



Author guidelines and Style sheet for *The Journal of Transport History*

Please pay particular attention to General style notes, footnotes and references and Illustrations sections.

Please make sure the style you use is *consistent* throughout your article.

For more information check <http://journals.sagepub.com/home/jth> or contact the editor jth.editor@gmail.com

Submission of manuscripts

The Journal of Transport History is a double blind peer-review journal which publishes original research papers on all aspects of transport history, without restriction to place or period. Histories of transport infrastructure provision and use, and histories of particular transport types and services, are prominent, but these are tackled from many different points of view and research methodologies. Papers about past mobilities and travel, and planning and policy, are welcome. Only manuscripts of sufficient quality that meet the aims and scope of *Journal of Transport History* will be reviewed. The Journal is a member of the [Committee on Publication Ethics](#).

Please read the guidelines below then visit the Journal's submission [site](#) to upload your manuscript.

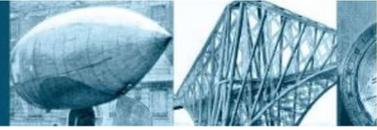
Please note that manuscripts not conforming to these guidelines may be returned.

Articles should be no more than **8,000** words long, including numbered footnotes (a maximum of 100), but *excluding* the bibliography at the end.

The **Abstract** of the article must be less than **150 words** and should focus on findings, argument, methodology and sources, not on the research background and context. Identify at least three key words that will “tag” your paper for meaningful electronic searches. Do not simply repeat words already in the paper title.

For the purpose of double-blind reviewing, the article should be anonymised in the text, and in the numbered notes where single or multiple citations could reveal the author of the paper being reviewed.

Upload a separate “Title Page” at step 6 of the online file upload procedure, that includes the paper title, author name(s), abstract, key words, affiliation(s), professional biography (less than 100 words), acknowledgements (and any other identifying information) as you would like them to appear in the final, published article.



Articles accepted for publication should be presented in exactly the way indicated below. Final submissions which depart substantially from the *JTH* house style will be returned for revision.

- The preferred word processing format is MS Word.
- Use double line spacing throughout (including notes and quotations).
- Indent new paragraphs, except after (sub)headings.
- Don't indent continuing paragraphs after an extract.
- Do not leave line spaces between paragraphs.
- Align text with the left margin only; do not justify text to both left and right margins.
- Pages should be numbered throughout.

Illustrations

Inclusion of illustrations in the final article is subject to approval by the Editor and the Publisher. Upload your desired illustrations to ScholarOne when submitting your manuscript for consideration. Referees and the Editor will assess if your illustrations are appropriate in number and focus, and if they will reproduce well and be legible.

The journal prints in black and white but colour will be retained for the online edition. Figures must be numbered as "Figure 1", "Figure 2" etc. in the order they are to appear. If an illustration consists of more than one image then label them as Figure 1 (a), (b), etc. Please indicate the desired position of the figure in your article by inserting the figure caption into the text of your article. Due to typesetting constraints it may not always be possible to place the figure in the same precise location. The caption should be brief and should be followed by the named source / credit for the illustration.

Also insert the caption / shortened version when uploading the illustration to ScholarOne, but it must also be included in the article text to avoid any confusion.

Permissions

All permissions to reproduce images should be cleared with the copyright holder before final submission of the revised typescript, and proof of permission should be uploaded as "Supplemental file not for review" at Step 6 of the online uploading process. It can be a time-consuming duty! However, please **do not** contact institutions regarding permission for the use of images before your article has been accepted. Instead, bring any queries about illustrations and permissions you have to the attention of the Editor.

Scans and electronic images

Please note that images embedded in Word documents will not be accepted. Images should ideally have a resolution of 300 dpi and be of a reasonable size and clarity. Preferable formats are Jpegs and Tiffs but GIFs, EPS, PSD and PDFs are also acceptable. Screen grabs and images saved from websites are usually low resolution, rarely usable and difficult to get copyright for. Scans and electronic images can be checked in advance of publication. Please submit them to your Editor who will forward them to SAGE for checking.



Line drawings

These are non-half-tone images such as bar charts and line graphs. They should be submitted as electronic files in their original file format (e.g. Excel). **Do not** use colour coding to differentiate data as the files are converted to black and white for printing and lines must be legible in this two-tone register.

