

## Notes to Authors

The *Journal of the British Academy* is a multi- and interdisciplinary open access journal publishing articles in the humanities and social sciences. ‘Supplementary issues’ publish thematic collections of papers, put together by guest editors. The *Journal* showcases high-quality articles associated with the Academy’s own programmes, activities and interests.

The following notes provide guidelines on the preparation of your article for publication in the *Journal of the British Academy*, including information on illustrations and tables. The recommendations made here must be followed carefully. This will ensure that levels of consistency are maintained throughout the *Journal* and that your text will pass smoothly through the editorial process.

### GENERAL

#### **Purpose and character of the *Journal***

- The *Journal of the British Academy* is a platform for high-quality informed comment by scholars working in the humanities and social sciences, on matters of political, social and cultural interest. It taps new and exciting thinking and research. It provides space for reflection on current scholarship, and the exploration of new areas. It highlights the international range of the British Academy’s interests.
- Many articles are derived from the programme of British Academy Lectures, which cumulatively form a unique record of scholarship in the humanities and social sciences.
- Some articles may take the form of dialogues between two or more academics.
- The *Journal* also publishes ‘commentary’ pieces (of 3-4,000 words).
- There are also ‘Supplementary issues’, the content of each linked by a theme, typically arising from one of the British Academy’s major research programmes.

#### **Readership of the *Journal***

- *Journal* articles are intended primarily for an academic readership. But because the *Journal*’s disciplinary range is so broad, across the entire spectrum of the humanities and social sciences, articles should be inclusive and accessible to readers who are not specialists in a particular field. For some articles, the appropriate readership may include those with related non-academic expertise (e.g. practitioners or policymakers).
- The text of the published article should be in English. (Other languages may, of course, be used in direct quotations.)

#### **Publication of the *Journal***

- Articles are published on the *Journal* website ([www.thebritishacademy.ac.uk/journal/](http://www.thebritishacademy.ac.uk/journal/)) as downloadable PDF files.
- Each article will be posted once it is ready for publication; each ‘Volume’ of the *Journal* is composed of articles that have been posted to the *Journal* in the course of a calendar year. Articles in ‘Supplementary issues’ are usually all posted together once the whole issue is ready for publication.
- *Open access*. The *Journal of the British Academy* is licensed under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License. Authors may post the PDF file version of record of their article on their personal websites or in subject or institutional repositories.

## PREPARING AND SUBMITTING YOUR ARTICLE

### Articles arising from British Academy Lectures

- The version of the lecture that is published as an article in the *Journal* should not be exactly the same as the oral version. The article submitted for publication should have appropriate scholarly apparatus (annotation, bibliographical references). Aspects of the lecture may be reworked so that it is more appropriate for being read rather than heard. The lecture may be amended in the aftermath of the event to take account of any feedback received. You may also wish to extend your lecture in published form, or perhaps adjust its emphasis. There is no artificial restriction on how long or short your article should be. It should be as long as it needs to be to let you say what you want to say. But, if you would find some sort of guidance on length useful for planning your draft, then you might aim for an article totalling 10-12,000 words. Where it is appropriate within disciplinary conventions, it may be possible to take advantage of the lecture event to capture commentary or discussion about the lecture, which may be included at the end of the article, with the lecturer given the opportunity to add a final reaction; but this would need to be agreed well in advance.
- The lecture in its final publishable form (including all notes and references) should be delivered to the Academy *within two months of the lecture*.

### Articles in ‘Supplementary issues’

- Authors invited to contribute to a themed ‘Supplementary issue’ should follow the specific guidance of the guest editor of the issue on the shaping of their articles.

### Submission of your article

- Your text should be submitted as a *Word* document. If your text contains special fonts or characters that require a word-processing package other than *Word*, please contact the Head of Publications ([pubs@thebritishacademy.ac.uk](mailto:pubs@thebritishacademy.ac.uk)).
- Authors contributing an article to a themed ‘Supplementary issue’ should send their text as an email attachment to the guest editor of the issue.
- All other authors should send their text as an email attachment to the Academy’s Publications Department ([pubs@thebritishacademy.ac.uk](mailto:pubs@thebritishacademy.ac.uk)).
- Any items (e.g. high-resolution images) that would increase the size of the email above 7MB should be sent via *WeTransfer* or equivalent.

