

Style sheet for *The Journal of Transport History*

- Please pay particular attention to [General style notes](#), [Notes and references](#) and [Illustrations](#) sections.
- Please make sure the style you use is *consistent* throughout your article.

Submission of manuscripts:

Articles should be no more than 8,000 words long, including a maximum of 100 end notes. Include an Abstract of the article (maximum 120 words) and between three and six key words. Only electronic submissions will be accepted. The article should be anonymised in the text, end notes and file name. Include your name and contact details only in the body of the email. The first submission is for peer review only. Do not send original photographs, prints or artwork: supply these only if/when the article is accepted for publication. At that stage you will also be asked to provide a short author biography (maximum 100 words) for inclusion in the *Journal*. Articles accepted for publication should be presented in exactly the way indicated below. Final submissions which depart substantially from the *JTH* house style will be returned for revision.

- The preferred word processing format is MS Word.
- Use double line spacing throughout (including notes and quotations).
- Pages should be numbered throughout and the last page labelled 'LAST'.

General style notes:

- UK punctuation throughout article.
- UK or US spelling consistently throughout article but retain American spelling in American quotes and proper names (e.g. Pearl Harbor); retain UK spelling in UK quotes and proper names.
- For quantitative units, use the S.I. unit standard, such as kg, km, cm, mm, ° C. It is okay to insert national or historical units between parentheses.
- Please make sure the use of national or historical currency is understandable for an international readership, for instance by comparing to the American dollar, or by comparing the amount to the average wage of the country in question, etc.
- Single spacing after all punctuation; initials should be spaced: A. J. Smith not A.J. Smith (NB, i.e. and e.g.); use a space after the point in the following contractions: ed., p., pp., ch., vol., etc.
- Indent new paragraphs, don't indent continuing paragraphs after an extract.
- Only use line spaces between paragraphs to indicate an important change in your argument, not between every paragraph.
- Quotations: extract quotations over five lines, indent with space above and below, no quote marks; should not start or end in ellipses (...)
- Single quote marks for quotations integrated within the text, double quote marks for quotes within quotes.
- Maximum capitalisation is used on all headings and titles of published works within the text and the notes.
- Page numbers are elided: 4–7, 8–13, 16–18 (not 16–8), 20–7, 34–76, 104–6, 136–42.
- Dates are written in full: 31 January 1678; BC years must be given in full: 536–514, not 536–14; spell out nineteenth century, but use 1800s (NB hyphenate when adjectival – e.g. 'in the seventeenth century' but 'seventeenth-century furniture'; use 1930s, not thirties, 30s or '30s).
- Years are elided to two digits: 1674–89, 1674–77, 1674–1723.
- *Ibid.*, after references that cite the title previously mentioned; do not use *idem*, *loc. cit.* or *op.cit.*
- Apostrophe: Thomas's, Jones's, but Moses', Bridges' : i.e. when the word ending is pronounced 'iz', use an apostrophe only.
- Raised letters/superscripts in quotes should be clear - these will be set as superscript letters.

Notes and references:

- Most editing problems are concerned with the notes at the end of the article.
- Use end notes NOT footnotes.
- Notes should contain all the publications cited in the text.
- Where a single edition or literary text is referred to continually throughout the article, full reference should be given to the first citation in a note, followed by 'All subsequent quotations are taken from this edition. Page/canto/stanza/line/act/scene (as appropriate) numbers will follow in brackets'.
- Please use the short-title system as shown below. Please make sure that the style you use is *consistent* throughout the Notes section at the end of your article, and that *all* source material is included. The title of books and journals should be either underlined or in italics. If the author's initials are used instead of their full first name, please make sure this style is carried through to *all* entries, and vice versa.