Tables

Tables should be submitted electronically and should be integrated into the typescript. See example below for table layout. Unless the table is the original work of the author it should have a source line underneath, indicating where the information, statistics, etc. came from.

Table 7.23 *The distribution of lead exports from England to the Baltic, decennial intervals 1565–95*

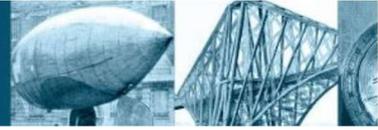
Destination	1565		1575		1585		1595	
	Ship-pounds	%	Ship-pounds	%	Ship-pounds	%	Ship-pounds	%
Danzig	342.0	63.2	300.0	51.8	–	–	–	–
Elbing	–	–	–	–	777.0	99.8	264.0	87.2
Other	129.9	2.0	236.0	48.0	666.0	87.1	225.0	81.0
Total ^a	541.0	100.0	579.0	100.0	778.5	100.0	302.5	100.0

Note: ^a Sample table therefore figures not arithmetically correct
 Source: *Tabeller over skibsfar ...*, Vol. xi A, pp. 19, 51, 105.

- Solid rule above and below column headings and solid rule at foot of columns.
- No rules in body of table and no vertical rules used at all.
- Any notes should be given at the foot of the table (they should not be included among notes to the text). Use lower-case, superscript letters rather than numbers, to avoid confusion.

General style notes

- **British spelling consistently throughout article** but retain American spelling in American quotes and proper names (e.g. Pearl Harbor).
- British punctuation throughout article.
- For quantitative units, use the S.I. unit standard, such as kg, km, cm, mm, °C. You may insert national or historical units between parentheses.



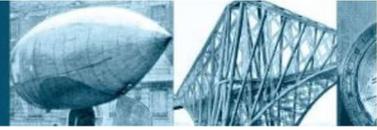
- Spell out acronyms in first use, no matter how well known:
 - NASA should be thus be National Aeronautics and Space Administration
 - If repeated in the text, then National Aeronautics and Space Administration (hereafter NASA)
- Please make sure the use of national or historical currency is understandable for an international readership, for instance by comparing to the today's value of the USA dollar, or by comparing the amount to the average wage of the country in question.
If using comparison with USA Dollar use this sentence: "(equivalent to xxxxx today's US\$)"
- Single spacing after all punctuation; use a space after the point in the following contractions: ed., p., pp., ch., vol., etc.
- Quotations:
 - Extract quotations over four lines in length: indent with space above and below, no quote marks; should not start or end in ellipses (...)
 - Double quote marks for quotations integrated within the text, single quote marks for quotes within quotes.
- Maximum capitalisation is used on all headings and titles of published works within the text and the notes.
- Page numbers are elided: 4–7, 8–13, 16–18 (not 16–8), 20–27, 34–76, 104–106, 136–42.
- Dates:
 - are written in full: 31 January 1678;
 - JTH adopts BCE/CE usage. Both *Common Era* and *Before Common Era* years must be given in full: 536–514, not 536–14;
 - spell out nineteenth century, but use 1800s (N.B. hyphenate when adjectival – e.g. "in the seventeenth century" but "seventeenth-century furniture"; use 1930s, not thirties, 30s or '30s).
 - Years are elided to two digits: 1674–89, 1674–77, 1674–1723.
- *Ibid.*, after references that cite the title previously mentioned; do not use *idem*, *loc. cit.* or *op.cit.*
- Apostrophe: Thomas's, Jones's, but Moses', Bridges' : i.e. when the word ending is pronounced "iz", use an apostrophe only.
- Raised letters/superscripts in quotes should be clear - these will be set as superscript letters.

Numbers

- Spell out numbers below 12.
- Exceptions – a series of numbers appearing close together; numbers in mixed sequence (under and over 100) in which case use digits for all numbers in that section; numbers giving exact measurements or with abbreviated units of measurements such as 7 kg, 15.8 mm; in usual cases like 5.00 p.m. (but five o'clock); phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g. two hundred, fifteen thousand).
- Use comma thousand. Please write 8,000 or 1,250,000 (and not 8000 or 1250000)
- Units of measurement - no "s" to appear in plural (5 kg not 5 kgs). If pre-decimal currency is used, follow this style: £5 15s 6d.
- Always put a number on either side of a decimal point, e.g., 0.6 (not .6).