### Editing of your article

- The Editors of the *Journal* – or the guest editor of a themed ‘Supplementary issue’ – will have your article refereed, and may request reasonable changes to the text. The final decision on acceptance of an article for inclusion in the *Journal* rests with the Editors.
- Articles accepted for publication will be copy-edited and typeset. You will see at least one proof of your article before it is posted on the *Journal* website.

### Non ‘text’ elements of an article

- Your article can obviously be supported by Figures and Tables included within it (see below). But it may be that you have supplementary material (e.g. documents, data, video/audio) which might usefully be made available via the *Journal* website to support the article’s argument. There may be limits to what can be included: if you wish to discuss such a possibility further, please contact the Head of Publications ([pubs@thebritishacademy.ac.uk](mailto:pubs@thebritishacademy.ac.uk)).

## PERMISSIONS

- The published article (including any accompanying material, e.g. illustrations) should in no way infringe any existing copyright. Permission must be obtained in good time from the copyright-holder to reproduce any copyright material, including prose extracts, poetry, diagrams, tables, photographs and other illustrations. Obtaining the necessary permissions to reproduce copyright material in both online and print media is *your* responsibility, though the Academy's Publications Department will be pleased to give advice.\*
- Your request should be for world English language rights for online publication in the *Journal of the British Academy*, under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License (CC BY-NC-ND). The online rights should not be time-limited.
- If permission is needed for any print dissemination, you will receive specific guidance on that.

\* The issue of what might be reproduced without having to seek permission is notoriously complex. In 2008 the British Academy and the Publishers Association published *Joint Guidelines on Copyright and Academic Research: Guidelines for researchers and publishers in the Humanities and Social Sciences* (available as a PDF file at [www.thebritishacademy.ac.uk/publications/joint-guidelines-copyright-and-academic-research-guidelines-researchers-and-publishers](http://www.thebritishacademy.ac.uk/publications/joint-guidelines-copyright-and-academic-research-guidelines-researchers-and-publishers)).

## THE ARTICLE TYPESCRIPT

### General

The typescript *must* be double-spaced. You are advised to use 12 pt Times New Roman for your main text.

### Article structure

Article title

Your name (as you wish it to appear in print)

Abstract and keywords

Note on the author

Article text (including footnotes)

Acknowledgements note

References

### Abstract

Please provide a concise abstract for your article. It will be printed at the beginning of the article and is an essential tool for online searches. It should be around 120 words and no more than 160 words and should provide a clear overview of the subject. Where possible the personal pronoun should not be used, but an impersonal voice adopted: 'This article discusses...'.

### Keywords

Please also suggest 5-10 keywords which can be used for describing the content of the article. These will be printed at the beginning of the article, and are essential tools for online searches. Please note that:

- keywords should be kept short: to one word where possible (although two- or three-word specialist terms are acceptable where necessary)
- keywords should not be too generalised
- each keyword must appear in the abstract.

### Note on the author

Please supply a few sentences about yourself, giving your current position and research interests, listing two or three recent relevant publications. Also include your ORCID iD (if you have one), and any contact details (optional).

## **Sub-headings**

Do insert sub-headings into the text, worded to aid the reader's navigation through the article. Sub-headings should not be numbered, and should not be put into capital letters. Please avoid the use of more than three levels of heading. (For clarity in the typescript, a level 1 sub-heading should be bold centred, a level 2 sub-heading should be bold aligned left, a level 3 sub-heading should be italic aligned left.)

## **Footnotes**

Footnotes will be numbered consecutively through each article.

## **Acknowledgements**

Expressions of gratitude and any formal recognition of research funding should appear in a single *Acknowledgements* note at the end of the text (but before any list of References). The note should *not* be incorporated into the sequence of footnotes.

## **Quotations**

- *Quotation marks.* Single quotation marks ‘ ’ should be used, with double quotation marks “ ” being reserved for quotes within quotes.
- *Displayed quotations.* Quotations which are longer than about five lines when typeset (roughly, more than 60 words) are indented and are not enclosed in quotation marks.

