

Instructions for preparing your finished article for production and publication

Formatting the article:

1. Include at the start of the article, in Times New Roman 12 pt., justified left:
 - a. Full article title, in bold
 - b. Full author name
 - c. Author institutional address
 - d. Author email
 - e. Abstract, formatted in 1.15 spacing (research articles) OR Booklist (reviews)
2. Place any acknowledgments at the end of the article.
3. The text and footnotes (not endnotes) of your article should be in Times New Roman, 12 pt., double spaced. Please remove any special formatting (i.e. from Endnote, etc.)
4. Indent the start of each new paragraph.
5. Subheadings should be in bold text and justified left. We do not use sub-sub headings! Paragraphs that immediately follow subheadings should be aligned left (not indented).
6. Indented quotes should be formatted with 1.5 spacing (not double spaced).
7. If the article has any figures, please note in bold in the text where they should be inserted.
8. Please do not use any special formatting, section breaks or page breaks.

Formatting the text:

1. Please use full UK spelling throughout.
 - a. This includes -is and -ys for words such as mobilise and analyse
 - b. Programme, not program
 - c. Centre, not center
 - d. Neighbour, not neighbor
 - e. The First/Second World War, not World War One/Two
2. CEH does not use the series comma:
 - Apples, oranges and pears NOT apples, oranges, and pears
3. Colons: words after a colon should not be capitalised.
4. CEH uses the n dash (–) and not the m (— dash), with a space on each side, as follows:
 - CEH – our favourite history journal NOT CEH—our favourite history journal
5. Numbers:
 - a. spell out numbers up to ninety-nine, except where they are attached to percentages, units or sums of money, and use Arabic numerals thereafter.
 - b. Spans of numbers or dates should be elided to the smallest unit:
 - 1931–6; 1931–46; 1931– 2002
 - 1–8; 31–2; 131–2; 131–42; 131–242
 - c. Please use 'per cent' and not the percentage sign.
6. Dates should be written in the UK format
 - 10 December 1948 NOT December 10, 1948
7. Date and number runs should use an n dash (–) and not a hyphen (-)
 - 1958–9 NOT 1958-9; 2–13, NOT 2-13
8. Quotations and citation reference numbers:
 - a. Single quotation marks and not double quotation marks should be used, and quotation marks generally should be placed inside the punctuation.
 - 'Apples, oranges and pears.' NOT 'Apples, oranges and pears.'
 - b. An exception to the general rule above is that quotation marks should appear OUTSIDE the full stop in the case of a complete sentence, e.g. He commented: 'I believe that they are all happy.'
 - c. Quotes within quotes should be done with double quotation marks:
 - 'Apples, "oranges", and pears'

- d. Quotations of 50 words or more should be broken off from the text and indented from the left-hand margin as a separate block of text, without quotation marks.
 - e. Footnotes should occur at the end of the sentence wherever possible, and appear outside the punctuation:
 - 'as observed by generals of the time'¹⁶ NOT 'as observed by generals of the time'¹⁶.
9. Italics:
- a. Italicise foreign words or phrases unless they are sufficiently familiar to be found in italics Chambers, e.g. *modus operandi, en route, ex officio*.
 - b. Titles of books, periodicals and other works, and names of specific ships and so on are to be italicised (but not abbreviations preceding the last, e.g. HMS, USS).
10. Foreign language words:
- a. CEH translates as much as possible into English.
 - b. Translate foreign terms into English, with the original in round brackets:
 - Everyday history (*Alltagsgeschichte*)
 - c. Translate foreign-language books, periodicals, and films into English, with the original following in brackets:
 - *The Sorrow and the Pity (Le Chagrin et la Pitié)*
 - d. Translate foreign language party names, etc. into English, with the original in round brackets, followed by any acronym:
 - The Social Democratic Party of Germany (*Sozialdemokratische Partei Deutschlands*; SDP)
11. Abbreviations and acronyms should be spelled out on first usage, with the abbreviation following in round brackets.
12. Ellipsis should be indicated as follows, with spaces in between each point:
- a. Between two words in the same sentence: 'narrow passages ... finding the way'
 - b. Between two different sentences: 'narrow passages Finding the way'.
13. Capitalisation should be kept to a minimum
- a. Capitalise formally recognised political parties, but do not capitalise ideologies: Fascist/Socialist/Communist Party BUT fascist/socialist/communist thought
 - b. Personal titles and posts: These are capitalised when they immediately precede a personal name, as part of the name, but titles following a personal name or used alone in place of a name are lower cased.
 - President Nicolas Sarkozy, but the president of France; General Mike Jackson, but the British commander in the Gulf; Pope Benedict XVI, but the pope; the prime minister; Archbishop Rowan Williams, but the archbishop of Canterbury.
 - c. Western and Eastern are capitalised when describing areas that have an ideological and not just a geographical connotation.
 - Western Europe BUT western France
 - Also, Global North/Global South
 - d. Deliberative, legislative, administrative and judicial bodies are usually given in lower case.
14. Possessives:
- a. Mr Jones's book NOT Mr Jones' book (for the singular)
 - b. Americans' livelihoods (in the plural)..... Germans' views on this NOT Germans's views on this
15. Some of our peculiarities:
- a. The country is the United States NOT the USA or America. The abbreviation 'US' is used only as an adjective, 'Americans' when discussing people or groups.
 - b. The country is the United Kingdom, not Britain or England (unless you are really talking about Great Britain (EXCLUDING Northern Ireland), or the countries of England, Scotland and Wales). 'UK' is

used only as an adjective. The people are British (unless they are specifically English, Scottish or Welsh).

