



JCH style guide

1. Article Opening Material

2. Grammar and Spelling

1. Article Opening Material

Article title

Please format with maximum capitalisation, that is all words should be capitalised with the exceptions of definite and indefinite articles and prepositions. Run on subtitle after colon. Max 15 words.

NOTE: The Journal operates a double-blind peer-review system and so the following elements should be entered in to the submission website. The article file itself should be anonymous with all identifying text removed, please remember to check any running heads you may have and acknowledgement text.

Abstract

No more than 200 words.

Keywords

Up to 6 in number in alphabetical order. Where proper names are used, alphabetize by surname.

Corresponding author

Please ensure your affiliation and contact details are correct and current in ScholarOne, it is these that will be used on your paper if accepted and for correspondence.

Article Length

Articles should not exceed 8000 words, excluding footnotes, of which there should be no more than 100. Over length articles will be returned for shortening.

Temporal cut off

The journal considers papers on subjects from 1930 onwards.

2. Grammar and spelling

UK spellings for European articles; US spellings for North American articles. Rest of the world – we will follow your preferred style but make consistent. Canadian spellings should be standardized to UK or US, depending on author preference.

Follow Oxford English Dictionary and use -ize and -yse spellings. The following list shows some common exceptions to the ‘ize’ rule:

Samples							
advertise	arise	devise	enfranchise	expertise	merchandise	promise	surmise
advise	chastise	disenfranchise	enterprise	franchise	misadvise	reprise	surprise
affranchise	circumcise	disguise	exercise	improvise	premise	revise	televise
apprise	comprise	emprise	Excise	incise	prise	supervise	treatise

Note also: analyse (for UK), catalyse, dialyse, paralyse.

Do not mix English and US spellings. Some common US variations in spelling:							
analyze	color	favor	Fulfil	labor	license (noun)	program	traveler/traveling
behavior	counseling	fetus	Gray	mold	pediatrics	practice (verb)	willful

Follow author style regarding use of the possessive’s for proper names ending in s. However, ’s is not used for classical names, e.g. Socrates’ philosophy

→ The following books are recommended: *Hart’s Rules*; *Fowler’s Modern Usage*

Punctuation and formatting

Headings: The Journal does not include sub-headings, preferring a line break to indicate a new section or argument, please insert [line break] on its own line in your manuscript and have the follow paragraph full out with no indent.

Commas: follow author style but make consistent.

Use of Oxford comma in lists:

Italians, Norwegians and Spaniards (UK)
Italians, Norwegians, and Spaniards (US)

Parentheses are used throughout; square brackets are used only to enclose parenthetical material already in parentheses and to enclose an author’s comment within a quote, e.g. [sic], [emphasis added].

Quotes: use single quotes, with double quotes within quoted material.

Hyphenation: the basic rule is to follow author style but be consistent.

Upper and lower case: Please see the appendix for a list of JCH capitalization. For specific titles use initial caps, for generic titles use lower case:

(a) Institutions, movements, denominations, political parties:

the Roman Catholic Church
he has catholic tastes.
They were Bolsheviks
bolshevism, communism

(b) Titles, ranks:

the President (referring to a particular one)
the Spanish Foreign Minister
a president
several government ministers

(c) Geographical names:

Capitalize politically defined or geographically named places, use lower case in all other instances.

the West, the East
western values, eastern culture
South Africa
the south of Scotland

Roman and italic:

Anglicized words should be roman with no accents.

Common examples:

ad hoc	elite	per capita
a priori	en masse	per se
a propos	en route	post hoc
avant-garde	et al.	post mortem
bona fide	in situ	raison d'être
bourgeois/bourgeoisie	laissez faire	sine qua non
cafe	nouveau riche	status quo
coup d'état	op. cit.	vice versa
de facto	per annum	vis-a-vis

Words in other languages – follow author style and make consistent.

Keep author's own emphasized words or phrases, unless excessive.

Quoted text: spellings and punctuation in quoted texts should not be altered. If they are obviously incorrect, query with author or insert [sic].

(a) Undisplayed quotes:

Short quotations should be indicated by single quotation marks, with double quotation marks for quotation material within the quote. A full point (or other punctuation) follows the reference for the quote, e.g. '... is the most decisive and important'.

(b) Displayed quotes:

Lengthy quotes (40 words or more) should be displayed and indented and should not have quote marks.

Lists: For numbered list please use (1), (2), (3) etc.