## **Lists**

Arabic numbers should be used for lists, with no parentheses around the number and no full points.

## **Spelling**

The *Journal* uses British spelling.

Please note that the house style for the *Journal* is to use the endings *-ise/-isation* in cases where an alternative in *-ize/-ization* exists: civilise, civilisation.

## BIBLIOGRAPHICAL REFERENCES

The *Journal* uses the author-and-date ('Harvard') system of references. The full references are given in a list of 'References' at the end of the paper, and references in the text (including any in the notes) are by author and date.

### List of References

Sample list of 'References' (*must* be double-spaced in typescript):

#### References

- Barnes, J. (1982), *Aristotle* (Past Masters; Oxford, Oxford University Press).
- Barnes, J. & Griffin, M.T. (eds) (1989), *Philosophia Togata: Essays on Philosophy and Roman Society* (Oxford, Basil Blackwell).
- Barnes, J., Brown, S. & Albert, C. (eds) (1980), *Collected Essays on Classical Antiquity* (London, Methuen). [Note: a work with three or more authors follows dual-author works even if it is out of sequence alphabetically or chronologically]
- Fields, G. (1987), 'Public Policy and the Labour Market in Developing Countries', in D. Newbery & N. Stern (eds), *The Theory of Taxation for Developing Countries* (Oxford, Oxford University Press), 264–77.
- Hankinson, R.J. (1988a), 'Stoicism, Science and Divination', *Nutrition*, 34: 88–102.
- Hankinson, R.J. (ed.) (1988b), *Method, Medicine and Metaphysics*, 2nd edn (London, Heinemann).
- Hankinson, R.J. (1989), 'Galen and the Best of All Possible Worlds', *Classical Quarterly*, ns 39: 43–76.
- Hinman, Charlton (ed.) (1968), *The Norton Facsimile: The First Folio of Shakespeare* (London).
- Marx, K. (1867), *Capital: A Critique of Political Economy*, i, trans. B. Fowkes (New York, 1977).
- Mason, J.B. (1984), *Nutrition and Society* (London, Macmillan).
- Mason, J.B., Habicht, J.B. & Tabatabai, H. (1984a), 'Notes on Nutritional Surveillance', paper delivered to the WHO conference.
- Mason, J.B., Habicht, J.B. & Valverde, V. (1984b), *Nutritional Surveillance* (Geneva).
- Smith, P. (1988), 'The Case of Tigray', in Hankinson (1988b), 76–94.
- Smith, T. (ed.) (forthcoming), *Famine and Gender* (Chicago IL, University of Chicago Press).
- WHO (World Health Organization) (1983), *Primary Health Care: The Chinese Experience* (Geneva, WHO).

If the original date of the work cannot be given:

Aristotle (1976 edn), *Metaphysics: Books M and N*, trans. with introd. by J. Annas (Oxford, Oxford University Press).

Note: when the list of References is prepared for publication, we will endeavour to add DOIs (Digital Object Identifiers) – where available – to enable readers to locate electronic versions of the works.

### References in the text

In the 'Harvard' system, references should be located in the text. Sample in-text references:

This is held by Barnes (1982: 15–17) and Hankinson (1988a: 93, 96; 1989: 72); see generally Barnes & Griffin (1989); it was 'the best of all possible worlds' (Hankinson 1989: 43).

Summaries of the working party's conclusions may be found in Mason *et al.* (1984b). A new collection of essays edited by Thomas Smith (forthcoming) challenges much recent thinking. (It is interesting to note that the World Health Organization (WHO 1983) took a different view.)

However, the *Journal of the British Academy* embraces a wide range of disciplines, including those where the 'Harvard' system is less commonly used and it is therefore less usual to see references inserted into the text in this way. Authors may therefore place the references in footnotes:

<sup>1</sup> Barnes (1982: 15–17); Hankinson (1988a: 93, 96; 1989: 72).

<sup>2</sup> For this and a wide range of other examples, see Barnes & Griffin (1989).

<sup>3</sup> *1 Henry IV*, 5.1.130–3. Unless otherwise indicated, Shakespeare quotations are taken from Hinman (1968).