Abbreviations/punctuation/spacing

In quotes, the final punctuation should follow the quotation marks. If the source/page numbers appear with the quotation, place them in parentheses after the closing quotation mark but before the final full point. If verse is integrated use space solidus space (#/#) to indicate a line break.



- Idem, loc. cit, op. cit should not be used.
- “&” may be used for names of companies, institutions, etc. (Faber & Faber). Otherwise use “and”.
- Cf. (roman, not italic): note that cf. means “compare with”, not “see”.
- Fos for “folios”, not ff. which means “following”.
- ll. (“lines”) should be avoided as it can be confused with roman numeral II or arabic 11: spell out instead.
- Per cent (not percent): use % only in tables.
- V. not vs. (roman, not italic).
- Use full points after abbreviations (e.g., i.e., etc., ibid., v., Ph.D., vol., p.m., Prof., Rev., ed.) except per cent (two words).
- Do not use a full point after units of measurement (kg, mm, cm), contractions (vols, eds, Dr, Mrs, Mr, Ltd: i.e. where first and last letters are given) except no. (number), or initials (BBC, DNA, GMT, NATO, USA, ICI, TV), except name initials which should also be spaced (T. S. Eliot). United States of America is abbreviated in USA. Exception are US Navy, US Army etc.
- Insert a space after p., no., vol., fos (p. 67, not p.67).
- No apostrophe with common abbreviations (phone, bus, pram, etc.).

Italic/bold

Use italic for titles of publications (except series), including books (except the Bible, the Koran, etc.), journals, films, videos, plays, radio/TV programmes, titled musical works (but roman for Symphony no. 5 in C minor, etc.); long poems (e.g., Four Quartets). But roman and quotation marks for short poems; titles of paintings and sculpture, names of ships; genera, species and varieties; foreign terms/phrases (except anglicised terms, such as “elite”, “role”, “naïve”, which also appear without accents, and phrases which are quotations); use italic for names of parties in legal cases, but v. is roman (v. NOT vs.), e.g. *Churchill v. Wilson*; use italic for directions to the reader and stage directions, such as *see also* and *above*; use italic for *ibid.*, *et al.*, *c.* (N.B. do not use *ca.*), but *via*, *vice versa*, *i.e.*, e.g. are roman.

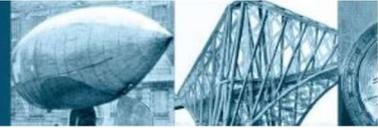
As a general rule, avoid using bold type – headings will be marked up later and should be in roman; if emphasis is required, italic is preferred.

Job titles/affiliations/subjects

- The King (referring to a specific individual), but a king.
- Member of Parliament.
- The President, but a president, presidential (N.B. for Vice-President and other compound titles, capitalise both initials).
- The Prime Minister, but a prime minister.
- The Professor of Political Science, but a professor of political science.

Institutions/organisations/places

- The Church (institution) but the church (building).
- The Crown (meaning the monarchy).
- The Government (specific) but the government (general).
- House of Commons/Lords (always initial caps) and also the House.
- Liberal (use cap. only for Liberal Party or party member) and also applies to Conservative, Labour, Communist, etc.



- Northern Ireland, but northern England.
- The Parliament but parliamentary.
- The Senate (always cap.).
- The State (when referring to political communities).
- The West, Western Europe, etc., but western England.

Note on bias/gender/racial and ethnic groups, outside original quotes

- Avoid using terms and phrases which express gender, racial or other bias, unless their use is clearly justified by the context.
- Use “he or she”, “her or him” (note alphabetical order); do not refer to objects or places (such as ships and countries) as “she”: use “it”.
- Be specific and accurate when referring to a racial, ethnic or national group.
- Aborigine signifies the original inhabitants of any country; for native Australians use Aborigine (cap A).
- Afro-Caribbean, African or black African etc., are preferable.
- Asian covers the whole of Asia, not just India and Pakistan: be more specific if possible.
- Avoid “coloured people”: specify ethnic origin.
- Eskimo: use Inuit instead.
- Europe includes East Europe and cannot be substituted for West Europe or European Community.
- Indian: use Native American or Native Canadian, not Indian (which signifies a native of India) nor Red Indian, unless strictly justified by the historical context.
- North America: remember this includes Canada and Mexico; use United States if this is what is meant.
- Use “in Britain” or “in Spain” not “at home”.

