

## Preamble to Notes for Contributors

Our 'Notes' cover a lot of ground, some of which might be better left fallow. They are updated every few years, and we try to ensure that they are accurate. We don't expect authors to develop an interest in the finer points of copy-editing, although we enjoy it when they do. Meanwhile, the world doesn't stop when someone treats 'data' as a singular noun and we have survived encounters with people who can't spell 'Habakkuk'. We are not easily shocked.

However, there are a few ground rules that we have to ask authors to observe. Please flag this bit and check later that you have complied with it. So that your article can be submitted to our online system in the required format, we need the following in separate Word files:

Abstract (Summary)  
Title page  
Text with footnotes or endnotes  
Appendices  
Footnote References (Bibliography)  
Tables  
Figures (see notes below for preferred formats)

Please: do not include any acknowledgement or self-referencing in the main text of your initial submission. You must remain anonymous to the referees. The title page should include the title, your name and institutional affiliation, and any acknowledgements. (This file is uploaded as 'Title page' and the electronic submission system automatically ensures that it is not sent to the referees.)

Please: Create footnotes or endnotes using the Footnotes and Endnotes options, not as a list with superscript figures typed into the document.

Please: **supply abstract, title page, full text with notes, appendices, footnote references, tables and figures electronically.** Please supply all the content in **Word** format to the electronic editorial office. Once articles are accepted authors will be asked to send figures in publishable format. At that stage, graphs should be supplied as Excel files with data attached so that formatting changes can be made. Tables should be created using the Word tables options, rather than being scanned in, submitted as images, or produced using rules and the tab key. All other figures should be supplied as .eps format (line art) or .tif format (300 dpi for halftones, 600 dpi for line art.) Hard copy artwork should be of photographic quality for scanning. All material must be supplied in black and white as this is not a colour journal.

Please: provide tables in the same typesize as the text. Don't supply highly complex material in a tiny point size, hoping that it will look better in print. Our page size is finite and we can't do fold-outs. It may be necessary to split a table or consider presenting the material in a different way.

Please: remember the abstract, with a maximum length of 200 words. Almost every abstract we get is over length and has to be cut (because a machine-generated abstract in another publication may stop in mid-sentence when it reaches the word limit).

Please: Remove all comments (created by the 'Comments' or 'Balloons' options in the 'Review' option) from the file before submission

Please: we won't say much about notes or references here because we need to hold your attention for another paragraph, but really please:

- short titles need to make sense (your computer can't do them for you);
- they need to be unambiguous; and
- you need to use the same short title for a particular work each time you refer to it.

Remember that we have to check all your work. Pity us.

## **The *Economic History Review* Notes for Contributors**

These notes indicate the main literary and typographical conventions of the *Economic History Review*. When an article has been accepted for publication it is returned to the author, whose responsibility it is to make any alterations necessary to bring the material into conformity with these rules. When submitting a typescript the author should ensure that it is complete in all respects and that it includes a summary (see section 1 below). In case of doubt or ambiguity the Editors follow the ruling of the most recent edition of three related publications:

*The Concise Oxford Dictionary*

*The Oxford Writers' Dictionary*

*Hart's Rules for Compositors and Readers at the University Press, Oxford*

Authors are asked to bear in mind that their work should be accessible to non-specialists. They should use clear language, write impersonally, avoid specialized technical terms as far as possible, and relegate lengthy discussions of method, or collections of data, if these are needed at all, to appendices. Titles of articles should be simply worded, as brief as possible, and should convey to the reader the content of the article.

**For the later stages of the editorial process, see section 7 below.**

### **Submission of Articles and Comments**

Manuscripts should be submitted online at <http://mc.manuscriptcentral.com/ehr>. Full instructions and support are available on the site and a user ID and password can be obtained on the first visit. Support can be contacted by phone (+1 434 817 2040 ext. 167) Monday-Friday, or at <http://mcv3support.custhelp.com>. If you cannot submit online, please contact Heather Falvey in the Editorial Office by telephone (+44 1923 248581) or e-mail ([falvey.ehr@tiscali.co.uk](mailto:falvey.ehr@tiscali.co.uk)).