Abbreviations

General

1. Do not use abbreviations in the title of a paper, in the abstract, in the keywords or in the running heads unless the full version is very long and clumsy or the abbreviation is better known than the full term. If in doubt, spell out.
2. Define an abbreviation the first time that it is used (except in the Abstract): write the term out in full followed by the abbreviation in parentheses. Use the abbreviation consistently thereafter, including at the start of sentences.
3. For plural terms, use plural abbreviations: low-density lipoprotein, LDL; low-density lipoproteins, LDLs.
4. If you need to abbreviate months or days of the week (for example, in a crowded table), use the first three letters without a full-stop (Mon, Tue, Jan, Feb).
5. If abbreviations are used in a figure or table, they must all be defined in the legend even if they are also defined in the text.
6. Do not use abbreviations invented by the author of a paper for that paper – ideally, only conventional, generally-accepted abbreviations should be used.
7. Do not abbreviate single words (exceptions apply) or use two-letter abbreviations other than those listed below.
8. Abbreviations consisting of capital letters, and acronyms and contractions, should not take full points, e.g. USA, UK, MA, UN, WHO, PhD, NATO (or Nato), UNESCO (or Unesco), AD, BC
9. Unfamiliar abbreviations should always be written out in full when first mentioned, with the abbreviated form following in parentheses, e.g. "The Confederación Española de Derechas Autónomas (CEDA) was formed". Thereafter use the abbreviation.
10. Contractions do not take a full point, e.g. Mr, St, Ltd, edn, or contracting degrees (Dr, DPhil, PhD, MSc). However, the following abbreviations take full points: No., Co., p., pp., Vol., Ch. (but use Vols and Chs), e.g., ed. (but use eds), et al., etc., i.e., cf., (note that this means 'compare' and not 'see'), n.d.
11. No comma after e.g., i.e. or cf. Etc. is usually preceded by a comma in a list.
12. In reference lists, notes, footnotes and authors' biographical notes, please use the standard abbreviated form for American states (and territories):

Alabama	AL	Indiana	IN	Nevada	NV	South Dakota	SD
Alaska	AK	Iowa	IA	New Hampshire	NH	Tennessee	TN
Arizona	AZ	Kansas	KS	New Jersey	NJ	Texas	TX
Arkansas	AR	Kentucky	KY	New Mexico	NM	Utah	UT

California	CA	Louisiana	LA	New York	NY	Vermont	VT
Colorado	CO	Maine	ME	North Carolina	NC	Virginia	VA
Connecticut	CT	Maryland	MD	North Dakota	ND	Virgin Islands	VI
Delaware	DE	Massachus etts	MA	Ohio	OH	Washington	WA
District of Columbia	DC	Michigan	MI	Oklahoma	OK	West Virginia	WV
Florida	FL	Minnesota	MN	Oregon	OR	Wisconsin	WI
Georgia	GA	Mississippi	MS	Pennsylvania	PA	Wyoming	WY
Hawaii	HI	Missouri	MO	Puerto Rico	PR		
Idaho	ID	Montana	MT	Rhode Island	RI		
Illinois	IL	Nebraska	NE	South Carolina	SC		

Avoid use of 'e.g.' or 'i.e.' in running text, opting for for example and that is, respectively. They may be used in lists or figure or table legends, and within parentheses. In endnotes?

Statistics

d.f. (degrees of freedom)	M (mean)
MS (mean square)	N (number in sample)
NS (not significant)	n (number in subsample)
SD (standard deviation)	p (probability)
SS (sum of squares)	r (correlation coefficient)
F (F ratio)	

Money

1. For currency use the common symbol or abbreviation – £, US\$, AUD\$, etc. – where the quantity is stated, but not when the unit of currency is being referred to in general terms:
2. The price of oil rose to US\$25 per barrel.
3. The US dollar was at an all-time low.
4. £150m, *not* millions or mlns.

Other units

- Where units are referred to in the text in general terms, they should be written out in full; where a specific quantity is used, the abbreviated form of the unit must be used. Always use figures with the abbreviated unit and use abbreviated units wherever possible – in lists of statistics, in tables and line artwork.
- Do not mix spelt-out numbers and units: 6 cm not six cm.
- Units and numerals should have a thin space between them, i.e. 100 km, not 100km.
- Abbreviations of units are the same for singular and plural (do not add an s) and they do not take a full point.
- Use SI units wherever possible.
- Where a sentence starts with a specific quantity the number must be written out in full, but if at all possible rework the sentence.

Symbols

- A thin non-breaking space should separate symbols from numerals.

Numbers

- Spell out numbers one to nine; for numerals 10 and over use figures.
- Use figures with percentages, with units, in statistical passages, in tables, etc. Numbers, however, should be spelt out at the beginning of a sentence or the sentence should be rewritten.
- Spell out and hyphenate one-half, two-thirds, etc.
- Do not use a comma in thousands but do use one in tens of thousands and above, e.g. 5643, 1298, 14,600, 342,885, 1,000,001.
- Use the least number of numerals possible in pagination and in dates, e.g. 42-5, 2003–4, 1989–92, 0-1.
- Use 10-14, 10-11 as these represent single words.
- Decimal points are never raised off the line. Always include a zero before a point even for probability and correlations where the number is always less than one.

Dates

- Write out dates as follows: 30 September 2003.
- Do not use an inverted comma in decades, e.g. 1960s, mid-1930s. Avoid 80s, etc.
- Spell out centuries and millennia in full, e.g. twentieth century.

Endnotes

On First Use:

Book:

A. Author and B. Author, *Book Title* (Place Year).

P. Addison, *The Road to 1945: British Politics and the Second World War* (2nd edn, London 1994), 280.

Chapter in a book:

A. Author, 'Chapter title', in A. Editor and B. Editor (eds) *Book Title* (Place Year), 00–00.

N. Frei, 'Coping with the Burdens of the Past: German Politics and Society in the 1950s', in D. Geppert (ed.) *The Postwar Challenge. Cultural, Social, and Political Change in Western Europe, 1945–58* (Oxford 2003), 29–31.