- c. We don't use FRG, GDR or USSR. Please use West Germany, East Germany and the Soviet Union.
- d. It is 'policy maker(s)' NOT 'policy-maker(s)' or 'policymaker(s)' . . . and 'policy-making' in all uses
- e. It is 'decision maker(s)' NOT 'decision-maker(s)' and 'decision-making' when used as an adjective, with 'decision making' when used as a noun

Formatting the footnotes:

1. Please format references as follows:

- a. Books:
 - Author(s), *Book Title* (Place of Publication: Publisher, Year), page.
 - First usage: Carole Fink, *Mark Bloch: A Life in History* (Cambridge: Cambridge University Press, 1989), 4.
 - Thereafter: Fink, *Bloch*, 16.
 - Please note that CEH does not use 'p.' before a page.
- b. Edited books:
 - Format: Author(s)/Editor(s), ed(s)., *Book Title*, Volume number, *Volume title* (Place of Publication: Publisher, Year), reference.
 - First usage: Pascal Ory and Jean-François Sirinelli, eds., *Les intellectuels en France de l'Affaire Dreyfus à nos jours*, 2 vols., 2nd edn (Paris: Colin, 1986).
 - Thereafter: Ory and Sirinelli, *Intellectuels*.
 - Please note formatting of 'ed.' – it is in commas and not brackets.
- c. Chapters in edited books or articles in collections:
 - Format: Author, 'Article Title', in Editor(s), ed./eds., *Book Title* (Place of Publication: Publisher, Year), reference.
 - First usage: Paul Kennedy, 'A.J.P. Taylor and "Profound Forces" in History', in Chris Wrigley, ed., *Warfare, Diplomacy and Politics: Essays in Honour of A.J.P. Taylor* (London: Hamish Hamilton, 1986), 14–28.
 - Thereafter: Kennedy, 'Taylor', 21. Please note that quotation mark is placed BEFORE comma.
- d. Journal articles:
 - Format: Author, 'Article Title', *Journal Title*, Volume, Number (Date of Publication), reference. Please include BOTH volume and number, and do not mistake one for the other.
 - First usage: Manfred Gailus, 'Overwhelmed by their own Fascination with the "Ideas of 1933": Berlin's Protestant Social Milieu in the Third Reich', *German History*, 20, 4 (2002), 462.
 - Thereafter: Gailus, 'Overwhelmed', 345–6.
 - CEH does not require that you provide the full page range for articles in journals or collected monographs – only the page references relevant to the footnote are required.
- e. Unpublished material, including PhD theses:
 - Karen Bernstein, 'The International Monetary Fund and Deficit Countries: The Case of Britain 1974–7', PhD Thesis, Stanford University, 1983, 46–73.
 - Mark Pittaway, 'Making Peace in the Shadow of War: The Austrian–Hungarian Borderlands, 1945–1956', paper presented at the 'Imagining Peace in Twentieth-Century Europe' workshop held at the Norwegian Nobel Institute, Oslo, Aug. 2007.

- f. Websites:
- www.watsoninstitute.org/borderlands/region.cfm (last visited 3 Aug. 2007).
 - C. Sudriá, 'La Economía Española bajo el Primer Franquismo: la Energía', paper presented at the VIIth Congress of the Association of Economic History, 2001, available at www.unizar.es/eueez/cahe/carlessudria.pdf (last visited Feb. 2007).
- g. Archival sources:
- Format: Description (where possible), Date, Archive/Repository, Document Reference, page reference.
 - Report, Saturday 16 Jan. 1943, Stadtarchiv Münster, Stadt DOK Nr 55.1, 2–3.
 - Minutes of meeting, 16 June 1942, BAA, *GVD Herzogenrath 1, II, 18254*, 115.
 - LNRW. ARH, *RW 34/02*, 9. Roman, not italics
 - Document sources are not shortened, but archives can be abbreviated after first use.
2. English book and article titles should be in full title caps. Foreign-language titles can follow that language's standard formatting.
 3. If there are more than five authors, 'et al.' may be used.
 4. Only mention one publishing location.
 5. Divide references in the same footnote by semi-colons, bearing in mind that we don't use the series semi-colon
 6. Monographs within a series – no need to note series
 7. Full stop when shifting focus of references
 8. Abbreviate dates throughout:
 - Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.
 - 10 Dec. 1948
 9. 'Cf' does not mean 'see'! There is widespread misunderstanding that cf can be used interchangeably with the 'see'. This is not the case, cf is an abbreviation of 'confer', which means compare. So if you mean see, please use see!
 10. If using see, can be found in, or similar introductory words/phrases, there is no comma or colon after the word.