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Reg. no 961446 (England) Reg. office: Bridge Farm Business Park, Top Street, Martlesham IP12 4RB, UK

Commissioning Editor: Jaqueline Mitchell; Tel: +44 (0)1865 881790, Mobile: + 44 (0)7821 645048; jmitchell@boydell.co.uk

Guide for Authors

This guide aims to help you to prepare your text for the press and to describe the various stages in the publication process.

CONTENTS

<i>Preparing your text for final review</i>	2
<i>Preparing your text for final submission</i>	2
<i>Preliminary points</i>	2
<i>Presentation of material</i>	3
Preliminary pages	3
Supply of Text	4
Headings, Sub-headings & Section breaks	4
Style	5
Abbreviations and Contractions	7
Quotations	8
Bibliography	9
References and Notes	10
Cross-references	13
Index	13
Special characters	14
<i>Illustrations</i>	14
Captions and Illustration Lists	15
Plates	15
Maps, Charts and Figures	15
Tables and Graphs	16
Musical Examples	16
<i>Permissions</i>	17
<i>Production Process</i>	18
<i>Appendix 1: Alt Text</i>	19
<i>Marketing</i>	20
<i>Contact Details</i>	21

PREPARING YOUR TEXT FOR FINAL REVIEW

Before going into production, your manuscript will usually undergo one final ‘pass for press’ review. The submission date in your contract is the date your manuscript should be sent to us for this review, which usually takes a minimum of two months. You will then have a period to revise the text, as necessary, in line with this review, which will be discussed with you by your editor.

Please submit the manuscript for final review as Word files (please check with us if this needs to be separate chapter files or the complete ms as one file or a PDF). At this stage, you do not need to supply final copies of illustrations or music examples, if they are on order or being prepared, but draft copies are helpful for a reviewer and we would like a Contents List and a List of Illustrations.

PREPARING YOUR TEXT FOR FINAL SUBMISSION

The presentation of the material is the critical first stage in the successful production of the book, and your assistance in following this guide will enable us to deal with your book as quickly and efficiently as possible. Many production problems and delays are caused by badly prepared text, incomplete notes and references, artwork which is poorly presented or of an insufficiently high quality for reproduction, and missing permissions. An inadequately prepared typescript may be returned to you for attention, as may those which are over the contracted length. Conversely, material that is well-prepared avoids problems at a later stage.

Please note that some elements of style differ from the general Boydell & Brewer House Style; our preference is that you follow the JCP style where this occurs, but email if you have queries.

We are aware that each title presents its own particular demands, and if you have any detailed queries which are not covered in this guide, please contact us.

Please ensure that you are available after submission of the final manuscript to deal with any queries: you will need to respond quickly and at least within 4 weeks so as not to delay the production process.

We expect that the text as presented to us is the **final** version. All corrections and improvements to style and construction must be made **before** the manuscript is submitted, as once your book is set, it is not possible to correct anything beyond typesetters’ errors or actual mistakes; if corrections at page-proof stage are excessive and the additional typesetting costs incurred are more than 10% of the original bill, we may have to pass this charge on.

PRELIMINARY POINTS

We are happy to accept submission in electronic form only, via e-mail or a file-sharing programme such as WeTransfer or MailBigFile. Please note the following points.

If submitting by e-mail or a file-sharing programme, please zip the files into a single folder before sending or uploading them. Dropbox in particular can cause problems if the files have not been zipped. If submitting on memory stick, please label including your name, title of your book etc.

The files should be produced in Word as .docx files, **not** WordPerfect, LaTeX or any other typesetting programme. Please note that converting files from WordPerfect to Word can cause numerous problems with diacritics, which would need to be checked carefully before submission. If using a Mac, please ensure that files are saved in .docx format.

At the first delivery stage (i.e. for Peer Review), the ms should be supplied as one anonymised PDF file. A revised ms for external review should be supplied as one anonymised PDF and also as a Word file, with a separate file for the Prelims. If you submit your original files as chapter files, please send revised ms files in the same way. Final ms for Pre-Press should be sent as one Word document, but *Notes must be numbered by chapter*, i.e. each chapter’s notes begins at number 1. Please also notify us of the number of words, inc. Notes, Appendices and Bibliography.

Please could we ask that you do not apply Word styles to headings/subheadings when preparing

your manuscript for submission. Styles will be 'stripped' as part of our pre-press routines and in order to minimise potential problems it is best to avoid using styles altogether. Please also avoid using Word's automatic contents feature – we do not require page numbers to be added to the contents page at this stage.

Before submitting, take a moment to ensure that you are sending the correct and final version of your script!