Books:

- book titles – maximum capitalisation, no quotation marks, italic.
- chapter titles – maximum capitalisation, in single quotation marks, not italic.
- for all book references, give both place and publisher if possible, otherwise place only (whichever style you do use, be consistent with all references).
- give full details of the publication the first time it occurs, and on second and further references cite only the author's surname and short form of title, and page reference.
- abbreviations to be used: (ed.), (eds), fo. and fos or fol. and fos, p., pp., r and v for recto and verso on the line with no full point.
- author, *title*, (place published, publisher, date of publication), page reference(s).

J. A. Chartres, *Irish Literature* (Oxford, Blackwell, 1984), pp. 112–19.

S. Butler, 'Internal Trade in England, 1560–80', in J. V. Smith (ed.), *Trade in the Sixteenth Century* (London, Macmillan, 1977), pp. 26–9.

W. Shakespeare, *Hamlet*, ed. J. Wilders (Cambridge, Cambridge University Press, 1995), p. 4.

Chartres, *Irish Literature*, p. 104–9.

Butler, 'Internal Trade', pp. 78–89.

Ibid., p. 56

Journals:

- journal titles – always in full at first occurrence, maximum capitalisation, in italics.
- article titles – maximum capitalisation, in single quotation marks not italics.
- give volume number either in arabic or roman numerals (but once this style is chosen it must be adhered to for *every* journal) then part or issue number, separated by a colon, parenthesis round the year, page reference, e.g.: author, 'name of article', *journal*, volume:issue (year published), page reference(s).

J. A. Chartres, 'Irish Literature', *New Literary History*, 3:6 (1984), 112–19.

S. Butler, 'Internal Trade in England, 1560–80', *Economic History Review*, 4:2 (1995), 104–6.

Chartres, 'Irish Literature', 118.

- give full details of the publication the first time it occurs, and on second and further references cite only the author's surname and short form of title, and page reference.
- note numbers should be in arabic superscript within the text and full size arabic numbers in the notes, with no punctuation after the note number.
- unpublished books, theses and dissertations should be in roman in quotes: type, place and date of these should be given, e.g. Unpublished Ph.D. dissertation, University of Manchester, 1999.
- archival sources should use the following order: place, reference no. of document, status of document, author, title, date, page no. e.g. Public Record Office, London (hereafter PRO), T235/134, MAC (52) 153, memo by C. Cottrell, 'Money', 6 August 1952, p. 2.
- newspaper articles do not include *the/The* in references (*The* should only be used for *The Times*): e.g. Smith, J., 'The Prime Minister on the Defensive', *Guardian*, 6 September 1989, pp. 7–19.
- unless published (in which case treat like a chapter from a book), conference papers should give the name of the organising body, the title of the conference and the date given.
- titles of individual manuscripts should be in roman in quotes.
- titles of manuscript collections should be in roman without quotes, and the citation should contain the name of the depository and a full reference following the usage of the depository concerned: e.g. British Library, Additional MS 2787.
- parts of the references may be abbreviated, provided that the abbreviation is explained or self-explanatory: e.g. ULC Add. 3963.28: the full reference should always be given at the first occurrence.

Illustrations:

General

These instructions are for the submission of images for accepted articles. The journal prints in black and white only. Colour images are converted to greyscale for printing. For every image supplied you must include a corresponding photocopy (for original prints) or a printout (for electronic files) to accompany it. Originals must be numbered as Figure 1, 2 etc. in the order they are to appear (including slides and transparencies). Use a small sticker on the back of the illustration rather than a post-it note on the front as they can easily be lost and can leave a mark. Avoid writing on the back of borrowed prints. If an illustration consists of more than one image, put the number in brackets, e.g. Figure 1 (a). For electronic images add the Figure number to the beginning of the file name. Photocopies/printouts must be numbered to match the originals and the figure numbers must correspond to the captions list. Please indicate in the typescript/article/captions list where each image is to appear. It's fine to be less specific, e.g. 'scatter through article' or 'all near the end'.

Captions

Please send the captions as a list in a separate Word document. Captions should be short and should include the source of the illustration.