### **Address for Submission of Book Reviews and Books for Review**

E-mail: [Roger.Middleton@bristol.ac.uk](mailto:Roger.Middleton@bristol.ac.uk)

Authors submitting reviews on paper should send them to:

The Book Review Editor  
Economic History Review  
University of Bristol  
13 Woodland Road  
Bristol BS8 1TB

### **Correspondence relating to the Annual List of Publications should be sent to**

Mr Matthew Hale  
79 Aveling Park Road  
Walthamstow  
London E17 4NS  
UK

1. PRESENTATION

1.1 Articles should be *double-spaced* with a wide margin. Pages should be numbered consecutively.

1.2 *Length*: articles should not normally exceed **12,000** words, including footnotes; notes and comments should not exceed 2,500 words. Authors should inform the Editors of the exact length of articles and comments.

1.3 *Subsections*: major articles should be divided into subsections designated with roman numerals (I, II, III, etc.), but without subtitles.

1.4 *Footnotes*: Footnotes should be confined, as far as possible, to necessary references. Create footnotes (or endnotes) using the Footnotes and Endnotes options in Word, not as a list with superscript figures typed into the document. In the final version of the article, **Acknowledgements should appear as footnote 1 to the title or first sentence.** (In the initial submission, these should only be included in the Title page.)

1.5 *Tables*: these should be checked carefully both for their contents and their final form. For references to notes in tables use a, b, c, etc. (See section 5 below). Authors should double-check that figures in tables do add up to the totals given. The position which tables are to occupy in the text should be indicated. Tables are printed **without** vertical rules but horizontal rules should be used to secure clarity: an example of good practice will be found in section 5 below. Spreadsheet format should not be used. Sources for tables should always be provided, using the same conventions for source references as in footnotes. Tables should be created using the Word Tables options, rather than being scanned in, submitted as images, or produced using rules and the tab key.

1.6 *Graphs and maps*: these should be supplied clearly drawn. Where a graph or map is to occupy a full page, care should be taken to ensure that the proportions of the figure match those of a page in the Review (7i" x 4i", or 20.0 cm x 12.4 cm). In the case of maps, the scale must be indicated. In the case of graphs, consider carefully whether the scales should be natural on each axis, or whether, say, a logarithmic scale is preferable, given the nature of the information to be conveyed (as, for example, where the rate of growth is the key variable). Sources for graphs and maps should always be provided, using the same conventions for source references as in footnotes. Please supply all the content in Word format for the electronic editorial office. Once articles are accepted authors will be asked to send figures in publishable format. At this stage graphs should be supplied as Excel files with data attached so that formatting changes can be made. All other figures should be supplied in .eps or tif format. Halftones should be supplied to at least 300 dpi and line art to at least 800dpi in the final version on a CD or zip disk. For more details on the submission of electronic artwork please visit

<http://authorservices.wiley.com/bauthor/illustration.asp>

1.7 *Cross referencing*: Authors are requested to check their articles for cross-referencing within the article. All *EcHR* articles are published OnlineEarly before they are allocated into an issue. The pagination for all OnlineEarly article PDFs is from p. 1 whereas pagination in the final printed article will be changed to be sequential with the whole issue. If authors wish to cross-reference within their article they are advised to refer to 'footnote 34' or 'see above in section II' etc rather than referring to specific page numbers. This is

because pagination will change once the article is published into an issue but no changes or corrections can be made to the OnlineEarly version as it is the final published text. Authors are also advised that the online full text XML version of the article is not paginated as it is continuous text, therefore references to specific page numbers may be confusing for readers of this version.