PRESENTATION OF MATERIAL

We do not insist on a specific font or type size, but the text should be clear and easy to read. Please use double line spacing (although lengthy displayed quotations can be single-spaced or 1.5, if you prefer).

Pages should be numbered consecutively throughout the entire manuscript, beginning the main text on page 1. Paginate preliminary pages separately – see below.

Use indentation – with tabs rather than spaces - to mark each new paragraph. (This will enable us to see in particular whether you intend a new paragraph to start after displayed text.); no line spaces between paras needed.

It is important that you prepare the text carefully and consistently. In particular, notes and bibliographical citations should be complete and consistent: see below under Notes. We are happy to accept most styles. If your book is part of a series, we can also supply series style-sheets. Please note that we prefer UK/English spelling and punctuation rather than American. We would emphasise the need for **very careful checking** of all references. For example, if you are using the short title system, you should ensure that the same shortened version is used throughout. Likewise, the presentation of such matters as punctuation, spacing, capitalisation, etc., should be consistent.

You should check that the contents page reflects **exactly** the chapter titles as used in the book.

Thesis-based books

We are aware that your book may well be a revision or development of your thesis. It is important that references to its origins are not signposted in the acknowledgements or introduction: not only can this discourage library purchase, but it may also give the potential reader an unfair view of work.

Note for Editors of Collections:

Editors should ensure that citations are standardised to an agreed form. Also UK English/ American style and spelling needs to be standardised in all contributions.

Preliminary pages

The prelims (preliminary material placed before the main text) should be ordered as follows. (Not all of the elements will be present in any given book.)

- Half-title page (series title + book title)
- Series announcement (if any)
- Title page (showing the EXACT title and sub-title and your name as you wish it to appear in the book)
- Copyright page [leave a page space for this and note TO COME]
- Dedication or epigraph (if used)
- Contents list (please note that the Introduction (and Conclusion) should not be numbered, so simply 'Introduction', not 'Chapter 1: Introduction'). Please include Bibliography and Index at the end, preceded by Appendices (if any)
- List of Maps, Photos, Figures and Tables [numbered by category]

- Notes on contributors (alphabetical order; for multi-author works)
- Foreword [by someone other than the author]
- Preface [by author]
- Acknowledgements
- Note on transliteration, dates, spelling
- Conversion table for monetary values, measurements
- Chronology/Personalia; etc.
- List of abbreviations
- General map (relevant to whole work]

Acknowledgements

If your text is a revision or development of your thesis, it is important not to highlight this fact in the acknowledgements, as library purchasers tend to be put off by theses and it may give an unfair view of your work. Supervisors and examiners can still be thanked but use a more discreet form of wording.

Foreword, Preface and Introduction

Please be aware of the difference between a Foreword, a Preface and an Introduction.

A Foreword is a short introductory statement, perhaps one to two pages, written by someone other than the author.

A Preface is a short introductory statement to the book, perhaps two to four pages long, written by the author. It sets out, briefly, the book's main argument and provides a 'map' of the book, with a short overview of each chapter. It can explain how the book came to be written and include acknowledgements or lead naturally on to a separate acknowledgements section.

An Introduction introduces the subject, including what others have written about it, and can be the length of a substantive chapter.

Please **submit only the final versions of chapters**. Please do not dribble in different versions of texts and illustrations. This only increases the chance that the wrong one will be printed.

Supply of text

- The text should be *Double spaced*, one uniform font size, ideally 12pt Times New Roman
- If you supply a printout it should be *single sided only*, on white paper, loose leaf (this applies to footnotes and bibliographies as well as the main text).
- Number all pages consecutively throughout the manuscript, not chapter by chapter.
- Please send Prelims, including Title Page, a Table of Contents (that lists all prelim matter, chapters and endmatter), and a List of Illustrations (divided as indicated below), Acknowledgements (if any) and a List of Abbreviations.
- The introduction should simply be labelled 'Introduction' and not numbered (i.e. 'Introduction', not 'Chapter 1: Introduction'). Chapters should be numbered simply '1', '2', '3', etc., i.e., not 'Chapter 1', 'Chapter 2', 'Chapter 3', etc.
- Mark your headings into categories [A], [B], [C] etc. depending on their importance, and make an easily recognizable distinction of style between them.
- Please remove all comments/comment boxes that have been used in the writing process and are not needed in the final file.
- Please check consistency between chapter titles in Contents list and in the individual chapters. Chapter subheadings should not normally be listed on the contents page.

Headings, Sub-headings and Section Breaks

Part headings should appear on separate pages.

Chapter headings should be centred and in a larger typeface than the main text.

Use Sub-headings sparingly. Please label each level of subheading using A, B, C, etc. The letter

should prefix the subheading and will be removed by the copy-editor. Do not number subheadings.

