

Continuity and Change

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Continuity and Change, published three times a year, is a journal of social structure, law and demography in past societies. It is strongly committed to publishing work accessible to the broadest possible audience. Contributions may be either articles (original pieces of interpretation or empirical research) or review articles (surveys or critiques of broad research topics in the light of recently published work by others, but also presenting authors' own research if appropriate), and should normally be between 4,000 and 9,000 words (including text and endnotes).

The journal is published in English and contributions should normally be written in English, although contributions in other major European languages may be considered.

The following notes summarize the major conventions of **Continuity and Change**. Authors should consult these guidelines and prepare their typescripts accordingly before submitting contributions. When a typescript has been accepted for publication it is essential to make a final check of content, style and references, so that the contribution conforms to these guidelines. Articles which do not do so may be returned for re-typing. ANY ALTERATIONS AT PROOF STAGE (apart from the correction of misprints) ARE EXPENSIVE AND MUST BE AVOIDED.

Submission of contributions

Intending contributors should send to each of the Editors at his respective address:

- one copy of the typescript.
- a note of their address and affiliation (as they would wish it to appear) typed at the bottom of the first page of the typescript.
- a summary of the article (not to exceed 100 words).
- a statement of the article's length in number of words (including both text and endnotes) and a note of tables, graphs, maps and any other illustrative material.

Preparation of typescripts

- Manuscripts should be typed, double-spaced, on one side of the paper only with a one inch margin on all sides.
- Contributors of an accepted article are encouraged to provide the article on disk as well as in hard copy. The disk should be Macintosh or IBM compatible and labelled with the word-processing format used.
- Pages should be numbered consecutively at the top right-hand corner of the page.
- Pages where there are major corrections should be re-typed and pages re-numbered if necessary. Minor corrections may be handwritten in pencil, but must be very neat and very clear.
- Endnotes should be numbered consecutively through the article text.
- Long articles may be divided into subsections designated by Roman numerals with subtitles if required.

Conventions

Spelling. Use British spelling and follow the style of The concise Oxford English dictionary. Use 'ize' forms.

Foreign languages. Foreign words or phrases in an English sentence should be underlined (for italic) except for proper names or quotations and words in common usage.

Quotations

- Use single inverted commas for quotations, with double inverted commas only for quotations within quotations.
- The closing inverted comma precedes all punctuation except an exclamation mark, question mark, dash or parenthesis belonging to the quotation or a full point at the end of a grammatically complete sentence starting with a capital letter.

- Quotations longer than about 55 words should be broken off from the text and indented from the left-hand margin, without inverted commas.
- Extensive quotations from non-English sources should be translated into English in the text and, if necessary, the original given in an endnote.

Numbers

- Use words for numbers up to ten, thereafter arabic numerals, but note the following exceptions:
 - a) numbers are used for percentages and fractions.
 - b) words are used for numbers at the beginning of a sentence.
 - c) numbers and words should not be mixed, e.g. '9 men and 12 women', rather than 'nine men and 12 women'.
- Use '1930s' not '1930's', 'the fourteenth century' not 'the 14th century', 1,000 not 1000, 'per cent' not '%' in main text (although % is acceptable in tables).
- Spans of numbers should be elided to the smallest unit, e.g. 23-5, 296-8, 216-18. But dates should be in full, e.g. 1492-1498.

Tables, maps and graphs

- Tables, maps and graphs should be submitted on separate pages and grouped together in a section following the endnotes.
- Maps and graphs together are termed 'figures', and all figures should be numbered consecutively.
- Authors should indicate clearly in the margin of the article text the approximate position of each table or figure.
- Authors should avoid making tables and any other displays of data so dense and/or complex that they will not be readily intelligible on the printed page.

Tables

- Tables must be numbered consecutively and referred to in the text as such: '(see Table 1)', not '(see table below)'.
- The table number and table title should be typed above the body of the table.
- Type a horizontal rule above and below the body of the table and below column headings, but avoid vertical rules.
- Notes, indicated by raised lower-case letters, and source(s) should be typed below the bottom rule.
- If percentages are cited give '%' as a column heading and do not repeat it within the body of the table.

Figures

- At submission stage rough drafts of any maps, graphs or other figures should accompany the article. When an article is accepted for publication, the author is responsible for amending figures as suggested by the editors (if necessary) and presenting them in final, camera-ready form (i.e. suitable for direct reproduction), preferably prepared by a professional. Please note that photocopies are not acceptable.
- The maximum dimension for a figure is 110mm x 180mm after reduction (= full page size).
- Lettering should be sized so that no lower-case letters are less than about 1mm after reduction. Avoid gross disparities in lettering size on a drawing.
- Figure captions should be typed double-spaced on sheets separate from the figures.

Endnotes

Endnotes should be typed, double-spaced, in a separate section at the end of typescript.

- Avoid all Latinisms (op. cit., etc.), though 'Ibid.' may be used for citations of a single reference appearing in the preceding endnote. Bibliographical references in endnotes

Books

The first citation should give: Author's (or editor's) forename or initials and surname, as title page; full title (capitals for first word and proper names only; underlined); edition (if second or later); place and date of publication (in parentheses); any page number(s).

Examples:

E. A. Wrigley and R. S. Schofield, *The population history of England 1541- 1871: a reconstruction* (London, 1981).

J. Smith ed., *Studies in English internal trade*, 2nd edn. (London, 1988), 417-30.

Subsequent citations should give author's or editor's surname; short title (underlined); page numbers.

Example:

Wrigley and Schofield, *Population history of England*, 447-9.

Articles

The first citation should give: Author's forename (or initials) and surname; article title (in single inverted commas); journal title (capitalization retained; underlined); volume number (in arabic, marked for bold type as shown below); part number (optional); date of publication (in parentheses); page numbers.

Example:

Julius Kirshner and Anthony Molho, 'The dowry fund and the marriage market in early Quattrocento Florence', *Journal of Modern History* 50 (1978), 403-38.

Subsequent citation:

Kirshner and Molho, 'The dowry fund', 415-17.

Example of article in collection:

Elaine Clark, 'Debt litigation in a late medieval English will', in J. A. Raftis ed., *Pathways to medieval peasants* (Toronto, 1981).

Subsequent citation:

Clark, 'Debt litigation', 251-5.

Theses

The first citation should give: Author's forename (or initials) and surname; title (capitalize as book title, in inverted commas); degree, university and date (in parentheses).

Example:

J. B. Post, 'Criminals and the law in the reign of Richard II with special reference to Hampshire' (unpublished D. Phil. thesis, University of Oxford, 1976).

Subsequent citation:

Post, 'Criminals and the law', 53.

Archival sources

The first citation of material from any record repository should give the name of the repository in full, with location included.

- If there are subsequent citations of material from the same repository, an abbreviated reference can be used: e.g. Public Record Office, London (hereafter PRO) DL30.63.790. Bibliotheque Nationale, Paris (hereafter BN) MS lat. 5650.
- Citation of archival material should follow the conventions of the repository in question, but use the following: MS, MSS (pl.); fo., fos.; r (recto), v (verso)

Editors' and subeditor's queries

If the editors or subeditor have any queries about your article these will be sent to you in the form of a list. Please return your answers to the subeditor within one week of receipt.

Proofs

Please deal with proofs and return them, together with the typescript, within three days, by airmail when necessary.

Corrections should be restricted to printer's errors, which should be marked in red. If other corrections are unavoidable these should be marked in blue.

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