## ILLUSTRATIONS

- All illustrations, whether line diagrams, maps or half-tones (photographs), should normally be described as Figures. ‘Figure’ should never be abbreviated to ‘Fig.’ in the text or the caption.
- If you wish to include more than 12 illustrations, please consult the Academy’s Publications Department.
- Illustrations should be supplied as digital images. Do not embed illustrations within the Word text file; supply each illustration as a separate file.
- Please complete a ‘Checklist of Illustrations’ (Word document supplied with these Notes).
- *Digital image file types, and resolution.* So that they appear satisfactorily in the printed version of the article, you must ensure that digital images are of sufficient resolution to be reproduced at the desired final size. Photographic illustrations should be supplied as tiffs or jpegs; the **minimum** resolution needed at the image’s final size is 300 dpi. Line diagrams should be supplied as tiffs; the **minimum** resolution needed at the image’s final size is 600 dpi.
- *Size.* The maximum page frame size = 190 mm high × 140 mm wide. If for any image you do not wish all of it to be reproduced, please indicate on the Checklist of Illustrations sheet that cropping is necessary.
- *Colour.* We can include colour photographs or diagrams in the online *Journal*. However, it is advisable that photographs and diagrams should still be comprehensible in black and white.
- *Labelling.* There should be a minimum of labelling on the illustration itself: explanations should generally be included in the caption. Where needed, labelling should preferably be set in a sans-serif typeface (such as Arial), and it should be set in a typesize large enough so that when the image is reproduced at the desired final size the labelling ends up at about 8 point or 9 point.
- *Positioning.* The final position of any illustration will not be determined until proof stage. Each Figure will normally be inserted as close as possible to its first mention in the text, unless you indicate a different location in the typescript.
- *Captions.* The captions for *all* illustrations should be presented on a separate page at the end of the text. Where appropriate, the caption should acknowledge the source of the illustration.

If you find it impossible or very inconvenient to reproduce a particular image in the article (e.g. you cannot easily secure a usable copy or permission to reproduce) but you know that an appropriate version of it is already openly accessible on the web, then you may instead provide in your article a link (url) that will enable readers to locate that image.

## TABLES

### Positioning

When they are typeset, tables will be incorporated within the text. However, all tables should be submitted at the end of the text, each on a new page. The correct method to refer to the table in the text is, therefore, ‘as shown in Table 1’ without breaking off where you think the table may fall.

The following example illustrates the correct layout of a table:

**Table 1.** Vocational qualifications of the workforce in Britain, France, Germany, the Netherlands and Switzerland, selected years 1988–91.

	Percent of all economically active persons				
	Britain 1989	France 1988	Germany 1988	Netherlands 1989	Switzerland 1991
University degrees <sup>a</sup>	11	7	11	8	11
Intermediate vocational qualifications	25	40	63	57	66
Of which:					
Technician <sup>b</sup>	7	7	7	19	9
Craft <sup>c</sup>	18 <sup>d</sup>	33	56	38	57
No vocational qualifications <sup>e</sup>	64	53	26	35	23
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

<sup>a</sup> For Britain, includes professional qualifications of degree standard. For Netherlands, includes HTS diplomas and university education of three years or more.

<sup>b</sup> For Britain, includes BTEC, HNC, HND; sub-degree qualifications in teaching and nursing. Corresponding qualifications in other countries (e.g. for France, DUT; for Germany, includes *Meister*).

<sup>c</sup> For Britain, includes basic qualifications excluded in other countries (see text), i.e. City and Guilds Part 1 and above; BTEC National and equivalent; apprenticeships (NVQ level 2 and above; see n. d). For France, CAP and BEP. For the Netherlands, MBO diplomas (apart from HTS) and half of all LBO diplomas (corresponding to those at levels C and D, and half of those at level B; see text). For Germany, *Berufsabschluss*. For Switzerland, includes also half of those completing lower level qualifications based on 1–2 years traineeship course (*Anlehre*).

<sup>d</sup> Of which approximately 9 per cent at City and Guilds Part 2 and equivalent (NVQ level 3) and 8 per cent at City and Guilds Part 1 and equivalent (NVQ level 2).