Subheadings should be centred and in boldface and preceded by an [A] code. Subheadings should not be numbered unless extensive cross-referencing is needed.

Sub-subheadings should be italicised and left aligned and preceded by a [B] code.

Paragraphs following headings should not be indented, but all other paragraphs should be indented from the left margin (using the tab key, not the space bar).

If you want Section Breaks in your text (which we would print as a line space), please give a four-line space; Please indicate an intended section break clearly by labelling it with '<NEW SECTION HERE>' or equivalent.

Style

- Ellipsis: please use a space either side of 3 closed-up dots or the ellipsis symbol.
- Please standardise lists of items: either use bullets, en-dashes, or numbers throughout
- Hyphenation should be adverbial: i.e. seventeen-year-old girl, but she was seventeen years old
- Use per cent not percent
- Use Second World War not World War II
- Use single quotes, then double within single
- Abbreviations should be given in full in the first instance in each chapter and be standardized throughout the volume and in the List of Abbreviations in the Prelims
- Please decide if you want to use -ise/isation or -ize/ization word endings and follow style consistently throughout the ms.
- Please decide if you want to use the Oxford comma (commas prior to penultimate item in lists), and follow style consistently throughout the ms.
- Please change hyphens in date and page spans to an en-dash
 - Use en-dash for number, page and date spans
 - Use hyphens for compound adjectives, e.g. blue-painted bucket, but blue bucket
 - Use spaced en-dash for parenthetical clauses
- Please use the following style for Numbers:
 - Numbers up to one hundred should be spelled out, and use a comma, e.g. 1,200
 - Rough numbers, e.g. 'around/below/over/almost ten thousand' should be spelt out except with the exceptions noted below.
 - Use figures:
 - To avoid an extra hyphen in an already hyphenated compound (a 45-year-old man).
 - In tables
 - In lists
 - For Chapter numbers: Chapter 6; see Chapter 6
 - In units of measurement: 7kg
 - Before percentages: 35 per cent
 - With page references: p. 2 n. 16
 - When listing a series of quantities: 'He ate 5 pies, 1 capon and 3 tarts.'
 - In consecutive/near lines with lots of numbers
Hence, Kenya had 60,000 PIOs/OCIs and 20,000 NRIs, followed by Tanzania with 50,000 PIOs/OCIs and 10,000 NRIs, and Uganda with just 6,500 PIOs/OCIs and 23,500 NRIs.
 - For page numbers, elide to the shortest form that conveys the correct meaning: 21–4, 130–5, 149–50, 200–1, 201–2, 317–19, 211–15.
 - If dates are elided, repeat the teens: 1471–74, 1620–25, 1914–18, 1798–1810.
 - Do not elide BC dates or figures interspersed with letters, e.g. fols 22v–24r.
 - Dates should be given as: 17 May 1985, 345 BC/AD 450 [use sc], the fifth century, the 1970s, c.1710, d.1524, fl.1566. For a financial year: 1971/2
 - Times should be given as: 2.15pm or 1400 hrs

Spelling and Punctuation

We prefer British spelling and punctuation.

Usage must be consistent, particularly with respect to -ise / -ize endings, use - or not - of the serial or Oxford comma

Retain original spellings in quotations, book and article titles and proper names but please silently extend contractions and abbreviations used in original manuscripts: i.e. write 'them' not 'ym'; 'that' not 'yt'.

For quotations from Latin, lower-case *u* and *i* and upper-case *V* and *I* should be used for the vowels /i/ and /u/ and semivowels /j/ and /w/, not *v* and *j* or *U* and *J*. Capitalization, punctuation and paragraphing should follow modern conventions.

The following sigla are used to indicate editorial intervention in the text:

[] to indicate editorial addition;

< > to indicate damage in the manuscript (used only when the edition is based on a single manuscript);

*** to indicate a lacuna in the text;

†† to indicate a word or passage so corrupt that the editor cannot suggest a conjectural reconstruction.

Please use square brackets sparingly and only to signify when a missing word has been inserted for the sake of clarity or sense. Do not use square brackets to indicate a change in capitalisation. For instance, do not put: *Charles I said, '[i]t is a nice day for an execution.'* Write either: *Charles I said, 'it is a nice day ...'* or *Charles I said, 'It is a nice day ...'*.

Numbers

Numbers up to one hundred and round numbers higher than one hundred should be spelled out, except:

- Before abbreviated units of measurement: 7kg
- Before percentages: 35 per cent
- With page references: p. 2 n. 16
- When listing a series of quantities: *He ate 5 pies, 1 capon and 3 tarts.'*

Use figures to avoid an extra hyphen in an already hyphenated compound (a 45-year-old man).