## 2. THE JOURNAL'S HOUSE STYLE

- 2.1 *Figures*: give all figures up to and including nine in words ('six women', 'seven years') and above nine in numbers ('88 feet', '17 weeks') except where a series is given. Thus '8 sheep, 12 horses, and 36 goats'. Use 'eighteenth century' not '18th century'. Use '1930s' not '1930's'. Give all percentages in figures, not words, for example, '8 per cent'. 'Per annum' and 'per cent' should be used in text; 'p.a.' and '%' should be used in tables and footnotes. Avoid numbers of more than five figures in the text whenever possible: '5.5 million' rather than '5,500,000', '5.5m', or 'five and a half million'. In both text and tables use commas in numbers with four or more figures. Thus 879, but 3,602, 15,827. Write fractions with hyphens: 'two-thirds'. In general, when referring to numbers in sequence (including dates), avoid unnecessary repetition: thus 10-13, 20-6, 101-7, 151-7.
- 2.2 *Years*: use 1801-4 when from 1801 to 1804 is meant; use 1801/2 when a calendar year (or part thereof) occurring over two adjacent years is meant. Use 1852-72, not 1852-1872.
- 2.3 *Dates*: wherever possible, give dates in full, as '30 January 1938'. In footnotes (or endnotes), abbreviate the months from August to February inclusive with full stops.
- 2.4 *Equations*: All equations should be numbered sequentially throughout the article using numbers in brackets at the end of the line where the equation appears.
- 2.5 *Quotations*: use single quotation marks '...'. For quotations within quotations, use double quotation marks, as '... "..." ...'. Use British (not American) conventions regarding the position of punctuation at the end of a quotation, so that the closing inverted comma precedes a comma or full point. To indicate an omission from a quotation use an ellipsis of three points (*not* four), with a letter space before and after it ( ... ). Quotations of five lines or more of type (more than about 55 words) should be broken off from the text and should not be enclosed by quotation marks.
- 2.6 *Italics and roman*: commonly used abbreviations should be in roman type, thus: *ibid.*, *et al.*, *i.e.*, *e.g.* Foreign words and phrases, when used, should be in italics, as should titles of journals, newspapers, and books. Thus *passim*, *Wirrschafts-wunder*, *The Times*.
- 2.7 *Punctuation*: insert a comma before 'and' in a sequence of three or more items: 'red, white, and blue' NOT 'red, white and blue'.
- 2.8 *Alternative spellings*: Use -ize in preference to -ise (but note the list of exceptions in *The Oxford Writers' Dictionary* and in *Hart's Rules*). Use -yse, not -yze. Omit accents in 'elite', 'regime', 'role'. Use 'acknowledgement', 'despatch', 'focused', 'enquiry' (but official 'inquiry'), 'judgement' (but legal 'judgment').

- 2.9           *Capitals and lower case*: use lower case whenever possible; the main exceptions are given here. Use initial capitals for political and administrative divisions (Northern Ireland, West Beirut, South Carolina, East Anglia, the East End of London, the Highlands and Islands); initial lower case for geographical divisions or where the usage is less specific, as in south Wales, north-western England, central and eastern Europe. Use initial capitals for geographical features (the Bay of Bengal, Puget Sound) and for specific buildings (Romsey Abbey, Faneuil Hall). Use initial capitals for titles and ranks where they accompany a proper name ('Harold, King of England', 'Thomas, Archbishop of Canterbury', 'John Smith, Mayor of Wandsworth'); for specific religious denominations and sects (Protestant, Catholic, Quaker, Methodist, Plymouth Brethren) (but puritan, nonconformist); for the Chinese Communist Party, the Labour government, the Liberal Democrats, the Whigs; the Commons, the Lords, the House, Parliament (but parliamentary), the Bubble Act of 1720 (but the act or the bill where non-specific), the Crown (but the state), the City of London (for the institution), the Bank of Nova Scotia (where its full title is given). Use First World War (not World War I), Hundred Years War (no apostrophe), French Revolution, Irish Famine. Use Black Death, Blacks and Whites. Use old/new poor law and middle ages. Use marxism/ist, but Keynesian, Thatcherite. Use the Treasury and the Foreign Office, but the city council and boards of guardians. Use income tax and estate duty; Bank Rate; French francs and Canadian dollars.
- 2.10           *Hyphens*: when two words are used adjectivally (provided one of the two is not an adverb) they should be hyphenated; thus: 'working-class housing', 'nineteenth-century urbanization', 'short-term change', but 'very rapid municipalization', 'newly independent country'. In general, hyphens should be used as sparingly as possible; the following compound words are now deemed not to need a hyphen: 'prewar', 'interwar', 'postwar', 'macroeconomic'. Use cooperate, coordinate, but co-exist; interact, but inter-relate.
- 2.11           *Abbreviations*: well-known abbreviations should be used when appropriate. Thus give 'Professor' as 'Prof.', 'Company' as 'Co.', and 'Limited' as 'Ltd.'. Abbreviated words should be followed by a full stop, with the exception of abbreviations in very common use; thus: 'jr.', 'ed.' but 'Dr', 'Mr', and 'Mrs'. Use '&' in titles of firms, not 'and'. Full stops are not needed in abbreviations which consist of a sequence of capital letters (GDP, OLS) or in acronyms (Unesco, Nafta). Number should be abbreviated to 'no.', not 'nr.'. In footnotes, 'part' should be abbreviated to 'pt.', 'appendix' to 'app.', 'chapter' to 'ch.', 'figure' to 'fig.', 'table' to 'tab.', 'column' to 'col.'. Use 'above' and 'below' in footnote references, not 'supra' and 'infra'. For UK counties use abbreviations given in appendix V to *The Concise Oxford Dictionary*; for US states use official (not official postal) abbreviations given in appendix VI.
- 2.12           *Countries*: Use United States rather than America(n) wherever there is any possibility of ambiguity. Be accurate and specific in use of England, Great Britain, or the United Kingdom; also in use of Holland. Avoid using the British Isles. Be accurate and specific in use of European Union (and of EU-12, EU-15, and subsequent enlargements), European Community, and European Economic Community.
- 2.13           *Singular and plural*: Data is a plural noun, as is media, but the government, Parliament, and any named company are singular. ('The media are correct in saying that British Airways has announced record profits.')

