

Contemporary European History

Editorial Policy

Contemporary European History covers the history of eastern and western Europe, including the United Kingdom, from 1918 to the present. By combining a wide geographical compass with a relatively short time span, the journal achieves both range and depth. It is open to all forms of historical enquiry—including cultural, economic, international, political and social approaches—and welcomes comparative and transnational analysis.

1. Submissions

Articles submitted for publication should be sent electronically to *Contemporary European History*, at ceh@sheffield.ac.uk.

Submission of a paper will be taken to imply that it is unpublished and is not being considered for publication elsewhere. On acceptance of a paper, the author will be asked to assign copyright (on certain conditions) to Cambridge University Press. An article cannot be published unless a signed copyright form is returned promptly.

Contributors are responsible for obtaining permission to reproduce any material in which they do not hold copyright and for ensuring that the appropriate acknowledgements are included in their text.

The Editors would be grateful if contributors kept closely to the stylistic conventions set out below. Copy-editing is tedious and time-consuming. The Editors will return any contribution which does not follow the conventions for correction and re-typing.

2. Preparation of text

Articles should normally be about 8,000 words long, the total to include footnotes.

Review articles should not exceed 5,000 words.

The journal is published in English, and contributions are normally submitted in that language; however, we will also consider articles submitted in other major European languages. If accepted for publication, these will be translated. All articles, including commissioned ones, will be refereed.

Abstracts of each article will be published in English, French and German.

Contributors of accepted papers should send a final version via email indicating software used. **Where possible, please use Word or a file readable therein.** The publisher reserves the right to typeset material by conventional means.

Intending contributors should send the following to the Editors at ceh@sheffield.ac.uk or, in the case of submissions from North America, to the Corresponding Editor for North America, Dr Tara Zahra, tzahra@uchicago.edu.

1. the text, which should begin with the title, the author's name and email and postal address, and the author's affiliation as he/she should wish it to appear
2. a 100-word summary of the article in English, French or German
3. a short title for use as a running page-head
4. a statement of the article's length in number of words (including both text and footnotes), and a list of tables, graphs, maps and any other illustrative material
5. a short description of work in progress and previously published work

Preparation of text

1. Text should be formatted double spaced throughout; wide margins should be left on all sides.
2. Pages should be numbered consecutively.
3. Footnotes should be formatted double spaced, placed at the end of the article and numbered consecutively throughout the article text. Arabic numerals should be used.

3. Text conventions

1. **Spelling** – please use UK spelling.
2. **Italics** – italicise foreign words or phrases unless they are sufficiently familiar to be found in Chambers, e.g. *modus operandi*, *en route*, *ex officio*. Titles of books, periodicals and other works, and names of specific ships and so on are to be italicised (but not abbreviations preceding the last, e.g. HMS, USS). Names of foreign bodies, such as institutions or political parties, are not italicised.
3. **Quotations** – follow the punctuation, capitalisation and spelling of the original. Use single quotation marks, with double quotation marks only for quotations within quotations. Quotations of 50 words or more should be broken off from the text and indented from the left-hand margin as a separate block of text, without quotation marks. Extensive quotations from non-English sources should be translated into English in the text and (if appropriate) the original given in a footnote.
4. **Numbers** – spell out numbers up to ninety-nine, except where they are attached to percentages, units or sums of money, and use Arabic numerals thereafter. Spans of numbers should be elided to the smallest unit (e.g. 40–2, 195–8, 216–18). In the text fractions should be spelled out and 'per cent' used rather than the percentage sign.
5. **Dates** – use '10 December 1948' in the text, '10 Dec. 1948' in footnotes. Use 1930s (not 1930's), the twentieth century (not the 20th century).
6. **Abbreviations of names** – a name should be spelt out on first use, followed by its abbreviation in parentheses.

7. **Ellipsis** should be indicated by three spaced full stops . . .
8. **Capitalisation** – keep as much as possible in lower case.
 - a. Capitalise formally recognised political parties; note Fascist/Socialist/Communist Party, *but* fascist/socialist/communist when these are used as collective noun/adjective for ideology.
 - b. Personal titles and posts: These are capitalised when they immediately precede a personal name, as part of the name, but titles following a personal name or used alone in place of a name are lower cased, so President Nicolas Sarkozy, but the president of France; General Mike Jackson, but the British commander in the Gulf; Pope Benedict XVI, but the pope; the prime minister; Archbishop Rowan Williams, but the archbishop of Canterbury.
 - c. Deliberative, legislative, administrative, judicial bodies are usually given in lower case.
9. **Military ranks** – to be spelt out when used as an honorific.
10. **Possessives** – Jones’s not Jones’.
11. **Tables, maps and figures** should each be submitted as a separate file. Please number tables/maps/figures consecutively with Arabic numerals, and indicate clearly in the article text their approximate positions. Permission to reproduce copyright material must be obtained by the author and sent to the Editors.
12. **Subheads** – should be presented with the minimum of capitalisation. If they take the form of numbers, Roman numerals should be used.
13. **Acknowledgements** – to take the form of an un-numbered footnote.
14. **Bibliographical citations** must be full and clear at first reference; short titles may be used thereafter. First references to books must include publisher, place and date of publication; first references to articles must include the volume and part numbers and the year of publication, or the date where volume or part numbers are not used; references to archives must include the name and location of the collection, and the file where the document can be found. In general, citations from non-British manuscript sources should follow accepted national styles, always giving an extended version for the first document cited from a source. Some examples:

Books, chapters in books

Carole Fink, *Mark Bloch: A Life in History* (Cambridge: Cambridge University Press, 1989), 4. Thereafter Fink, *Bloch*, 16.