Presentation of illustrations

Originals. The preferred option is always to provide an original that can be scanned and reproduced. This includes prints (black and white or colour, preferably glossy and good quality), transparencies, slides, original photographs, cuttings, etc. It is understood that some originals incur rental fees so they will be scanned and returned promptly provided this is indicated to us.

Scans and electronic images. Please note that images embedded in word processing documents will not be accepted. Please ensure that the scan is suitable for reproduction. Scans should ideally have a resolution of 300 dpi and be of a reasonable size and clarity. If the scan is very large with a lower resolution the quality will improve when the image is reduced. A scan of a poor original will merely result in a poor reproduction. The same criteria should be applied to jpegs, tiffs, eps, PDFs and other electronic files. Non-original images can only be run at our discretion so please make finding originals a priority. Bear in mind that images copied off the Internet are rarely usable and difficult to get copyright for. A printout of a scan is not acceptable as an original. Scans and electronic images can be checked in advance of publication, please submit them to your Editor who will forward them to MUP for checking.

Line drawings. These are non-half-tone images such as simple maps, bar charts, line graphs, etc. They should be supplied as bromides, prints or finished artwork. If possible, include them in your manuscript (e.g. as Word or Excel files).

Layout preferences

If you wish to provide guidance on the relative importance of the illustrations, please indicate this on the numbered photocopy/printout e.g. 'full-page if possible', 'half-page', etc (this will also depend on the quality however). Please give any relevant information such as the importance of detail and whether any cropping should/can occur. Some photo-libraries give permission for usage on the understanding that the image will not be cropped. Please indicate if this is the case.

Permissions

Please **do not** contact institutions regarding permission for the use of images in the first instance. Instead, bring any queries about illustrations and permissions you have to the attention of the editor.

Numbers:

- spell out numbers below 100, use digits for numbers over 100.
- exceptions – a series of numbers appearing close together; numbers in mixed sequence (under and over 100) in which case use digits for all numbers in that section; numbers giving exact measurements or with abbreviated units of measurements such as 7 kg, 15.8 mm; in usual cases like 5.00 p.m. (but five o'clock); phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g. two hundred, fifteen thousand).
- units of measurement - no 's' to appear in plural (5 kg not 5 kgs). If pre-decimal currency is used, follow this style: £5 15s 6d.
- always put a number on either side of a decimal point, e.g., 0.6 (not .6).

Abbreviations/punctuation/spacing:

- when quotation marks enclose less than a complete sentence, the closing quote should precede the final punctuation. When quotation marks enclose a complete sentence or more, the closing quote should follow the final punctuation. If the source/page numbers appear with the quotation, place them in parentheses after the closing quotation mark but before the final full point. If verse is integrated use space solidus space (#/#) to indicate a line break.
- uncommon abbreviations should be avoided, or explained at their first occurrence.
- idem, loc. cit, op. cit should not be used.
- '&' may be used for names of companies, institutions, etc. (Faber & Faber). Otherwise use 'and'.
- cf. (roman, not italic): note that cf. means 'compare', not 'see'.
- fos for 'folios', not ff. which means 'following'.
- ll. ('lines') should be avoided as it can be confused with roman numeral II or arabic 11: spell out instead.
- per cent (not percent): use % only in tables.
- v. not vs. (roman, not italic).
- use full points after abbreviations (e.g., i.e., etc., ibid., v., Ph.D., vol., p.m., Prof., Rev., ed.) except per cent (two words).
- do not use a full point after units of measurement (kg, mm, cm), contractions (vols, eds, Dr, Mrs, Mr, Ltd: i.e. where first and last letters are given) except no. (number), or initials (BBC, DNA, GMT, NATO, USA, ICI, TV), except name initials which should also be spaced (T. S. Eliot).
- insert a space after p., no., vol., fos (p. 67, not p.67).
- no apostrophe with common abbreviations (phone, bus, pram, etc.).