- 2.14 *Possessives*: Omit the final letters after the apostrophe if the last syllable of the original word is pronounced iz: use Bridges', Moses', but James's.
- 2.15 *Use of academic titles*: avoid including academic titles in references to individual scholars; the surname alone will normally suffice.

### 3. FOOTNOTE REFERENCES (BIBLIOGRAPHY)

#### 3.1 *Consolidated list*

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. It should be typed in double-spacing and will be printed at the end of the article. The reference list should only include the items which are directly cited in the text BUT original documents cited in the text should NOT be included in this bibliography.

There are several software packages available to help authors manage and format the references and footnotes in their journal article. We recommend the use of a software tool such as EndNote or Reference Manager for reference management and formatting.

EndNote reference styles can be searched for here:

<http://www.endnote.com/support/enstyles.asp>

Reference Manager reference styles can be searched for here:

<http://www.refman.com/support/rmstyles.asp>

The following points should be noted:

- 3.1.1 All articles, books, and theses should be listed in alphabetical order of author, giving the author's surname first followed by initials. If more than one publication by the same author is listed, the items should be given in chronological order. Newspapers and manuscripts (including 'working papers', 'research papers', etc.) should not be listed. Any official publications should be listed at the end, in chronological order, under the separate heading *Official publications*.
- 3.1.2 Initial capitals are used only for the first word in each book or article title, for main words in titles of journals and official publications, for proper names, and in line with section 2.8 above.
- 3.1.3 Dates in the titles of books and articles are preceded by a comma, and subtitles separated by a colon.
- 3.1.4 References to volume numbers of books and journals are given in roman or arabic **as in the original source** (thus, when referring to this journal up to 2006 or to the *English Historical Review*, use roman numerals; for most other journals use arabic numerals).
- 3.1.5 In the case of articles or contributions to collections of essays, **it is essential to give complete page references**.
- 3.1.6 When citing Online sources full reference details must be given along with the URL, i.e. authorship, year, title of document/report and URL. If this information is not available, the reference should be removed and only the web address cited in the text.
- 3.1.7 Where sources are only available on microfiche authors should give full reference details, the name of the microfiche collection and, if available, the date.
- 3.1.8 When citing the *Economic History Review*, issues up to 1991 should be followed by 2nd Ser (e.g. *Economic History Review*, 2nd ser., XXII (1969)).

Volumes from 1992 onwards should omit the reference to 2nd ser. Volumes up to 2006 use roman numbering (e.g. *Economic History Review*, LVIX). Volumes from 2007 onwards use arabic numbering (e.g. *Economic History Review*, 60). Failure to use the correct form of volume numbering in references can cause the online reference linking function not to work correctly.

Some examples are given below:

3.1.9 *Books*: place of publication to be given in all cases except London. Style as follows:

Church, R., *The history of the British coal industry*, 3: 1830-1913, *Victorian pre-eminence* (Oxford, 1986).

