INSTRUCTIONS FOR AUTHORS

AIMS AND SCOPE

Australian Economic History Review is the official journal of the Economic History Society of Australia and New Zealand. It publishes original historically oriented research articles on the economy, business and society, with a particular interest in the Asia-Pacific region, including Australia and New Zealand. Suitable papers in the following fields will be considered: economic history; history; economics; history of economic thought; industrial relations; demography; sociology; politics; and studies. methodological business New approaches are particularly welcome, as are the exchange of critical comments on important topics in economic, business and social history.

EDITORIAL REVIEW AND ACCEPTANCE

Papers are accepted on the basis of the quality and originality of the research and its significance to our readership. Except where otherwise stated, manuscripts are peer reviewed by two anonymous reviewers and an Editor. Final acceptance or rejection rests with the Editors who reserve the right to refuse any material for publication.

Manuscripts should be written so that they are intelligible to the professional reader who is not a specialist in the particular field. They should be written in a clear, concise, and direct style. When contributions are accepted for publication, the Editor and the Publisher reserve the right to modify typescripts to eliminate ambiguity and repetition and improve communication between author and reader. If extensive alterations are required, the manuscript will be returned to the author for revision.

SUBMISSION OF MANUSCRIPTS

All articles submitted to the Journal must comply with these instructions. Failure to do so will result in return of the manuscript and possible delay in publication.

Submissions in the format specified below should be emailed to:

Dr Martin Shanahan Division of Business University of South Australia email: martin.shanahan@unisa.edu.au

Ol

Dr Stephen Morgan School of Contemporary Chinese Studies University of Nottingham email: s.morgan@nottingham.ac.uk

As Australian Economic History Review uses an electronic workflow, hardcopy submission of manuscripts is not acceptable.

It is highly recommended that all prospective authors visit Wiley-Blackwell's Author Services website for information on preparing manuscripts for submission (http://authorservices.wiley.com/bauthor/journal.asp).

Covering letter

Papers are accepted for publication in the Journal on the understanding that the content has not been published or submitted for publication elsewhere. Authors must declare any financial support or relationships that may pose conflict of interest.

If tables or figures have been reproduced from another source, a letter from the copyright holder (usually the Publisher), stating authorization to reproduce the material, must be attached to the covering letter.

COPYRIGHT

Copyright agreement

Authors publishing in the Journal will be asked to sign an exclusive licence form. In signing the form it is assumed that authors have obtained permission to use any copyrighted or previously published material. All authors must read and agree to the conditions outlined in the form, and must sign the form or agree that the corresponding author can sign on their behalf. Articles cannot be published until a signed form has been received. Authors can download the form from http://www.black-wellpublishing.com/pdf/AEHR_ELF_08.pdf

Posting of papers online

Authors may post the originally submitted (pre-review) version of their paper online, provided that the Journal and Wiley-Blackwell are acknowledged. Twelve months after publication, authors may post the accepted version (post-review) online, but may not use the PDF journal offprint for this purpose.

STYLE OF THE MANUSCRIPT

The manuscript must be supplied as a Word document. PDFs are not acceptable for refereeing and editing purposes.

Manuscripts should follow the *Style Manual for Authors, Editors and Printers* (AGPS, Canberra).

Spelling

The Journal uses UK spelling and authors should therefore follow the latest edition of the *Concise Oxford Dictionary*.

Units

All measurements must be given in SI or SIderived units. Please go to the Bureau International des Poids et Mesures (BIPM) website at http://www.bipm.fr for more information about SI units

Abbreviations

Abbreviations should be used sparingly – only where they ease the reader's task by reducing repetition of long, technical terms. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.

PARTS OF THE MANUSCRIPT

Article length (including references, endnotes, tables and appendices) should be between 8,000 and 10,000 words. Comments, research notes and other communications should not exceed 3,500 words unless invited to do so by an Editor. Book reviews should not exceed 1,000 words.