<sup>e</sup> Only general education (below university level). For Britain, includes those with GCSE or A-levels, but without vocational or university qualifications. For the Netherlands includes half of LBO diplomas (half of those at level B and all at level A), and those without LBO diplomas; for Switzerland, includes half of *Ahlehre* qualifications.

**Sources:** Estimates based on national Labour Force Surveys, including special tabulations prepared for NIESR; national qualifications reclassified to common basis as far as possible. For details on France, see the article by Steedman in *National Institute Economic Review* (August 1990); Netherlands, Mason *et al.*, *ibid.*, (May 1992); Switzerland, H. Hollenstein, National Institute Discussion Paper no. 54 (September 1982), and work in progress by Bierhoff *et al.* at the Institute.

## DETAILED POINTS OF EDITORIAL STYLE

### Quotations

- *Relative position of a closing quotation mark and punctuation.* Punctuation should be inside the quotation mark *only* if there was punctuation at that point in the material quoted, otherwise it should be outside.
- *Points of omission* ... should be typed as three points with a space either side of the three. If the matter before the omission points ends a complete sentence, it will have its own close-up full point, which is quite independent of the points of omission. ...

### Italics

- *Book titles, etc.* Use italics for published books (except books of the Bible), journals, plays and works of art.
- *Foreign words* and short phrases that have not been naturalised are in italic. Names of foreign institutions are in roman.
- *Italics in abbreviations.* Most of the common Latin abbreviations are kept in roman type (cf., e.g., i.e., vice versa and viz.), but *c., et al., et seq.* are italic.
- *Emphatic italics.* Use italics rather than bold for emphasis, but be sparing in the use of it.

### Abbreviations

- Avoid unnecessary abbreviations. If you are using any that may be unfamiliar to a non-specialist reader, please explain them at their first occurrence.
- *Italics* should only be used in abbreviations where the expanded version is in italic: *OED (Oxford English Dictionary)*; but *LSJ (A Greek–English Lexicon by Liddell, Scott and Jones)*.
- *Use of full points.* Do not put full points in abbreviations consisting entirely of capitals: ‘OUP’ not ‘O.U.P.’, ‘BA’ not ‘B.A.’ Abbreviations consisting of a mixture of capital and lower-case letters take a full point: B.Phil., Ph.D., etc. But omit the full point after contractions (abbreviations that include the first and last letter): St (Saint), Revd, Dr, Mr, Mrs, etc. Abbreviations of units of measurement should not be given a full point: ‘cm’ not ‘cm.’
- *The apostrophe.* Note that there is no apostrophe in plural forms like MPs, QCs, etc.

### Numbers and dates

- *Page-references.* In page-references, elide as many figures as possible, but retain the penultimate digit for the sequence 10–19 in any hundred: 4–8, 9–15, 17–18, 19–33, 24–8, 45–56, 99–111, 112–18, 132–8, 145–56, etc.
- *Numbers.* It is usual to spell out numbers up to nine in continuous text, and to use figures for 10 and above. If the context is overtly statistical, or units of measurement are being given, use figures: 5 mm, 3 per cent, a 6-year-old child. Where the context is not statistical, it may sometimes be appropriate to spell out larger numbers: ‘I felt a hundred times better’. Avoid beginning a sentence with figures.
- *Percentages.* Normally ‘per cent’ should be spelt out in the text: use % in tables.
- *Dates.* Use the form ‘16 August 1979’, without commas. (If the day of the week is given, then a comma should be inserted after it: ‘Sunday, 25 October 1953’.)
- *Decades.* 1960s, the ’60s, or (where appropriate in the context) the Sixties.
- *Centuries.* 5th century BC, 20th century, 17th-century literature.
- BC and AD are the *Journal’s* normal usage, but you may use BCE and CE if you prefer.
- *Elision of dates.* Keep all the figures when the extent covers more than one century: 1820–1910. Do not elide dates BC. Otherwise elide dates according to the rules above for page-references: 23–5 December, 1826–8, 1914–18, etc.

*Issued by:*

The Publications Department

The British Academy

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