HISTORICAL REFLECTIONS/RÉFLEXIONS HISTORIQUES

SUBMISSION INFORMATION FOR CONTRIBUTORS
The editors welcome contributions. Authors should submit articles formatted as Microsoft Word files by email to the senior editor, Elizabeth C. Macknight at e.macknight@abdn.ac.uk

Articles should be 7,000 to 9,000 words (including endnotes), although longer articles may be considered. Contributions may be written in English or French. Please avoid using specialized jargon whenever possible.

COVER PAGE
The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number and email), biographical data of approximately 100 words for each author including an ORCID, a total word count, the number of tables and/or figures included and any acknowledgements. Affiliations and email addresses will be posted online for indexing/abstracting purposes.

FORMATING
The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes, and references. Any unusual characters or diacritics should be flagged by placing the entire word in red type.

ABSTRACT/KEYWORDS
The article must include an abstract of 150 words and 6 to 8 keywords. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order and separated by commas; only proper nouns should be capitalized. The abstract, keywords and biographical note for French articles must be submitted in both French and English.

COPYRIGHT/PERMISSIONS
Upon acceptance, authors are required to submit copyright agreements and all necessary permission letters for reprinting or modifying copyrighted materials, both textual and graphic. The author is fully responsible for obtaining all permissions and clearing any associated fees to reproduce copyrighted materials.

RESEARCH FUNDING
All research funding (often mentioned in the acknowledgments section) must not conflict with our embargo period outlined in the journal copyright transfer agreement. Prior to submission to Berghahn, authors need to establish the requirements of their funding, and if necessary pursue the gold OA option for their article.

ARTWORK
For optimal reproduction, figures or photos should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. All images should be at least 4 x 4 inches at the resolution indicated. Tables should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves. For more details, please see our Artwork submission webpage.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES
HR/RH is a refereed journal. Submissions are considered on the understanding that the article is not under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and, if so, with what recommended changes. The editors respond to the author with their decision, a list of any changes needed for the article to be published and the anonymous referees' comments, or a summary thereof.

PUBLICATION
www.berghahnjournals.com/historical-reflections
Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors of research articles will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

Have other questions about submitting your manuscript? Please refer to Berghahn’s Journal Author FAQs for additional information.

---

**STYLE GUIDE**

The HR/RH style guide is based on *The Chicago Manual of Style (CMS)*. Please note that the journal uses US punctuation and spelling, following *Merriam-Webster’s Collegiate Dictionary*.

**CITATION SYSTEM**

*HR/RH* uses the **endnote system**. Endnotes must include full bibliographic information on first citation, including a full page range for the work and the exact page for a quotation. Subsequent citations should provide last name(s) and a short-title form. Every quotation must be cited.

The first mention of an author in the main body text should include the first and last name.

Please note that translations of all non-English quotations and source titles are required for indexing/abstracting purposes (see the translated title examples provided below).

**EXAMPLES**

**Book with one author/editor**

First note citation


Later citations


5. Ibid., 57–71.

**Book with multiple authors/editors**

First note citation


Later citations


**Chapter or other part of a book**

First note citation


Later citations


**Journal article (always include the doi)**

First note citation


Translations
First note citation
Later citations

Translated titles
First note citation
Later citations
29. Bernet, A Nation Like Any Nation.

For French capitalization the journal uses a standard system where the first word, the first noun and any adjectives that precede it are capitalized in French book titles. This system follows Le Petit Robert. For titles of journal articles and chapters within books there is minimal capitalization in French, but different rules may apply in the case of other languages.

Book with one author/editor
Jean-Yves Le Naour, La Grande Guerre à travers la carte postale ancienne (Paris: Relié, 2013)

Journal article

Reprints and editions
First note citation
Later citations

Article in a newspaper or magazine
First note citation
Later citations

Papers, lectures, and unpublished reports
First note citation
42. Stacy D’Erasmo, “The Craft and Career of Writing” (lecture delivered at Northwestern University, Evanston, IL, 26 April 2000).
Later citations

Archive materials
Archive materials may be cited according to the particular kind of archival material being cited. Note that public documents might be cited differently than private documents in archives. See The Chicago Manual of Style or Kate Turabian’s A Manual for Writers for further information.

www.berghahnjournals.com/historical-reflections
First note citation

Later citations from same collections
27. SC8/63/6270.

Websites and blogs
Access dates are only required when no date of publication or revision can be determined from the source.

First note citation

Later citations
3. WHO, “Committee on Technical Barriers to Trade.”

Online video
First note citation

Later citations
4. Rubinstein, “Rachmaninoff Piano Concerto No. 2.”
ARTICLE SUBMISSION CHECKLIST

☐ Copyright assignment form is signed and submitted (no later than the final revised article submission);

☐ Cover sheet is included and provides:
  o Title of the article;
  o An abstract of 125 words that is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text (in both English and French if applicable);
  o Five to eight keywords (with only proper nouns capitalized) in alphabetical order and separated by commas (in both English and French if applicable);
  o Complete contact information for each author (mailing address, phone number, and email);
  o A bio of 100 words for each author (including an ORCID) (in both English and French if applicable);
  o Total word count, the number of tables and/or figures included, and any acknowledgments.

☐ For any Figures, ensure that:
  o Placement indicators and captions (with source/copyright information) have been provided in the main text for all figures and tables;
  o Separate files are provided (clearly named and consecutively numbered) and in the required format with all accompanying permissions.
  o Examples of source/credit lines in captions:

    AUTHOR IMAGES
    ▪ Figure 1: A coffee farm near Sasaima, Colombia, 2013. Photo by author.

    PUBLIC DOMAIN AND CC BY IMAGES
    ▪ Figure 2.2. James Joyce. Photograph by Alex Ehrenzweig, 1915. Wikimedia Commons, public domain.
    ▪ Figure 4.2. Left: BioShock’s Big Daddy (image 2K Games). Screen capture by author. Right: Cosplay at MCM London Comic Con 2015. Photo by Pete Sheffield, CC BY-SA 2.0.

    IMAGES FROM A MUSEUM/GALLERY/ARCHIVE
    ▪ Figure 4. Francios Perrier, Orpheus before Pluto and Persephone, 1647–50. Oil on canvas. Paris, Musée du Louvre. Photo: © RMN-Grand Palais (Musée du Louvre)/Michel Urtado.

PLEASE ENSURE THAT:

• The style guide has been followed;

• All text, including headings, notes, and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;

• US spelling is used throughout, and a spellcheck has been performed;

• Different levels of headings are indicated by varying the typeface. Use bold type for an A head (a main text heading). Use bold italic for a B head (a first-level subheading). Use non-bold italic for a C head;

• Superscript note reference numbers and/or asterisks are not placed on article titles, headings, epigraphs, or the contributor’s name;
• Contributions are referred to as articles (not essays or papers);
• Numbers 0–100 are spelled out (as are large whole numbers, e.g., fourteen hundred), and all number ranges are non-abbreviated;
• Foreign-language words that are not common in US usage are italicized on every instance;
• Double quotation marks are used for all quotations and terms, except for quotes or terms within quotes, and quotations of more than 60 words are indented as extracts with no quotation marks;
• URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;
• Abbreviations such as e.g., i.e., etc., and et al. are not used in the main text except within parentheses;
• Every quotation is cited.