Cunningham, W., *Alien immigrants to England* (1879).

Halévy, E., *A history of the English people in the nineteenth century*, 6 vols. (1913-34).

Heaton, H., *The Yorkshire woollen and worsted industries from the earliest times up to the industrial revolution* (Oxford, 2nd edn. 1965).

Kirby, J. L., ed., *Abstracts of feet of fines relating to Wiltshire, 1377-1509* (Wilts. Rec. Soc., XII, 1985).

Supple, B. E., *The Royal Exchange Assurance: a history of British insurance, 1720-1970* (1970).

Where a volume is one of a series, or where a chapter from a collective work is cited, give the editor(s) of the individual volume in the following form:

Chambers, J. D., 'Population change in a provincial town: Nottingham, 1700-1800', in L. S. Pressnell, ed., *Studies in the industrial revolution presented to T. S. Ashton* (1960), pp. 97-124.

Landes, D., 'Technological change and development in western Europe, 1750-1914', in H. J. Habakkuk and M. M. Postan, eds., *Cambridge economic history of Europe*, VI, pt. 1, *The industrial revolution and after* (Cambridge, 1965), pp. 274-601.

Foreign titles follow the conventions of their own languages. Thus in German capitalization is more extensive:

Imhof, A. E., ed., *Historische Demographie als Sozialgeschichte: Giessen und Umgebung vom 17. zum 19. Jahrhundert*, 2 vols. (Darmstadt, 1975).

3.1.10 *Articles*: omit the definite article in journal titles; give the date of publication as year only, unless the series has no numbered volumes; give page numbers only for journals which paginate each issue from 1 (e.g. *History Today*, *Business History*); note the sequence of volume number, year of publication, and page references. **Do not abbreviate the journal titles** as this diminishes the functionality of the online version of the journal. Give complete page references:

Ashworth, W., 'Economic aspects of late Victorian naval administration', *Economic History Review*, 2nd ser., XXII (1969), pp. 491-505.

Whyte, I. D. and Whyte, K. A., 'Continuity and change in a seventeenth-century Scottish farming community', *Agricultural History Review*, 32 (1984), pp. 159-69.

3.1.11 *Official papers*: Parliamentary Papers are always abbreviated as P.P. Give full title, year of publication, volume number. Thus:

*Select Committee on Manufactures, Commerce, and Shipping* (P.P. 1833, VI).

*Accounts and Papers* (P.P. 1890, XLV), Dockyard expense accounts, 1888-9.  
The command paper number is not required.

- 3.1.12 *Theses*: no italics for titles of unpublished theses:  
Vamplew, W., 'Railways and the transformation of the Scottish economy'  
(unpub. Ph.D. thesis, Univ. of Edinburgh, 1969).

- 3.1.13 *Online sources*:  
Smith A. (1999) Select committee report into social care in the community  
[WWW document].URL <http://www.dhss.gov.uk/reports/report015285.html>  
[accessed on 7 November 2003].

- 3.1.14 *Microfiche collections*:  
Maber, E. and Thornton, R., *The cases of the defendant and plaintiff in error  
to be argued at the bar of the House of Lords 18 January 1722*. Available on  
microfiche: *British Trials, 1660-1900* (Cambridge, 1990).

### 3.2 *Footnotes/endnotes*

In the footnotes, books, articles, essays, theses, and official publications should be referred to in abbreviated form, with the precise page reference if applicable. If the reference is to the whole article, or to a book in general, no pagination should be provided. If a work is cited in more than one consecutive footnote, use 'ibid.', unless the previous note contains more than one source. When more than one work by the same author is cited in a footnote, use 'idem'. 'Op. cit.' and 'loc. cit.' should **not** be used.

Short titles should be capable of standing alone (i.e. they should **not** be computer-generated from the first words of the title) and similar titles by an individual author should be clearly distinguished.