For page numbers, elide to the shortest form that conveys the correct meaning: 21–4, 130–5, 149–50, 200–1, 201–2, 317–19, 211–15.

If dates are elided, repeat the teens: 1471–74, 1620–25, 1914–18, 1798–1810.

Do not elide BC dates or figures interspersed with letters, e.g. fols 22v–24r.

Dates and times should be given as:

- 2:00am
- 17 May 1985
- 345 BC
- AD 450
- the fifth century AD
- the 1930s
- c.1410
- d.1525
- fl.1334
- for a financial year: 1971/2

Italics

Italics should be used for foreign language words and phrases which have not yet been standardised in English, e.g. [*sic*], *ad hoc*, etc. Foreign-language quotations, however, should remain in roman.

Italics should also be used for titles of published books (except for the Bible, books of the Bible and the Koran), periodicals, poems, plays, films, paintings and sculptures.

Italics are not used for titles of articles, chapters or unpublished theses (which should be in roman and in single quotation marks), other parts of a book (e.g. Preface, Introduction, etc.), Acts of Parliament, or apostrophes, possessive 's' or plural 's' following an italicised word.

Capitals

Capitalisation should be applied consistently.

The first letter of the first word and of all subsequent important words in a book or chapter title should be capitalised, e.g. *Early Welsh Saga Poetry: A Study and Edition of the Englynion*.

Proper names (of people, places, organisations, political/administrative/cultural units) and periods should be capitalised: St Mary's church, Nigeria's Fourth Republic, Northern Nigeria (political) (but north-west Nigeria (geographical), the Middle Ages. Use capitals to avoid ambiguities, where a word or phrase could have two meanings: catholic/Catholic, liberal/Liberal, conservative/Conservative, etc.

For titular offices, use lower case, except where titles immediately precede names: the queen/Queen Mary, King Henry/Henry, king of England, the president/ President Buhari.

Use lower case for institutions, government departments, etc., except where convention dictates otherwise or to avoid ambiguities: parliament, Commons, Lords.

Place Names

In general, names should be treated according to the historiographical tradition of the country concerned. However, where there is a well-known English form, e.g. Dublin, this may be used.

Texts in Languages Other than English

For Latin titles, use capital letters only for the first word, proper nouns and proper adjectives: *Regula pastoralis*, *Epistulae morales ad Lucilium*, *Prognosticon futuri saeculi*, *Ad Reginum comitem*.

For French, Italian and Spanish titles, use capital letters only for the first word and any proper nouns; but, if the first word is neither an article nor an adjective, put all the following words in lower case: *La Mort le roi Artu*, 'Quand les princes n'épousaient pas les bergères'.

For other languages, follow the prevailing rules for the given language in capitalization.

Abbreviations and Contractions

Abbreviations should be followed by a full stop except where they are contractions (the exceptions being those for number, recto and verso), for example, 'Dr', 'Mr', 'Revd'.

The following English words should be abbreviated as follows.

- bar/s: b. and bb.
- compiled: comp.
- edition: edn
- editor/s: ed. and eds
- figure: fig.
- folio/s: fol. and fols
- manuscript/s: MS and MSS
- new series: NS
- note/s: n. and nn.
- number/s: no. and nos

- opus: op.
- page/s: p. and pp.
- part/s: pt and pts
- reprinted: repr.
- revised: rev.
- saint/s: St and SS
- series: ser.
- translated: trans.
- volume/s: vol. and vols

For the most part, Latinate abbreviations are discouraged. However, the following are acceptable.

- c.
- cf. (for *compare*)
- e.g.
- *et al.*
- etc.
- f. and ff. (for *following*)
- i.e.
- *ibid.*
- *idem*
- *passim*
- r (for *recto*)
- s. (for *saeculum*)
- [sic]
- v (for *verso*)
- vs (for *versus*)
- viz.

‘Line/s’ should not be abbreviated, to avoid confusion with the numbers 1 and 11.

Do not use a full stop after abbreviated units of measurement, but do close them up with the numbers, e.g. 65lb; £5 3s 8d; 220mm.

Do not use a full stop in abbreviations consistently of capital letters only: EETS, ODNB, VCH.

Quotations

Short quotations under 50 words, whether in English or in a foreign language, should be enclosed within quotation marks within the text.

Longer quotations should be set off from the text and displayed, with a line space above and below. Do not use quotation marks around displayed quotations. Use tabs, not the space bar, to indent text.

Translations of foreign-language quotations (or the original text) should appear, if short, following the quoted material in square brackets, or, if long, in a footnote.

Verse quotations of two or more lines should be displayed. If a displayed verse quotation starts with a broken line, indent the first word to its true position in the complete line.