Manuscripts should be presented in the following order: (i) title page (with author contact details), (ii) acknowledgments, (iii) abstract, keywords and JEL categories, (iv) text (including footnotes), (v) references, (vi) appendices,

(vii) tables (each table complete with title and footnotes), and (viii) figures and figure legends.

Title page

The title page must contain all identifying information. This includes (i) the title of the paper (the title should be short, informative and contain the major key words. Please limit title length to 75 characters. Do not use abbreviations in the title), (ii) a short running title (less than 40 characters), (iii) the full names of the authors, (iv) the addresses of the institutions at which the work was carried out, (v) the full postal and email address, plus facsimile and telephone numbers, of the author to whom correspondence about the manuscript should be sent (the present address of any author, if different from where the work was carried out. should be supplied in a footnote), and (vi) acknowledgments.

Acknowledgements

Acknowledgements should appear on the title page. The source of financial grants and other funding must be acknowledged, including a frank declaration of the authors' industrial links and affiliations. The contribution of colleagues or institutions should also be acknowledged.

Abstract, key words and JEL classification codes

Page two of the manuscript must repeat the title of the paper without any author identification. Next, all articles must have a brief abstract of 100 words or fewer. The abstract is to be placed immediately below the title (repeated from the title page), typed in double spacing, and indented six character spaces in from the left margin. It should succinctly convey to the reader the topic, method or data, the significance of the findings, and so on. It must not simply be a shortened version of the introduction or conclusion, nor must it contain mathematical symbols, abbreviations, references or footnotes.

The abstract should be followed by up to five JEL classification codes (see http://www.

aeaweb.org/journal/jel_class_system.php), and at least two keywords including one geographic identifier.

It is highly recommended that all authors visit the Wiley-Blackwell Author Services website (http://authorservices.wiley.com/bauthor/seo.asp) for information on how to optimize your abstract for search engines.

Text

The text begins on page three of the manuscript, and should be organised into logical sections such as introductory section (conveying the background and purpose of the report), data and methodology, and so on, identified with subheadings.

Footnotes

All footnotes must appear at the bottom of the appropriate page. They need to be numbered consecutively throughout the text. Citations should appear in a shortened form in the footnotes but written in full in the list of references. The shortened form should include the author's surname and a shortened title, e.g. Chandler, *Scale and scope*, pp. 21–2. Footnotes should be used primarily to identify the consulted citations and authors should avoid elaboration or tangential discussions. If the discussion is important, it should be in the text. Footnotes should be referred to in the text with consecutive, superscript Arabic numerals.

References

A consolidated alphabetical list of all books, articles, essays, and theses referred to (including any referred to in the tables, graphs, and maps) should be provided. The reference list should only include items directly cited in the text

In the reference list, cite the names of all authors when there are six or fewer; when seven or more, list the first three followed by *et al.* Do not use *ibid.* or *op cit.* Reference to unpublished data and personal communications should not appear in the list but should be cited in the text only (e.g. Smith A, 2000, unpublished data).

Authors are responsible for the accuracy of the references.

Book reference

Meredith, D., and Dyster, B. (1999) Australia in the Global Economy (Cambridge: Cambridge University Press).

Chapter in a book

Poynter, J. R. (1979) Baillieu, William Lawrence. In: B. Nairn and G. Serle, eds. *Australian Dictionary of Biography*, vol. 7 (Melbourne: Melbourne University Press), pp. 231–58.

Research paper/report

McClean, I. W., and Pincus, J. J. (1982) Living standards in Australia 1890–1940: evidence and conjectures, Working Paper in Economic History, No. 6 (Canberra: Australian National University).

Bureau of industry Economics (1992) *International performance indicators: rail freight*, Research Report No.41 (Canberra).

Journal reference

Carter, M., and Maddock, R. (1987) Leisure and Australian wellbeing. *Australian Economic History Review*, 27: 200–5.

Whiteman, J., and Person, K. (1993) Benchmarking telecommunications using data envelopment analysis. *Economic Papers*, 12: 97–105.

Thesis

Fountain, H. (1996) Australian Consolidated Industries: A Case Study of Transactions in Knowhow. PhD thesis, University of Sydney.

