

# Royal Historical Society Transactions

## 1. General information

Papers submitted for inclusion in *Transactions* should be based closely on the paper actually read to the meeting or conference of the Society, and in the case of prize essays on the text originally submitted. *Transactions* is edited by Professor Andrew Spicer, one of the Society's two Literary Directors, who can be contacted by email at [aspicer@brookes.ac.uk](mailto:aspicer@brookes.ac.uk).

Authors are requested to submit manuscripts by the end of the calendar year in which the paper is read.

Copyright of all papers published in *Transactions* remains with the Society, but authors' requests to Council for permission to reprint are usually viewed sympathetically; requests for such permission should be addressed to the Secretary at the Society's Offices, University College London, Gower Street, London WC1E 6BT, UK.

## 2. Production of typescripts

### a. Format and Presentation

Papers should be submitted in Microsoft Word format or an RTF equivalent, double spaced, leaving a reasonable margin on all sides of the text.

Each figure should be provided as a separate numbered file. Tables may be submitted as XLS files. Figures should be provided in file formats conforming to the artwork guidelines outlined below.

In addition to the main text, each article submission should include:

- i. an abstract of not more than 200 words.
- ii. a title that should not ideally exceed 20 words.
- iii. figure and table captions and place markers, positioned appropriately within the body text and indicating whether they should appear as portrait or landscape.

A separate cover sheet should be provided which should include contact details for the corresponding author, including email, postal address and telephone number. Please also provide the academic affiliations of all authors. Any author acknowledgements, whether personal or in reference to funding, should also be included here.

### b. Footnotes

Footnote numbers should be clearly marked in one continuous sequence. Footnotes in *Transactions* are intended for references, and should not normally be used for substantial pieces of additional text. The typical paper in *Transactions* consists of about 7,000 words in main text and up to about 80 footnotes. There will from time to time be good reason to exceed one or both of these guidelines, but such departures should be discussed with the Literary Director prior to the submission of text. Any special requirements for diagrams, illustrations or supplementary material should also be notified well in advance.

#### c. Quotation marks

Within the text, single quotation marks should be used, employing double quotation marks only for quotations within quotations. Longer quotations, over about fifty words in length, should be indented and presented without quotation marks.

#### d. Dates

Dates should be set out as 1 January 1660, the 1660s, the seventeenth century, 1642-5 (but 1614-18). Numbers up to ninety-nine should be spelled out in full. Dates in footnotes should be abbreviated as 1 Jan. 1660.

#### e. Capitalisation

Capitalisation (and note that 's' is preferred to 'z' and in such words) should be minimal, generally only for persons and places, and for titles that are attached to a personal name (duke of York and the queen, but Duke Richard and Queen Victoria or George V).

#### f. Foreign and Ancient Languages

In the body of the text words and quotations in Latin or any language other than English should be italicised. Authors may wish to give consideration to offering a translation of important passages in footnotes. In the footnotes quotations in foreign languages and Latin should *not* be italicised, but should appear inside single inverted commas. Proper names such as institutions and streets should *not* be italicised.

#### g. Italicisation

Titles of publications, and words to be italicised for emphasis should all be formatted appropriately within the digital manuscript.

#### h. References

References to other sources should be in full when first cited. Further references to the same sources should be by an author's surname and short title rather than by loc, cit., op. cit. and so on. Ibid. may be used for consecutive references to the same work, but not when the previous reference refers to more than one source. References to books should give author's initials or first name and surname; title italicised; number of volumes where appropriate, place (when it is not London) and year of publication in round brackets; abbreviation where used in square brackets; volume in capital; and page number(s) without a p. prefix. In footnote references the preference for minimal capitalisation does not apply.

#### i. Other Conventions

The Literary Directors recognise that there are conventions which are particular to certain specialist areas and to the citation of some standard sources. Where authors wish to use such conventions they are welcome to do so, after consultation with the Literary Director. Authors should, however, recognise that *Transactions* has a wide and varied readership and the references, as well as the text, should be accessible to such a readership.

#### j. Tables and figures

For guidance on the preparation of illustrations, pictures and graphs in electronic format please see the [Cambridge Journals Artwork Guide](#). 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 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 behalf of Cambridge University Press to collect author charges. Please follow their instructions in order to avoid any delay in the publication of your article.

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#### i. Titles

It would be helpful if authors could set the titles for their papers in the standard form for *Transactions*. The title and authorship of papers for inclusion in *Transactions* normally appear thus when the paper was read in London:

THE LIMITS OF TOTALITARIANISM: GOD, STATE AND SOCIETY IN THE GDR

By Mary Fulbrook

READ 29 JANUARY 1996

If your paper was read outside London it would appear thus:

BRITISH POLITENESS AND THE PROGRESS OF WESTERN MANNERS: AN EIGHTEENTH-CENTURY ENIGMA

By Paul Langford

READ 23 FEBRUARY 1996 AT THE UNIVERSITY OF WALES SWANSEA

If your paper was a named lecture (the Alexander Prize, or the Prothero Lecture, or the Camden Lecture) it would appear thus:

ENGLAND, BRITAIN AND THE AUDIT OF WAR

*The Prothero Lecture*

By Kenneth O. Morgan

READ 2 JULY 1996

### 3. Proofs

Proofs are sent to authors as soon as they are available, generally during the summer. Authors are requested to correct the proofs of their paper but proof corrections should be limited to correction of printer's errors only. Instructions will be provided concerning how and when to return proofs.

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