Pascal Ory and Jean-François Sirinelli, eds., *Les intellectuels en France, de l’Affaire Dreyfus à nos jours*, 2 vols., 2nd edn (Paris: Colin, 1986). Thereafter Ory and Sirinelli, *Intellectuels*.

Paul Kennedy, ‘A. J. P. Taylor and “Profound Forces” in History’, in Chris Wrigley, ed., *Warfare, Diplomacy and Politics: Essays in Honour of A. J. P. Taylor* (London: Hamish Hamilton, 1986), 14-28. Thereafter Kennedy, ‘Taylor’, 21.

Articles in journals and newspapers

Martin Ceadel, ‘The First Communist “Peace Movement”: The British Anti-War Movement, 1932–1935’, *Twentieth Century British History*, 1, 1 (1990), 21–42. Thereafter Ceadel, ‘First Communist “Peace Movement”’, 39.

W. Lipgens, 'Innerfranzösische Kritik an der Aussenpolitik de Gaulles 1944–1946', *Vierteljahrshefte für Zeitgeschichte*, 24, 4 (1976). Thereafter Lipgens, 'Innerfranzösische Kritik'.

Christopher Coker, 'Women on the Verge', *Times Literary Supplement*, 17 Nov. 2006, 26. Thereafter Coker, 'Women on the Verge'.

Official documents

Derby to Reading, 5 Apr. 1918, no. 60987, FO 371/3488, Foreign Office Records, The National Archives, London. Thereafter Derby to Reading, 9 Apr. 1918, no. 63901, TNA, FO 371/3488.

Hansard, Parliamentary Debates, 5th series, 469 House of Commons Debates, cols. 2041–3. Thereafter 469 H. C. Deb. 5s, cols. 245–6.

United States Senate, 74th Congress, 2nd Session, Special Committee on Investigation of the Munitions Industry, *Munitions Industry*, Report no. 944, 7 vols. (Washington: US Government Printing Office, 1936), VI, 71. Thereafter, US Senate, *Munitions Industry*, VI, 97–8.

Unpublished material

Karen Bernstein, 'The International Monetary Fund and Deficit Countries: The Case of Britain 1974–77', Ph.D. thesis, Stanford University, 1983, 46–73. Thereafter, Bernstein, 'Case of Britain', 46–53.

Mark Pittaway, 'Making Peace in the Shadow of War: The Austrian–Hungarian Borderlands, 1945–1956', paper presented at 'Imagining Peace in Twentieth-Century Europe', workshop held at the Norwegian Nobel Institute, Oslo, August 2007. Thereafter Pittaway, 'Making Peace'.

15. **Websites** – these should be presented as shown in the following examples:

[For Minority at Risk data see www.cidcm.umd.edu/inscr/mar/](http://www.cidcm.umd.edu/inscr/mar/) (last visited 3 August 2007).

See www.watsoninstitute.org/borderlands/region.cfm (last visited 3 August 2007).

CEWS-Statistikportal, 'Entwicklung des Studentinnenanteils in Deutschland seit 1908', available at

www.cews.org/statistik/hochschulen.php?aid=20&cid=16 (last visited 8 Sept. 2006).

C. Sudriá, 'La Economía Española bajo el Primer Franquismo: la Energía', paper presented at the VIIth Congress of the Association of Economic History, 2001, available at www.unizar.es/eueez/cahe/carlessudria.pdf (last visited February 2007).

W. Easterly, 'Why Doesn't Aid Work?', *Cato Unbound*, 3 April 2006, available at www.cato-unbound.org/2006/04/03/william-easterly/why-doesnt-aid-work (last visited 12 November 2006).

16. **'Cf.'/'See'**: There is a widespread misapprehension that 'cf.' can be used more or less interchangeably with 'see'. This is not the case; 'cf.' is the abbreviation for the Latin 'confer' – 'compare'.

4. Queries

The answers to any queries sent to a contributor by an Editor should be returned within one week of receipt. Any queries which the copy-editor has are emailed to contributors after the copy-edited text has been sent to be typeset. They should be dealt with either by marking the proofs as necessary, or by responding by email to the copy-editor.

5. Proofs

Proofs should be dealt with and returned within three days, by airmail if necessary. Typographical or factual errors only may be changed at proof stage. The publisher reserves the right to charge authors for correction of non-typographical errors.

6. Offprints

25 Offprints of each article and review article will be supplied free to the first named author. Extra copies may be purchased from the publisher if ordered at proof stage.

(Revised 16/10/2013)