Statistical publication without author

Registrar General's Statistical Review of England and Wales (1958), (London: HMSO).

Government publication

New South Wales, Parliamentary debates, 1889–91.

Newspaper

Armidale Express, Parliamentarian to run for mayor, 19 April 1989.

Annual report

Australian National Railways Commission (1967–8), Annual Report (Adelaide).

Archival material

Public Records Office Victoria. VA 672 Premier's Office, VPRS 1163/P1 Inwards Correspondence Files, Unit 744, 1883/291. Letter re. remedy for pauperism. 1883.

Non-English language references

References in languages that do not use Roman script should be transcribed into Roman script.

A reference in a language other than English should have a translation of the title between square brackets:

Kishimoto, Mio (1997) Shindai Chugoku no Bukka to Keizai Hendo [Prices and economic change in the Qing Dynasty] (Tokyo: Kenbun Shuppan).

References to web sites and electronic data

Authors should refer to permanent (hardcopy) sources wherever possible. Where websites and electronic data sources are used, full web addresses and date of access must be supplied.

Flandreau, M. and Komlos, J., (2007) Early Forward Exchange Markets: Vienna, 1876–1914. [Accessed 21 Jun 2007]. Available from URL: http://eh.net/databases/earlyforward/

Where a journal article is only available online, the digital object identifier (doi) should be included at the end of the standard author/date/title/journal/issue/page sequence.

Gai, P., Cameron, G. and Tan, K. Y. (2009) Sovereign Risk in the Classical Gold Standard Era. *Economic Record*, doi: 10.1111/j.1475-4932.2009.00569.x

Appendices

These should be placed at the end of the paper, numbered with Roman numerals and referred to in the text. They might include long data tables or discussion of methodologies, estimation procedures, and similar matters that would impede the flow of the discussion in the main text of the article.

Tables

Keep tables to a minimum. Tables should be self-contained and complement, but not duplicate, information contained in the text. Number tables consecutively in the text with Arabic numerals.

Type tables on a separate page with the title above. Legends should be concise but comprehensive – the table, legend and footnotes must be understandable without reference to the text. Vertical lines should not be used to separate columns. Column headings should be brief, with units of measurement in parentheses; all abbreviations must be defined in footnotes. Footnote symbols: \dagger , \ddagger , \$, \P , should be used (in that order) and *, **, *** should be reserved for P-values. Statistical measures such as SD or SEM should be identified in the headings.

Figures

Keep figures to a minimum. All illustrations (diagrams, graphs, photographs) are classified as figures. Figures should be cited in consecutive order in the text. In addition to a legend (required for all figures, see below), all graphical figures must contain clear and concise x and y axis labels, including units of measurement. Please note the journal does not reproduce colour images.

Sharp, black and white graphs or diagrams must be drawn using a computer graphics package such as Excel. Each figure must be supplied individually as an .xls or .eps file, with its accompanying data set. Photographic and scanned images must be supplied as high resolution files (at least 300 dpi, at a minimum width of 8.6 cm), saved as .eps or .tif. Do not embed figures in a Word document.

Figure legends

Legends should be concise but comprehensive – the figure and its legend must be understandable without reference to the text. Include definitions of any symbols used and define

or explain all abbreviations and units of measurement.

Equations

It is essential that all mathematical equations are presented in a way that communicates with non-mathematical, non-quantitative economic historians and the intelligent lay person. Equations should be numbered sequentially with Arabic numerals; these should be ranged right in parentheses. All variables should appear in italics. Use the simplest possible form for all mathematical symbols. Explain the variables concisely. Lengthy discussion of method or techniques should be placed in an appendix.

Authors of papers containing mathematical equations must ensure that the PDF page proofs are checked thoroughly for accuracy.

Literary conventions Grammar

Sufficient and correct punctuation is necessary to eliminate ambiguity; but do not overpunctuate. Use a (serial) comma before the 'and' in enumerations (e.g. alpha, beta, and gamma).

