edn, 3 vols. (Oxford, 1906), ii, 62–5.
3. Charles Booth, *Life and Labour of the People in London*, 9 vols. (London, 1892–7), ii, ch. 2. [giving overall publication dates and the total number of volumes, as well as the specific volume cited]

### BOOKS IN A SERIES:

1. John Weld, *A History of Leagram: The Park and the Manor* (Chetham Soc., new ser.,

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lxxii, Manchester, 1913), 132–3. [the name of the Society, any series number and the place published and date are all included in parentheses]

### COLLECTIONS OF EDITED ESSAYS:

1. Susan Amussen, 'Gender, Family and Social Order, 1560–1725', in Antony Fletcher and John Stevenson (eds.), *Order and Disorder in Early Modern England* (Cambridge, 1985), 106–8. [editor(s) come before the title of the book, identified by '(ed)' or '(eds)']

TRANSLATIONS:

1. Fernand Braudel, *The Mediterranean and the Mediterranean World in the Age of Philip II*, trans. Siân Reynolds, 2 vols. (New York, 1972), i, 615–16.

JOURNAL ARTICLES:

1. R. Orsi, 'The Cult of Saints and the Reimagination of the Space and Time of Sickness in Twentieth-Century American Catholicism', *Literature and Medicine*, viii (1989), 66–7.
2. W. W. Rostow, 'The Terms of Trade in Theory and Practice', *Economic History Review*, 2nd ser., iii (1950–1), 23–4. [always give series and volume numbers in lower-case roman; give year in parentheses; only give month/season of publication if this affects the pagination; spell out all journal titles in full]

PRINTED PRIMARY:

For English books published prior to 1640, the *Short-Title Catalogue (STC)* number should always be given (but we do not include the later 'Wing' numbers).

1. Roger Edgeworth, *Sermons Very Fruitfull, Godly and Learned: Preaching in the Reformation, c.1535–c.1553*, ed. Janet Wilson (Cambridge, 1993), 143, 388. [editor comes after the title as given]
2. Robert Dodsley, *A Select Collection of Old English Plays*, 4th edn, ed. W. Carew Hazlitt, 15 vols. (London, 1874–6), viii, 418.
3. *Ratis Raving*, ed. J. R. Lumby (Early English Text Society, original ser. xliii, London, 1870), 58. [short version: *Ratis Raving*, ed. Lumby, 58.]
4. *The Poems of John Audelay*, ed. Ella K. Whiting (Early English Text Society, original ser., clxxxiv, London, 1931), 197.

5. *Caledonian Mercury*, 20 Nov. 1740.

6. John Bate, *The Mysteryes of Nature and Art* (London, 1634, STC 1577), 55.

1. Bede, *Historia Ecclesiastica*, III, 25 (ed. Plummer, i, 181). [i.e. small caps. for original book numbers]
2. Pliny, *Epistolae*, x. 96. 3 (followed, where necessary, by edition, volume, and page reference). [again, small caps; full stops between book, section and paragraph numbers]

MANUSCRIPTS

1. Archivio Segreto Vaticano (ASV), *Riti*, 378, fo. 24v.
2. Bodleian Library, Oxford, Carte MS 77, fos. 518r, 519r. [Lib. thereafter]
3. British Library, London (hereafter BL), Arundel MS 97, fos. 20r–21v.
4. John Bristow to duke of Newcastle, 17 Aug. 1743: BL, Add. MS 32701 (Newcastle Papers), fos. 37–8.
5. The National Archives, London (hereafter TNA), E 101/386/6.

THESES

1. Jonathan Barry, 'The Cultural Life of Bristol, 1640–1775' (Univ. of Oxford D.Phil. thesis, 1985), 81.
2. Leor E. Halevi, 'Muhammad's Grave: Death, Ritual and Society in the Early Islamic World' (Harvard Univ. Ph.D. thesis, 2002), 34.