NB, give US publications as (City, State abbreviation Year):
(Chicago, IL 2009)

Some commonly occurring university presses:

Princeton, NJ

New Haven, CT

Ann Arbor, MI

Boulder, CO

Ithaca, NY

Berkeley, CA

Chapel Hill, NC

Baltimore, MD (Johns Hopkins)

Stanford, CA

University Park, PA

Article in a journal:

A. Author and B. Author, 'Article title', *Journal*, vol, issue (Year), 00–00.

e.g.

C.J. Hill, 'Great Britain and the Saar Plebiscite of 13 January 1935', *Journal of Contemporary History*, 9, 2 (April 1974), 121–43.

Article in a journal published ahead of print:

A. Author and B. Author, 'Article title', *Journal*, 00 (Year), doi/url (accessed 00 month year).

Website

Labour Party, (1987) *Britain will win with Labour*. Available at: <http://www.politicsresources.net/area/uk/man.htm> (accessed 10 November 2010).

Unpublished thesis

A. Calder, 'The Common Wealth Party, 1942–1945', unpublished PhD thesis, University of Sussex (1967).

Newspaper

A. Author, 'Article title', *Publication* (date).

e.g.,

K. Joseph, 'Finding the true common ground in politics that satisfies the wishes and hopes of the people', *The Times* (10 December 1975).

On Second and Subsequent Use

JCH uses the short title system. In composing footnotes the following style should be observed:

1. Max Weber, trans. Frank H. Knight, *General Economic History* (New York 1950), 54.
2. Ibid.
3. C.J. Hill, 'Great Britain and the Saar Plebiscite of 13 January 1935', *Journal of Contemporary History*, 9, 2 (April 1974), 121–43.
4. Weber, *General Economic History*, 38–9.

NB: The use of op. cit. is unnecessary, please just shorten the title as in 4. above when repeating an earlier reference. Please repeat author details rather than use 'idem.'. Ibid. is to be used only when the reference is the same as that immediately preceding it. Please give archive names in full on first reference and any abbreviation/acronym used thereafter in parentheses. If citing websites, please include the date you last successfully accessed the page.

13. Contractions do not take a full point, e.g. Mr, St, Ltd, edn, or contracting degrees (Dr, DPhil, PhD, MSc). However, the following abbreviations take full points: No., Co., p., pp., Vol., Ch. (but use Vols and Chs), e.g., ed. (but use eds), et al., etc., i.e., cf., (note that this means 'compare' and not 'see'), n.d.

NB: please give archive names in full on first reference and any abbreviation/acronym used thereafter in parentheses. If cited websites, please include the date you last successfully accessed the page.

Tables and Figures

All tables and figures should be numbered consecutively and cited in the text (as Table 1, Figure 1 etc.). They should be submitted in a separate file and not embedded in the text.

Footnotes to tables should be indicated by a superscript, lower case ^a, ^b, ^c, etc. The notes themselves should be placed at the foot of the table (below any rule) preceded by the respective superscript letter. These notes should precede the source for the table, if included.

Source: should be italic and followed by a colon.

Book Reviews

Please check that the book details are given in this format at the top of each review.

Examples

Ian Thatcher (ed.), *Late Imperial Russia: Problems and Prospect*, Manchester, Manchester University Press, 2005; 208 pp.; £50.00 hbk; ISBN 9780719069863

Michael Barber, *Instruction to Deliver: Fighting to Transform Britain's Public Services*, London, Methuen, 2008, 384 pp.; £14.99 pbk; ISBN 9780413776648

The author of the book review should be given at the top of the review as follows:

Name, *Affiliation*

There should be no spaces or dashes in the ISBN.

Dollar and sterling prices can be cited together if given, e.g. US\$70.00/£42.00. If citing dollars indicate which US\$, AUS\$

Preferable for currency of price to match place of publication, e.g. books with US place of publication place to have US\$ prices, UK £ and so forth.

Place of publication should give city or state and city if US, e.g. Ithaca, NY, Cornell University Press.

Cite only one place of publication if a publisher list multiple offices.

Appendix – JCH preferred word list

antisemitism	over-represented
adviser	
among (not amongst)	pay-scales
the Allies	peacetime
	per cent (2 words)
Bolshevik	policymaking
Bolshevism	postwar
	pre-determined
Cold War	pre-war
communism	
Communist Party	regime
	right-wing group
débâcle	
(de-)nazification	Second World War
détente	self-hatred/-pity/-worship
	Spanish Civil War
the East	
elite	wartime
Empire	Weimar Republic
enquiry	While (not whilst)
	the West
façade	
film-marker	
First World War	
focuses (one s)	
Great Depression	
Habsburg	
Hanover	
Hitlerism	
Holocaust	
interwar	
judgment	
Labour Party – Conservative Party,	
Liberal Party	
landowning	
market-place	
Mass-Observation	
National Socialism	
Nazi	
no one	
Nuremberg Trials	