Numbers

When used in the text, numbers from one to nine should be written in words, with other numbers and decimals expressed in figures (except at the beginning of a sentence). If the number is followed by a measurement, a numeral should be used: 18 kilometres, 150 tonnes etc. Very large numbers should be expressed as, for example, 3.2 million rather than 3,200,000. The traditional method of using a comma between numbers with more than three numerals should be used. Percentages should be expressed as: 75 per cent (per annum) not 75% (p.a.), except in tables, figures and footnotes. With decimals, always use a zero before numbers less than unity: 0.23, not .23. Fractions must be written in words (e.g. three-quarters). When referring to numbers in sequence, avoid unnecessary repetition: 204–9, and not 204-09.

Time periods and dates

Use: nineteenth century; 20 years; the 1920s (no apostrophe). Use 1901–10, not 1901–1910.

Use 1901/02 for the financial year. Dates should be given as July 1944 or 22 July 1944 (no commas) in the text, and 22/7/1944 in footnotes, tables, and figures.

Abbreviations

Avoid abbreviations, unless they are part of every day speech (e.g. BHP, IMF). Abbreviations in the text can be used if repeated often. The first use of the abbreviated term should be written in full with the abbreviation in brackets. Do not use *ibid. op. cit.*, etc. Abbreviations in lower case require full stops (e.g. a.m., i.e.) but not in upper case (e.g. BHP).

Quotations

Use single quotation marks('/') for all direct quotations and double quotation marks ("/") for a quotation within a quotation. A quotation of 50 words or more should be placed on its own without quotation marks, indented by 1 cm.

Hyphens

Use hyphens sparingly, but two words should be hyphenated if they are used as a compound adjective (except where one is an adverb), such as: twentieth-century industrialisation. Hyphens should also be used for compass directions (e.g. south-west), fractions (e.g. one-third), and to join words of equal value (e.g. owner-occupier).

Italicisation

All non-English words and phrases should be in italics if given in full (but not if abbreviated), as should the names of books, journals, and newspapers.

Capitalisation

Use initial capitals for Act, Bill, Cabinet, the Crown, the Chair. Use lower case for geographical divisions as opposed to political ones (e.g. eastern Australia, but Western Australia). Use initial lower case when referring generally to titles, institutions or events, but initial capitals when referring to a specific individual, institution or event (e.g. state premiers, but Premier Bloggs; state governments, but the State Government of South Australia).

Personal titles

These should be used sparingly, and only if necessary to clarify a point. If reference is made to a person by his or her title, all subsequent references to that person should be to the surname alone. The following form of titles should be used: Professor (in full), Dr, Mr, Mrs, Ms (no full stops).

PROOFS

It is essential that corresponding authors supply an email address to which correspondence can be emailed while their article is in production.

Notification of the URL from where to download a PDF typeset page proof, associated forms and further instructions will be sent by email to the corresponding author. The purpose of the PDF proof is a final check of the layout, and of tables and figures. Alterations other than the *essential* correction of errors are unacceptable at PDF proof stage. The proof should be checked, and approval to publish the article should be emailed to the Publisher by the date indicated, otherwise it may be signed off by the Editor or held over to the next issue.

OFFPRINTS

Twenty free offprints and a free PDF offprint will be supplied to the corresponding author.

A minimum of 50 additional offprints will be provided upon request, at the author's expense. These paper offprints may be ordered online. Please visit http://offprint.cosprinters.com/fill in the necessary details and ensure that you type information in all of the required fields.

If you have queries about offprints please email offprint@cosprinters.com

WILEY-BLACKWELL JOURNALS ONLINE

Visit the Australian Economic History Review homepage at http://www.wiley.com/bw/journal.asp?ref=0004-8992 for more information, and Wiley-Blackwell's web pages for submission guidelines and digital graphics standards at http://authorservices.wiley.com/bauthor/journal.asp and http://authorservices.wiley.com/bauthor/illustration.asp

The Australian Economic History Review is available online at Wiley InterScience. Visit www. interscience.wiley.com to search the articles and register for table of contents and e-mail alerts.