Some examples are given below:

- 3.2.1 *Books*:  
Cunningham, *Alien immigrants*, pp. 4-6.  
Halévy, *History of the English people*, II, pp. 64-7.  
Supple, *Royal Exchange Assurance*, p. 230.  
Landes, 'Technological change', p. 382.  
Kirby, ed., *Feet of fines relating to Wiltshire*, p. 19.
- 3.2.2 *Articles*:  
Whyte and Whyte, 'Continuity and change', p. 163.  
Ashworth, 'Economic aspects', p. 503.
- 3.2.3 *Official papers*:  
S.C. on Manufactures (P.P. 1833, VI), Q.456 or QQ.457-8. Where a page reference is used, *the continuous pagination for the whole volume and NOT the pagination for the individual report must be given*.  
*Hansard* (Commons), 4th ser., XXXVI, 22 Aug. 1896, cols. 641-2.  
*H. of C. Journals*, LXXX (1824), p. 110.  
*H. of L. Journals*, LXX (1824), 18 June.
- 3.2.4 *Theses*:  
Vamplew, 'Railways', pp. 10-19.  
Newspapers and manuscripts will **not** appear in the consolidated list. The following conventions should be followed:

- 3.2.5 *Newspapers*: omit the definite article in newspaper titles, with the traditional exception of *The Times*. Note the sequence of title of newspaper and day, month, and year of publication:  
'The officious official' in *Morning Post*, 15 Sept. 1921.  
Report in *The Times*, 30 Oct. 1918, p. 11, col. 1.  
*Economist*, 11 Dec. 1920, p. 1032.
- 3.2.6 *Manuscript references*: the National Archives and the British Library are accorded standardized abbreviations as TNA and BL respectively:  
TNA, King's Remembrancer's Memoranda Roll, E159/68, m, 78.  
BL, Add. MS 36,042, fo. 2 (plural fos.).  
Give titles of other record repositories, and names of collections of papers, in full in first reference (including location where necessary):  
Scottish Record Office (hereafter SRO), Airlie Papers, G.D. 16, section 38/82, 5 April 1844.  
Compton Papers, kept at the estate office of the Marquess of Northampton, Castle Ashby (hereafter CA), bundle 1011, no. 29.  
Northampton County Record Office (hereafter NRO), Brudenell of Deene Papers, I.X.37, Peter Morlet to Thomas Lord Brudenell, 27 June 1652.  
Note that manuscript is abbreviated to MS, not MSS; manuscripts MSS.

Articles which rely heavily on unpublished discussion or research papers and make extensive reference to them will not normally be accepted for publication.

#### 4. JOURNAL TITLES

Please **supply journal titles in full**. They should not be abbreviated as this reduces the reference linking functionality of the online version of the journal.

#### 5. TABLE DESIGN

To see a sample table in the journal style, please go to:  
<http://www.blackwellpublishing.com/specialarticles/ehstable7.doc>

#### 6. COPYRIGHT

Authors will be required to assign copyright to the Economic History Society. Copyright assignment is a condition of publication and papers will not be passed to the publisher for production unless copyright has been assigned. To assist authors an appropriate copyright assignment form will be supplied by the editorial office and is also available on the journal's website at [http://www.blackwellpublishing.com/pdf/EHR\\_CAF.pdf](http://www.blackwellpublishing.com/pdf/EHR_CAF.pdf). Government employees in both the US and the UK need to complete the Author Warranty sections, although copyright in such cases does not need to be assigned.

7. PRE-SUBMISSION ENGLISH-LANGUAGE EDITING: Authors for whom English is a second language may choose to have their manuscript professionally edited before submission to improve the English. A list of independent suppliers of editing services can be found at [http://authorservices.wiley.com/bauthor/english\\_language.asp](http://authorservices.wiley.com/bauthor/english_language.asp). All services are paid for and arranged by the author, and use of one of these services does not guarantee acceptance or preference for publication.

## 8. AUTHOR SERVICES

Author Services enables authors to track their article – once it has been accepted – through the production process to publication online and in print. Authors can check the status of their articles online and choose to receive automated e-mails at key stages of production. The author will receive an e-mail with a unique link that enables them to register and have their article automatically added to the system. Please ensure that a complete e-mail address is provided when submitting the manuscript. Visit <http://authorservices.wiley.com/bauthor/> for more details on online production tracking and for a wealth of resources including FAQs and tips on article preparation, submission and more.