The source of the quotation should be provided in a footnote.

Closing quotation marks and commas should be placed after a citation.

Superscript numbers for footnotes should follow adjacent punctuation.

Ellipsis: Use either the Word ellipsis symbol (...) or three full points spaced from each other and from the words either side. To distinguish deletion of text in text where pauses in dialogue use ellipsis, put ellipsis for matter omitted from a quotation in square brackets. An extra full point to indicate the end of a sentence before or after the ellipsis is optional: it is generally easier to omit it

but if you do use one, use it consistently.

Bibliography

This should be submitted with the rest of the text. The following publication details **MUST** be included where relevant:

- author's or editor's name, with the surname appearing first
- book title (italicised) or article title (in quotes); journal title (italicised) and volume number
- place (town or city, not state or county), publisher (optional: see below) and date of publication for books [NB JCP prefers to include publisher names at least for post-1900 works and this must be done if Notes include both location and publisher]; date of publication for journals
Publisher name: please either give Place: publisher, or just Place, but be consistent throughout.
- page numbers for journal articles or essays appearing in a multi-author work

Lists of works by the same author should be presented consistently either in alphabetical or in date order (the former is preferred).

Use two-em rules at the beginning of each line to indicate subsequent works by the same author.

The Bibliography and footnotes should generally use the same form of citation, with respect to the ordering and punctuation of the various elements and whether or not an author's forenames as given as initials or spelled out. However, authors' forenames would usually appear before surnames in the footnotes. (Where there is more than one author or editor, only the first author's or editor's name need be inverted.)

The Bibliography should be ordered as follows:

- Primary Sources
 - Manuscript and archival collections: make sure that archives are presented in alphabetical order and items in numerical or alphabetical order
 - Printed primary sources
 - Contemporary books and articles
 - Official documents and publications
 - Newspapers and periodicals
- Secondary sources: there is no need to separate books and journal articles into separate sections
- Unpublished theses
- Web-based sources

When citing a chapter in an edited collection, the short form of reference to the collection can be used, as long as full details are given in the collection's own entry.

STANDARD BIBLIOGRAPHY

Book

Williams, Christian A., *National Liberation in Postcolonial Southern Africa: A Historical Ethnography of SWAPO's Exile Camps* (New York: Cambridge University Press, 2015).

Book chapter:

Saunders, Chris and Onslow, Sue, 'The Cold War and Southern Africa, 1976–1990', in Leffler and Westad (eds.), *The Cambridge History of the Cold War*, pp. 222–43.

Journal Article:

Wilcox, Emily, 'Performing Bandung: China's Dance Diplomacy with India, Indonesia, and Burma, 1953–1962', *Inter-Asia Cultural Studies* 18, 4 (2017), pp. 518–39.

Report:

Smale, Melinda and Jayne, Thom, 'Maize in Eastern and Southern Africa: 'Seeds' of Success in

Retrospect', *EPTD Discussion Paper No. 97* (Washington, D.C.: International Food Policy Research Institute, 2003).

Newspaper article:

Jones, Alfred, 'Mujuru inquest: Contradictions, more suspicion', *Zimbabwe Independent*, 9 December 2012.

HARVARD STYLE BIBLIOGRAPHY

Where Harvard-style in-text references are used, every book cited must be listed in the Bibliography. For edited volumes, please put Bibliographies at chapter-end, in case chapters are used individually or one or two chapters (rather than the whole volume) made Open Access. The Harvard-Style Bibliography should be as follows:

Book

Bloch, M. (1971). *Placing the Dead: Tombs, Ancestral Villages, and Kinship Organization in Madagascar* (London: Seminar Press).

Book chapter:

Brickhill, J. (1995). 'Making peace with the Past: War victims and the work of the Mafela trust', in: N. Bhebe and T. Ranger (eds), *Soldiers in Zimbabwe's Liberation War* (London: James Currey), 163–73.

Journal Article:

Bernault F. (2006). 'Body, power and sacrifice in Equatorial Africa', *Journal of African History*, 47(2), 207–39.

Report:

Solidarity Peace Trust (SPT) (2008a). 'Punishing Dissent, Silencing Citizens: The Zimbabwe Elections 2008' (Harare: Publisher Name, 21 May 2008). Available at: <http://solidaritypeacetrust.org/133/punishing-dissent-silencing-citizens/> [Accessed 3 February 2010].

Newspaper article:

Jones (2012). Alfred Jones, 'Mujuru inquest: Contradictions, more suspicion', *Zimbabwe Independent*, 9 December 2012.