Footnote and bibliography

JTH’s papers make use of i) numbered footnotes and ii) final bibliography which includes archival and/or oral sources.

Footnotes

- For accuracy and ease of making changes, you are strongly advised to use an automated footnote numbering system when preparing your paper. Use superscript Arabic numbering (i.e. 1,2,3) *not* Roman (i.e. i,ii,iii).
- Superscript note numbers must follow punctuation e.g. ... xyz.[^] NOT ...xyz[^].
- Please use the short-title system as shown below. Please make sure that the style you use is *consistent* throughout the Notes section, and that *all* source material is included. The title of books and journals should be in italics.

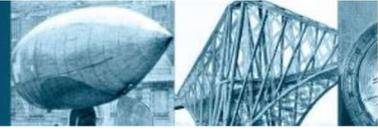
Books

Book titles – maximum capitalisation, no quotation marks, italic.

Chapter titles – maximum capitalisation, in double quotation marks, not italic.

Abbreviations to be used: (ed.), (eds), fo. and fos, p., pp., r and v for recto and verso on the line with no full point.

Author, *Title*, (place published: publisher, date of publication), page reference(s).



First reference and bibliography

Barney Warf, *Time-Space Compression. Historical Geographies* (New York NY: Routledge, 2008).

Subsequent references in footnote

Warf, *Time-Space Compression*.

First reference and bibliography

Stephan Tischler, *Mobilität, Verkehr und Raumnutzung in alpinen Regionen. Ein interdisziplinärer Ansatz zur Konzeption zukunftssträchtiger Planungsstrategien [Mobility, Transport and Land Use in Alpine Regions. An Interdisciplinary Approach to the Conception of Promising Planning Strategies]* (Wiesbaden: Springer, 2016).

Subsequent references in footnote

Tischler, *Mobilität, Verkehr und Raumnutzung*

Edited books and chapters in books

First reference and bibliography

Jack Solomon, "Our Decentered Culture. The Postmodern Worldview", in Arthur Berger (ed.), *The Postmodern Presence. Readings on Postmodernism in American Culture and Society* (Walnut Creek CA: AltaMira Press, 1998), 35-50, here 36.

Subsequent references in footnote

Solomon, "Our Decentered Culture".

If two locations are given for a publisher, retain both. If more than 2 are given, retain the first two.

Bruce A. Elleman and Stephen Kotkin (eds), *Manchurian Railways and the Opening of China: An International History* (Armonk NY & London: M.E. Sharpe, 2010).

For the place, USA State names must be to be abbreviated (that is, New York NY, Athens GA, Walnut Creek CA, Washington D.C. etc.)

Papers in Journals

Journal titles – always in full at first occurrence, maximum capitalisation, in italics.

Article titles – maximum capitalisation, in single quotation marks not italics.

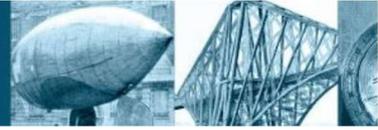
Give volume number either in Arabic numerals then part or issue number, separated by a colon, parenthesis round the year, page reference, e.g.: author, "name of article", *Journal*, volume:issue (year published), page reference(s).

First reference and bibliography

Sarah Horowitz, "Into the Cold Clutches of Technology", *Bulletin of the Atomic Scientists* 58:5 (2002), 8-9, here 8.

Subsequent references in footnote

Horowitz, "Into the Cold Clutches of Technology".



Newspaper articles, Theses, online sources et al.

- Unpublished books, theses and dissertations should be in roman in quotes: type, place and date of these should be given, e.g. Unpublished Ph.D. dissertation, University of Manchester, 1999.
Y.U. Madugu, "Transportation and the Economy of Kano Metropolis, 1967-2014: A Historical Study of Intra-City Commercial Transport Services", PhD dissertation, Ahmadu Bello University (Nigeria), 2015.
- Newspaper names do not include the/*The* in references (*The* should only be used for *The Times*).
J. Smith, "The Prime Minister on the Defensive", *Guardian* 6 September 1989, 7.
- Unless published (in which case treat like a chapter from a book), conference papers should give the name of the organising body, the title of the conference and the date given.
- Titles of individual manuscripts should be in roman in quotes.