## 9. THE LATER STAGES

Once an author has revised a piece in line with these Notes, it is worked on by the journal's copy-editor and the Editors. Before it is typeset, final queries on the article will be sent from the copy-editor. **This is the last stage at which any changes proposed by the author will be considered.** After typesetting, proofs are circulated to the author, the Editors, and the copy-editor. The corresponding author will receive an e-mail alert containing a link to a website. A working e-mail address must therefore be provided for the corresponding author. The proof can be downloaded as a PDF (portable document format) file from this site. Acrobat Reader will be required in order to read this file. This software can be downloaded (free of charge) from the following web site:

<http://www.adobe.com/products/acrobat/readstep2.html>.

This will enable the file to be opened, read on screen and printed out in order for any corrections to be added. Further instructions will be sent with the proof. Hard copy proofs will be posted if no e-mail address is available. *Excessive changes made by the author in the proofs, excluding typesetting errors, will be charged separately.*

## 10. SUPPORTING INFORMATION

EHR is happy to accept articles with supporting information supplied for online only publication. This may include appendices, supplementary figures, sound files, videoclips etc. These will be posted on Wiley Interscience with the article. The print version will have a note indicating that extra material is available online. Please indicate clearly on submission which material is for online only publication. Please note that extra online only material is published as supplied by the author in the same file format and is not copyedited or typeset. Further information about this service can be found at <http://authorservices.wiley.com/bauthor/suppmat.asp>

## 11. EARLY VIEW

*The Economic History Review* is covered by the Early View service on Wiley Interscience. Early View articles are complete full-text articles published online in advance of their publication in a printed issue. Articles are therefore available as soon as they are ready, rather than having to wait for the next scheduled print issue. Early View articles are complete and final. They have been fully reviewed, revised and edited for publication, and the authors' final corrections have been incorporated. Because they are in final form, no changes can be made after online publication. The nature of Early View articles means that they do not yet have volume, issue or page numbers, so they cannot be cited in the traditional way. They are therefore given a

Digital Object Identifier (DOI), which allows the article to be cited and tracked before it is allocated to an issue. After print publication, the DOI remains valid and can continue to be used to cite and access the article.

Updated December 2009

## **Notes on Writing a *SURVEY IN ECONOMIC AND SOCIAL HISTORY* for the *ECONOMIC HISTORY REVIEW***

The series *Surveys in Economic and Social History* aims to provide authoritative and critical accounts of major bodies of historical literature in papers that will typically be between 12 and 15,000 words. They will contain informative coverage of the literature, accessible exposition, and synthesis. The target audience is professional economic and social historians but the series is intended to be of value to advanced students also.

Informative coverage requires thoroughness but does not imply a failure to exercise discrimination. Readers should be told what work is most important and most convincing. When aspects are controversial or unresolved, the sources and substance of disagreements in the field should be explained and future research possibilities indicated. It is perfectly OK for the author's opinions to be expressed provided opposing viewpoints are explained fully and fairly.

It will be an attractive feature of many articles they make clear to the non-specialist the basic features of the research methods and techniques used in a particular field. Inevitably this may involve an element of technical discussion. Similarly, in some cases it may be useful to make readers aware, at a level of some detail, of datasets or archival sources or other research materials. This is probably best done through appendices which in many circumstances will be best made available through the EHS website. In any event, accessible exposition means that where technical arguments are made they should be summarized in plain English and that articles are not swamped with long tables or notes on primary sources.

A key contribution of a good survey article is that it brings together previously scattered ideas and evidence and achieves a synthesis. In other words, it proposes new shapes for the subject at hand. This role of establishing connections between contributions to the literature may also be an important way of highlighting lacunae and providing a clear statement of important unanswered questions.

Survey articles may be commissioned by the editors of the *Review* but proposals are welcome from anyone. If you are interested in writing an article for this series, please begin by submitting an outline of about 4 pages, describing the contents, saying why the topic deserves a survey article, and listing the main references to be covered. This outline will be sent to expert referees, and if they agree that this is a promising *Survey in Economic and Social History*, the author will then be invited to write it. The full draft article will then also be refereed, normally by the same experts. Similar procedures will apply to articles commissioned by the editors. Most articles that appear in this series will have undergone several rounds of revision to ensure that they offer the maximum value to readers of the *Review*.

All articles published in the *Review* conform to the house style described in **Notes for Contributors**.

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