References

References should be formatted either as Standard Notes and numbered sequentially with each new chapter, or use the Harvard Style, as long as one or other is used consistently. It is very important that they be presented consistently.

Standard Notes *should be at the foot of each page* (preferred) or be chapter-end notes, with numbers beginning again at 1 for each chapter.

Explanatory footnotes where Harvard is used should be numbered by chapter.

Please ensure all references are standardised.

- **Unless series style dictates otherwise, full references must be provided the first time a work is cited; thereafter, short titles should be used [Standard Note style].**
- Please leave sufficient space between lines to allow for mark-up of corrections
- Automatic footnote numbering **must** be used, with the footnotes indicator placed outside any punctuation.
- If you use abbreviations, supply an explanatory list of abbreviations in the preliminary pages.
- Unless series style dictates otherwise, use of *ibid.* is acceptable and may be in roman or italics, provided that the choice is made consistently. *Idem*, *op. cit.* and *loc. cit.* should not be used; it is difficult for the reader to use *op. cit.* and *loc. cit.* if the original citation is not on

the same page.

- Unless series style dictates otherwise, singular truncated abbreviations are generally closed with a full stop. Please ensure that there is a space between the abbreviation and the following number: vol. I, fig. 13, p. 77.
- Unless series style dictates otherwise, we prefer that full stops not be used after plural abbreviation which ends in s (drs, edns, vols, eds); however, full stops should be used after plural abbreviations that do not end in s (pp., nn.).
- **Web references** should include **both** a publication date and an access date. The names of websites are usually set in roman type with no underline. However, the names of online magazines and books are italicized like their print counterparts.
- Author initials take full points and are closed-up not spaced: D.P. Stokes
- Use en-dashes in date and page spans.
- Contract page spans except in teens: 214–19; 208–9, 26–32, etc.

STANDARD NOTE STYLE

The first time a work is cited in each chapter, the full bibliographical reference should be given. Thereafter, a short reference, giving the author's surname, an abbreviated title and page numbers, should be used in that chapter.

If an abbreviated form is used for a journal title or a manuscript or archival collection, the abbreviation must be explained in a list of abbreviations in the prelims.

Quoted material within a footnote should be followed by the source, separated by a colon.

Multiple references within a footnote should be separated by semi-colons.

Either use pp./p. each time, or just use the page numbers, but be consistent throughout.

For cross references to page numbers which cannot be known until proof stage, please insert 000.

Book

Eric Hobsbawm, *On Empire: America, War, and Global Supremacy* (Pantheon Books: New York, 2008), p. 121.

George W. Kanyeihamba, *Reflections on the Muslim leadership question in Uganda* (Kampala: Fountain, 1997), 120.

K. McQuillan and Z. R. Ravanera (eds), *Canada's Changing Families: Implications for Individuals and Society* (Pantheon Books: New York, 2006), pp. 15–48, at pp. 17–19.

William Dugdale *et al.*, *Monasticon Anglicanum* (6 vols, London, 1817–30), vol. 6, pp. 542–3. Short form [surname, short title, p. no]

Geertz, *Islam Observed*, p. 10

Editions, Series and Translations

Renée L. Curtis (ed.), *Le Roman de Tristan en prose*, vol. 3 (Cambridge: Cambridge University Press, 1985), p. 135, lines 26–7.

Mary Bateson, W.H. Stevenson and J.E. Stocks (eds), *Records of the Borough of Leicester, Being a Series of Extracts from the Archives of the Corporation of Leicester*, vol. 2, 1327–1509 (London, 1901), pp. 26–31.

Mikhail Bakhtin, *Rabelais and His World*, trans. Helene Iswolsky (Bloomington, IN: Indiana University Press, 1968).

Geoffrey Chaucer, *The Canterbury Tales*, ed. and trans. D. Wright (Oxford: Clarendon Press, 1998). Short form [surname, short title, p. no]

Bakhtin, *Rabelais and His World*, p. 10

Chapters in Edited Collections

Adebayo O. Olukoshi, 'Introduction: From Crisis to Adjustment in Nigeria', in Adebayo Olukoshi (ed.), *The Politics of Structural Adjustment* (London: James Currey, 1993), pp. 45–61.

Viviane Barrie, 'The Church of England in London in the Eighteenth Century', in Peter Clark and Raymond Gillespie (eds), *Two Capitals: London and Dublin 1500–1840*, Proceedings of the British Academy, 107 (Oxford, 2001), pp. 211–22, at p. 216.

Journal Articles

Rotimi T. Suberu, 'The Supreme Court and Federalism in Nigeria,' *The Journal of Modern African Studies*, Vol. 46, No. 3 (2008), 451–85.

