INSTRUCTIONS FOR CONTRIBUTORS

Editorial policy

Financial History Review, published by Cambridge University Press on behalf of the European Association for Banking and Financial History e.V., is committed to high international scholarly standards and invites scholars doing research on banking, financial and monetary history to submit papers on any subject, historical period and regional area. The Review deliberately seeks to embrace a broad approach to publishing research findings within this growing historical specialism. Articles can address banking, financial and monetary history from different perspectives, including theoretically inspired approaches, advanced empirical analysis, and the interrelations between history, finance, policy, culture and society. The Review particularly encourages submissions from young scholars.

Articles should normally be of 8,000 words including footnotes, tables and any graphical or other illustrative material (a graph occupying an A4 page is deemed equivalent to 300 words).

The journal is published in English and contributions should be submitted in that language. Authors whose native language is other than English are encouraged to send their manuscripts to a professional native translator for a preliminary revision prior to submission.

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- a cover page with title, author(s)' name and affiliation, and full contacts of the corresponding author (email and postal address, telephone, fax, web page);
- a blinded copy of the manuscript. The cover page of the document should include only the paper's title and abstract. Please note that you should supply
 a WORD or RTF document for the main text body (including footnotes, bibliographical references, appendices) and a different single document in
 PDF for Tables and Figures.

Submission of a paper will be taken to imply that it is unpublished (even in a language other than English) and is not being considered for publication elsewhere. Upon acceptance of a paper, the author will be asked to assign copyright (on certain conditions) to the European Association for Banking and Financial History e.V.

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Preparation of manuscripts

- I. Manuscripts should be typed double spaced throughout on A4, i.e. 29cm x 21cm., or 11" x 8". Wide margins should be left on all sides.
- 2. Pages should be numbered consecutively, beginning with the title page, the page number being placed, ideally, at the top right-hand corner of the page.
- 3. Footnotes should be typed, double-spaced, numbered consecutively and be grouped together at the end of the manuscript. Footnotes will appear in the journal at the bottom of each printed page. Footnotes should solely be concerned with matters of source citation. Substantive footnotes, involving commentary or argument, should be avoided, such material being more properly contained within the body of the text. If an elaborate commentary on sources is required, and cannot be incorporated within the body of the article, it should form an appendix to the article (to be included in the total extent of 8,000).
- 4. Articles may, if appropriate, be divided into subsections designated by Roman numerals centred on the page. Sub-headings within an article should be avoided.
- 5. Tables, maps and figures should be submitted on separate pages and grouped together in a section at the end of the manuscript. Please number tables/maps/figures consecutively with Arabic numerals, using that reference within the text, e.g. Table 1, Map 5, Figure 24. Their appropriate position in the body of the text should be indicated in the text as {please place Table 1 near here}.
- 6. Contributors should follow exactly the stylistic conventions, set out below, when writing the final version of their articles. Copy-editing is tedious and time-consuming and, as a consequence, the Editors reserve the right to return a contribution accepted for publication solely on the grounds that it does not follow the conventions.

Conventions

- 1. Spelling British spelling is preferred, using -ise in words with alternative -ise/ize. However, American spelling will be accepted.
- 2. Foreign words or phrases in an English sentence should be underlined (for italic), except for proper names, or quotations or words in common usage
- 3. Quotations: follow the punctuation, capitalisation and spelling of the original source. Within the body of the text of an article, a quotation should begin, and end, with single quotation marks, with double quotation marks only used for quotations within quotations. Quotations of more than about 50 words should be broken off from the body of the text, by being indented from the left-hand margin as a separate block of text, without quotation marks. Extensive quotations from non-English language sources should be translated into English in the text and (if necessary) the original text supplied in a footnote.
- 4. **Numbers:** spell out numbers up to ten, but use Arabic numerals thereafter and standard contractions, as with m for million. Spans of numbers should be elided to the smallest unit, e.g. 41-2, 195-8, 216-18. Percentages should be given in figures, with the words 'per cent' spelled out, e.g. 5 per cent; the sign % should be used in footnotes and tables. Standard fractions can be used as numbers.
- 5. Dates: use 10 December 1948 in the text, 1930s (not 1930's), and the twentieth century (not the 20th century, or C20th). Dates should be contracted in the footnotes, hence 10 Dec. 1948.
- 6. **Ellipsis** whether within, or at the end of, a sentence should be indicated by three spaced full stops.
- 7. Citations given in footnotes must be full and clear at first reference; thereafter short titles should be used.
 - First reference to a book should include place (in anglicised form, e.g. Rome not Roma) and date of publication, e.g.
 H. M. Lucas, Capital and Finance in the Age of the Renaissance: a Study of the Fuggers and their Connections (1928; reprinted New York, 1963), pp. 24-30; thereafter: Lucas, Capital and Finance, pp. 106-11.
 - References to unpublished theses should appear as follows:
 - N. K. Hill, 'The history of the Imperial Continental Gas Association, 1824–1900', unpublished Ph.D. thesis (University of London, 1950); thereafter: Hill, 'Imperial Continental Gas Association'.
 - First reference to a chapter in a book should appear as:
 - J. Bouvier, 'L'extension des réseaux de circulation de la monnaie et de l'épargne', in F. Braudel and E. Labrousse (eds.), Histoire économique et sociale de la France, 4-1 (Paris, 1979); thereafter: Bouvier, 'L'extension des réseaux'.
 - First reference to a journal article must include the volume number and date of publication, e.g.
 - M. B. Levy and A. M. Andrade, 'A gestão monetária na formação do Estado Nacional', Revista Brasileira de Mercado de Capitais, 6 (1980); thereafter: Levy and Andrade, 'A gestão monetária'.
 - Reference to a yearbook, e.g.
 - Salings Börsenjahrbuch, 1910-11 (Berlin, 1911).
 - References to archives must include the name and location of the collection, and the file where the document can be found. In general, citations should follow accepted national styles, always giving an extended version for the first document cited from a source, e.g.
 Public Record Office, Kew, London [henceforth PRO]: Colonial Office Papers [henceforth CO]; 201/614, pp. 87-101, 111-24, and CO 309/139,
 - pp. 150-6, dispatches and minutes, 8 May to 13 Jun. 1893.
 All statistical sources should be fully referenced and, if not available in a published form, should be provided as a series, either within the text, or as an appendix.

Proofs

Typographical or factual errors only may be changed at proof stage. The publisher reserves the right to charge authors for correction of non-typographical errors.

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