Italic/bold:

- use italic for titles of publications (except series), including books (except the Bible, the Koran, etc.), journals, films, videos, plays, radio/TV programmes, titled musical works (but roman for Symphony no. 5 in C minor, etc.); long poems (e.g., Four Quartets), but roman and quotation marks for short poems; titles of paintings and sculpture, names of ships; genera, species and varieties; foreign terms/phrases (except anglicised terms, such as 'elite', 'role', 'naive', which also appear without accents, and phrases which are quotations); use italic for names of parties in legal cases, but v. is roman (v. NOT vs.), e.g. *Churchill v. Wilson*; use italic for directions to the reader and stage directions, such as *see also* and *above*; use italic for *ibid.*, *et al.*, *c.* (NB do not use *ca.*), but *via*, *vice versa*, i.e., e.g. are roman.
- as a general rule, avoid using bold type – headings will be marked up later and should be in roman; if emphasis is required, italic is preferred.

Job titles/affiliations/subjects:

- the King (referring to a specific individual), but a king.
- Member of Parliament.
- the President, but a president, presidential (NB for Vice-President and other compound titles, capitalise both initials).
- the Prime Minister, but a prime minister.
- the Professor of Political Science, but a professor of political science.

Institutions/organisations/places:

- the Church (institution) but the church (building).
- the Crown (meaning the monarchy).
- the Government (specific) but the government (general).
- House of Commons/Lords (always initial caps) and also the House.
- Liberal (use cap. only for Liberal Party or party member) and also applies to Conservative, Labour, Communist, etc.
- Northern Ireland, but northern England.
- the Parliament but parliamentary.
- the Senate (always cap.).
- the State (when referring to political communities).
- the West, Western Europe, etc., but western England.

Note on bias/gender/racial and ethnic groups:

- avoid using terms and phrases which express gender, racial or other bias, unless their use is clearly justified by the context.
- use 'he or she', 'her or him' (note alphabetical order); do not refer to objects or places (such as ships and countries) as 'she': use 'it'.
- be specific and accurate when referring to a racial, ethnic or national group.
- aborigine signifies the original inhabitants of any country; for native Australians use Aborigine (cap A).
- Afro-Caribbean, African or black African etc., are preferable.
- Asian covers the whole of Asia, not just India and Pakistan: be more specific if possible.
- avoid 'coloured people': specify racial/ethnic origin.
- Eskimo: use Inuit instead.
- Europe includes East Europe and cannot be substituted for West Europe or European Community.
- Indian: use Native American or Native Canadian, not Indian (which signifies a native of India) or Red Indian, unless justified by the historical context.
- North America: remember this includes Canada and Mexico; use United States if this is what is meant.
- use 'in Britain' or 'in Spain' not 'at home'.

Tables:

Tables should be submitted electronically and should be integrated into the typescript. See example below for table layout. Unless the table is the original work of the author it should have a source line underneath, indicating where the information, statistics, etc. came from.

Table 7.23 *The distribution of lead exports from England to the Baltic, decennial intervals 1565–95*

Destination	1565		1575		1585		1595	
	Ship-pound s	%	Ship-pound s	%	Ship-pound s	%	Ship-pound s	%
Danzig	342.0	63.2	300.0	51.8	–	–	–	–
Elbing	–	–	–	–	777.0	99.8	264.0	87.2
Other	129.9	2.0	236.0	48.0	666.0	87.1	225.0	81.0
Total ^a	541.0	100.0	579.0	100.0	778.5	100.0	302.5	100.0

Note: ^a Sample table therefore figures not arithmetically correct

Source: *Tabeller over skibsfar ...*, Vol. xi A, pp. 19, 51, 105.

- Solid rule above and below column headings and solid rule at foot of columns
- No rules in body of table and no vertical rules used at all
- Any notes should be given at the foot of the table (they should not be included among notes to the text). Use lower-case, superscript letters rather than numbers, to avoid confusion.