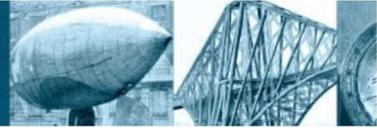
Archival sources should use the following order: place, reference no. of document, status of document, author, title, date, and page number (when feasible).

The National Archives of the UK, London (hereafter TNA), T235/134, MAC (52) 153, memo by C. Cottrell, "Money", 6 August 1952, 2.

Titles of manuscript collections should be in roman without quotes, and the citation should contain the name of the depository and a full reference following the usage of the depository concerned: e.g. British Library, Additional MS 2787. Parts of the references may be abbreviated, provided that the abbreviation is explained or self-explanatory: e.g. ULC Add. 3963.28: the full reference should always be given at the first occurrence.

Web-type should be alike:

Weida Li, "China Invests in More Than 20 Overseas Railway Projects", *GBTIMES* 22 November 2017, <https://gbtimes.com/china-invests-in-more-than-20-overseas-railway-projects> (accessed 11 July 2019).



Quotations

Example A

In other words, *Koyaanisqatsi* seems to be about “the feeling of loss and the desire for unity [between nature and humans] that is born of (such) loss”.¹

¹ Sue Ellen Campbell, “The Land and Language of Desire. Where Deep Ecology and Post-Structuralism Meet”, in Cheryl Glotfelty and Harold Fromm (eds), *The Ecocriticism Reader. Landmarks in Literary Ecology* (Athens GA: University of Georgia Press, 1996), 124-136, here 134.

Attention: the period or punctuations has to be placed after the inverted commas.

Example B (quotation longer than four lines)

The rise of the term “mobility” has redefined the horizons, often taking over from “transport”, giving room for a “mobility turn”.¹

Therefore, mobility (a complex assemblage of movement, imaginings and experience) is not only an object of study but also an analytical lens, promoted by those who talk about a mobility turn in social theory and who have proposed a new mobility paradigm to reorient the ways in which we think about society.²

Such a new mobility paradigm encompasses “new ways of theorising how people, objects, and ideas move around by looking at social phenomena through the lens of movement”.³ This “turn” is re-framing categories, challenging not only transport studies but the very basic understanding of our societies, and transport history has, in time, lost many of the original symbiotic connections to economic studies, embracing a cultural turn.⁴

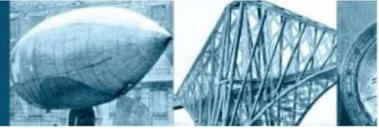
¹ See Mimi Sheller and John Urry, “The New Mobilities Paradigm”, *Environment and Planning A* 38:2 (2006), 207–26.

² Noel Salazar, “Keywords of Mobility: A Critical Introduction”, in Noel Salazar and Kiran Jayaramhere (eds), *Keywords of Mobility. Critical Engagements* (New York NY & Oxford: Berghahn, 2016), 1–12, here 2.

³ *Ibid.*

⁴ Colin Divall and George Revill, “Cultures of Transport. Representation, Practice and Technology”, *Journal of Transport History* 26:1 (2005), 99–111.

Bibliography (not included in the words counting)



The bibliography is added at the end of the paper and is split into

- (i) “Archival and oral sources” and
- (ii) “Published sources”.

In the case of archival sources, entries are listed according to the institution name.

In case of oral sources, entries are listed according to the interviewee’s surname (in the case of anonymity, using her/his pseudonym).

In the case of “Published sources” (both books and articles), entries should be listed in alphabetical order of the author’s surname (but keep the same reference system of the footnote (First name, Surname, *title* etc.)

Book review

Heading as following:

Ante Ortlepp, *Jim Crow Terminals: The Desegregation of American Airports* (Atlanta GA: University of Georgia Press, 2017); 222 pp., US\$26.95, ISBN 978-0820351216.

Reviewed by: Bret Edwards, *University of Toronto, Canada*

Michèle Lambert-Bresson and Annie Téraide (eds), *Paysages du Mouvement [Landscape of Movement]* (Paris: Recherches, 2016); 352 pp., €34, ISBN 978-2862220918.

Reviewed by: Louis Baldasseroni, *Université Paris-Est Marne-la-Vallée, France*