Gregory Deacon et.al., 'Preaching Politics: Islam and Christianity on the Kenya Coast', *Journal of Contemporary African Studies*, 35/2 (2017), p. 9. (Can use Vol. 35, No. 2)

Asad, Talal, 'The Idea of an Anthropology of Islam', *Qui Parle*, Vol. 17, No. 2 (2009), pp. 1–30, p. 5.
Short form:

Asad, 'The Idea of an Anthropology of Islam', p. 10.

Unpublished Correspondence and Manuscript Sources

Cambridge University Library, Baumgartner MSS, Add. MS 1/60.

London, British Library, Cotton MS Galba E. IV, fol. 139v.

London, British Library, Royal MS 15. C. VII (Old Minster, Winchester, s. x/xi).

Oxford, Bodleian Library, MS Rawlinson C. 697 (NE France, s. ix², later provenance Bury St Edmunds).

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DN/DEP/45/48b, fol. 62v, 15 Oct. 1640. Prior v. Melchor.

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Biblical References

Genesis 8. 7

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Newspapers

Julian Hoppit, 'Dutch Comfort', *Times Literary Supplement*, 17 Feb. 2006, p. 14.

'Appeal for St Paul's, Onslow Square', *The Times*, 25 Jan. 1952, p. 6.

Thesis/Dissertation

Randle Manwaring, 'From Controversy to Co-existence: Evangelical Anglicans from World War I to the Nottingham Congress 1977' (Unpublished MA thesis, Keele University, 1982).

James John Inglis-Jones, 'The Grand Condé in Exile: Power Politics in France, Spain and the Spanish Netherlands 1652–1659' (Unpublished D.Phil. thesis, University of Oxford, 1994). Kaliisa,

Anas Abdunoor, 'Leadership Crisis Among Muslims of Uganda (1850–1993)', (Unpublished MA dissertation, Makerere University, 1994).

Katungulu, Haruna Jemba A., 'Religion and the Search for Peace and Reconciliation in Buganda', Unpublished PhD thesis, Makerere University, 2012).

Short form:

Katungulu, 'Religion and the Search for Peace and Reconciliation in Buganda', p. 14.

Conference Proceedings

Sheila Sweetinburgh, 'Canterbury's Martyred Archbishop: The "Cult" of Simon Sudbury (d.1381) and Relations Between City and Cathedral', in Michael Penman (ed.), *Monuments and Monumentality Across Medieval and Early Modern Europe: Proceedings of the 2011 Stirling Conference* (Donington: Shaun Tyas, 2011).

Jane Rendall, 'Female Improvers: Women, Philanthropy and Border Crossings', plenary lecture delivered at the 15th International Conference of the British Association for Romantic Studies, University of York, 28 July 2017.

Web reference – pub date *and* access date required

'Kenya Muslim riots expose political, economic rifts', 2 September 2012, Reuters, <https://www.reuters.com/article/kenya-riots-idAFL6E8JUJ0X20120902> [accessed 11 February 2021].

Mark Hailwood and Brodie Waddell (eds), 'The Future of History from Below: An Online Symposium' (2013) <<http://manyheadedmonster.wordpress.com/history-from-below/>> [accessed 1 May 2014].

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Multimedia

The Lord of the Rings: The Fellowship of the Ring, film, directed by Peter Jackson. New Zealand and USA: New Line Cinema and WingNut Films, 2001.

The Sky at Night, BBC Radio 4, 16 May 2019.

Enjoying Debussy, with Carlina Carr and Felix Aprahamian, Times Cassettes Record and Tape Sales, 1978.

Interview

Interview with Chief Khadi, Masaka, 13 August 2017.

Foreign-Language Works

Titles in languages other than classical and medieval Latin and Greek, French, Italian, German and Spanish may be translated. The translation should follow in square brackets and is not italicized.

Boris Poršnev, *Feodalizm i narodnye massy* [Feudalism and the masses] (Moscow: Pushkin Press, 1964). Titles in non-Roman alphabets should be transliterated as well.

'罗涛总经理出席中赞建交50周年暨赞比亚前总统卡翁达阁下90寿辰庆祝会' [General Manager Luo Tao Attends the Celebration of 50 Years Anniversary of China-Zambian Relations as well as 90 Years Birthday of the Former President of Zambia Dr Kaunda], CNMC, 22 April 2014,

http://www.cnmc.com.cn/zsgj/detailitem.jsp?column_no=090302&article_id=1398144270046 [Accessed 4 May 2021].

HARVARD STYLE OF NOTES

Harvard in-text Reference Notes style should be as follows:

(Abraham 1966: 14)

(Abraham & Jones 1942: 14, 24)

(Abraham 1966: Chapter 1)

For explanatory notes, and references to e.g. Interviews please use footnotes.

