

Author Guidelines

Articles submitted to JHES may not be submitted concurrently for the consideration, in any form, to any other publisher. Submission of a manuscript is taken to indicate the author's commitment to publish in JHES if accepted by the journal.

Review procedure

Research articles should be substantial and may consist of anything between 8,000-12,000 words and review articles between 3,000-5,000 words. This word count should include endnotes. JHES follows a double-blind review procedure in which the identities of both reviewers and authors remain confidential. Any features that could potentially reveal the author's identity should therefore be removed from both the main body of the text and endnotes until after the manuscript has been accepted. This means that authors are free to refer to their own work within the endnotes (with reference to name and title etc.), as long as personal pronouns are avoided.

Please include a separate page with:

- your name,
- institutional affiliation,
- email address,
- a short biography (max. 150 words),
- title and abstract (100-150 words) and
- up to five keywords

Articles should have 1,5 spacing throughout and include notes, a bibliography and archival sources. Please use double quotation marks for citations and single quotation marks for quotes within citations.

Articles should be sent to: erik.thoen@ugent.be

Language

Articles may be submitted in British English, French or German. If published in German or French, a summary of 300-500 words in English is required (this can be written after the peer review). This summary should be placed at the end of the article.

Whatever the choice of language, it should not only be grammatically correct but read as if written by a native speaker. Authors should strive for the highest possible standards in terms of grammar and style when drafting their articles.

Font

Text: Times New Roman 12

Title: **Times New Roman 16: bold**

Paragraph titles: **Times New Roman 14: bold**

Abstract (obligatory): 10-15 lines: *Times New Roman 12, italics*

Author name: The author's name (surname and full first name according to author's preference) must appear below the paper title. No titles should be used. The author's institutional affiliation (with address) and email address should be mentioned below the name.

Paragraphs:

Only paragraphs should be used (no sub-titles) and these should not be numbered.

Font: **Times New Roman 14 bold**

References within the text (s.c. Harvard System):

-between round brackets using the following system: author's surname, year: page or pages from-to

e.g.: (Worster, 1988: 102-104)

-two authors: 1-2

-three authors: 1-2-3

-more than three authors: 1 et al.

-multiple publications by the same author in the same year: a, b, c etc.

e.g.: (Worster, 1988a: 512)

-multiple references must be separated by a ;

e.g.: (Worster, 1976: 30-75; Brenner, 1982: 16-113) or (Le Roy Ladurie, 1978: 55-59; Croot-Parker, 1978: 37-47)

- pagination should not be abbreviated: e.g. (Rackham, 1980: 102-104) and not (Rackham, 1980: 102-04)

Endnotes: to be used sparingly and for clarifications only

Numbers should always appear in superscript (i.e. no other forms such as brackets) and occur after the punctuation mark at the end of the sentence

Numbering endnotes:

Numbers should always appear in superscript (i.e. no other forms such as brackets)

Tables, figures (graphs, maps): only TABLES and/or FIGURES (i.e. graphs, maps) should appear in the text

Numbering: tables and figures must be numbered separately (e.g. figure 1, table 2)

Please submit tables and figures AS SEPARATE FILES (preferably *pdf-files* or, for graphs and tables, *excel-files*) as well as providing a print out. Please also indicate the number and title WITHIN the text please.

Each figure and table should contain: the source (this word in italics) with bibliographical reference(s) (not in italics) at the bottom of the table/figure.

All tables and figures must have a title and an explanation in English, whatever the language of the article is.

Bibliography and sources: these should appear at the end of the article

Bibliography:

-alphabetical order (Dutch system: Vries, J. de (and NOT: J. de Vries or: de Vries J.)

-book: author, initial(s) (year) *title*, place of publication

-article in journal: author, initial(s), 'title', *title journal*, Volume, issue, pp. 0-0

-article in reader, author, initial(s), 'title', in: author editor, initial(s) editor (ed. or eds.), *title reader*, place of publication, pp. 0-0

Example: Wallerstein, I., ‘The ecology and the economy: what is rational?’ in: Hornborg, A., McNeill J.R. and Martinez- Alier, J., eds., *Rethinking environmental history. World-System History and Global environmental Change*, Plymouth, 2007, pp. 379-390.

-two authors: 1 and 2

-three authors: 1, 2 and 3

-more than three authors: 1 et al.

-several works of the same author in the same year: author, initial(s), (1981a) etc.

Unpublished sources:

Please use standard references for archival sources

Spacing, Punctuation and Quotation Marks

A single space (not two) should follow fullstops at the ends of sentences, and a single space should also occur after commas, colons and other punctuation marks.

Please ensure that the ‘Tab’ bar is used instead of the ‘Space’ bar for indentations, especially at the opening of paragraphs.

No punctuation, other than question marks, should occur at the end of headings or sub-headings.

Quotation marks used by different style guides or languages (e.g. «...», »...«, „...“) should be converted into the forms used here (“...”).

Italics

Single words or short phrases in foreign languages, where these have not passed into regular English usage, should be italicized.

Numbers

Arabic numerals should be written out in full (“six, seventeen, fifty-five”), except for dates, statistics, degrees and numbers over 100.

Roman numerals are used only to identify titles (Innocent III, Louis XIV).

Centuries should be written in full: “twelfth century” (not 12th c.), “twelfth-century choir” (not 12-th c.).

Citations

Short ones: between quotation mark (“...”)

Longer ones: own paragraph

Abbreviations

Avoid abbreviations in the text unless they are frequently used abbreviations such as c. for 'circa' or e.g. for 'for example'

Initial capitals

In titles only proper nouns should have an initial capital.

Initial capitals should only be used for unique events and periods: the Middle Ages, the Peasants' Revolt, the Reformation,...

Place names

For texts in English we recommend using the native form of place names except in a limited number of cases where the Anglicized form is well-known , for example:

East-Central Europe

Prague, Warsaw

Germany, Switzerland and Austria

Cologne, Munich, Vienna

Iberian peninsula

Lisbon, Seville

Italy

Florence, Milan, Naples, Rome, Venice

Low Countries

Antwerp, Brussels, The Hague

Scandinavia

Copenhagen

and for the countries using Greek and Cyrillic scripts (which should always be Romanized)

Belgrade, Bucharest, Moscow, Warsaw.

All regions or countries (Flanders, Sicily, etc.) should remain in their Anglicized forms.

Illustrations

Quality

All illustrative material will be published online in colour. However, to simplify the process, hard copy illustrations will be published in black and white.

Minimum resolution should be 300 dpi; please avoid scans from printed books.

If the quality of a document is not high enough, it will be discussed with the author.

Acquisition of photographs and reproduction rights

It is the author's responsibility to provide the desired photographs and to obtain, in writing, the reproduction rights, as well as to pay any fees to the institution and, if required, the photographer in order to obtain these. This must be done prior to publication.

Captions:

Each image must be provided with a caption that includes:

The type of illustration: e.g. Figure/Table

A numerical reference that includes the number of the chapter and sequential number per type of illustration. e.g. (Figure 3 Tax burden)

Identification of the image (location and name of the building, point of view, etc.)

Provenance and credit line (as requested by institution); name of photographer and date.

Additional appendices

It may be necessary to publish data (e.g. archival data) in order to prove a particular point or argument presented in the article while cannot be easily included in the article itself. This data can be placed in an appendix or appendices. These appendices will be published online only in a separate file as far as the editors judge them necessary. In instances when authors refer to databases, the editors reserve the right to request the authors to submit them. The editors also reserve the right to decide whether it is useful to publish them online or not.