Interview reference style:

Interview with Adam Jones, Harare, 4 December 2015.

Cross-references

The pagination is likely to change significantly from your manuscript when your book is set. Please indicate cross-references to pages with the use of 0, i.e. 'p. 0' or 'p. 00'. You should then complete the reference at page proof stage, by writing the correct number on the proofs.

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Map 0.1 The Copperbelt region [credit]

Beyond Paternalism: Pluralising Copperbelt Histories, Iva Peša and Benoît Henriët

Table 1.1 Mufulira mine employees and total urban population [credit]

Table 1.2 Likasi mine employees and total urban population [credit]

Being a Child of the Mines: Youth Magazines and Comics in the Copperbelt, Enid Guene

Figure 2.1 'Frida and Friday', *Speak Out!* May–Jun 1986, back cover [credit]

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There are some good examples of how the alt text should differ from the caption here:



Caption

Putting his head in the British Lion's Mouth. Political cartoon by Thomas Nast, Harper's Weekly, 9 March 1872, p. 200.

Alt text

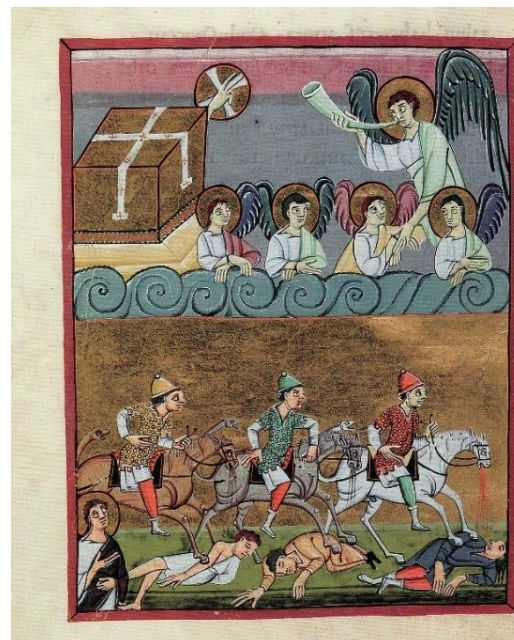
A portly man holding papers stating that the U.S. sold arms to France puts his head in the gaping mouth of a lion. In his pocket are papers on Alabama's claims against Great Britain. Carl Schurz looks on anxiously behind.

Caption

Illumination of the sixth trumpet blast in the Revelation of John from the Bamberg Apocalypse, circa 1010. Staatsbibliothek Bamberg Msc.Bibl.140, fol. 24v.

Alt text

An angel holds John's hand as the other Evangelists watch. Below them, run three horses spewing liquid, their riders wearing red, green and yellow. The horses' tails are snakes and they trample over three corpses. Another John looks on from the bottom corner looking up at his counterpart.

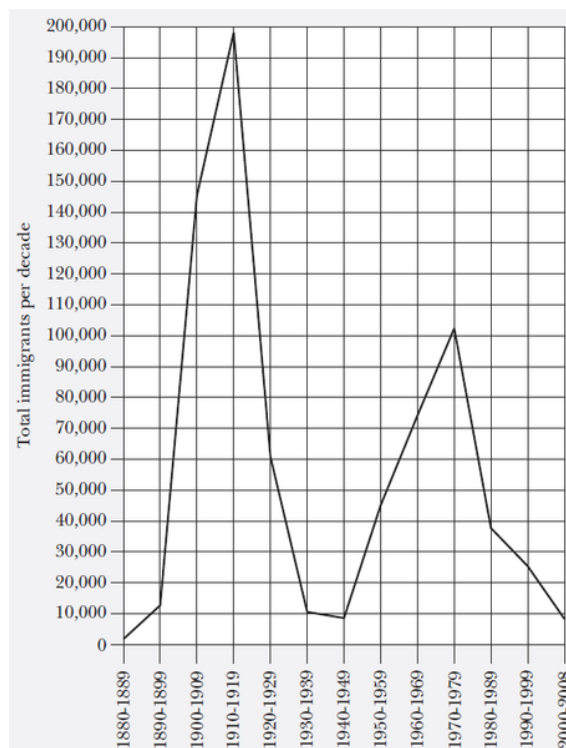


Caption

Immigration from Greece 1880–2008.

Alt text

Line graph showing the total number of immigrants entering per decade into the USA. Numbers increase steeply from 1880–1919, peaking between 1910–1919 at 199,000. A steep decline follows for several decades, with numbers at their lowest (8500) between 1940–1949. Numbers continue to rise from the 1950s until the 70s, reaching 102,000 in 1970–1979, before declining until 2008.



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