

Women's History Magazine

Notes for Contributors

The *Women's History Magazine* seeks to publish new and ongoing research into all aspects of women's history. It aims to provide all members of the Women's History Network with a forum for developing ideas and sharing approaches to women's history. Published three times a year, in Spring, Summer and Autumn, each issue of *Women's History Magazine* will include articles of between 3,000–8,000 words (including references) as well as book reviews, opinion pieces, and other short miscellany. By concentrating on shorter articles than those which are generally sought by other academic journals, the *WHM* hopes to fill a gap and to encourage both younger scholars and established scholars who are exploring new subjects or new dimensions of their research to publish their work.

Send your submissions to us as below:

Articles and other prose material: <mailto:editor@womenshistorynetwork.org>

Book reviews: <mailto:bookreviews@womenshistorynetwork.org>

Notices, reports, calls for papers, advertisements, etc.:

<mailto:advertising@womenshistorynetwork.org>

SUBMISSIONS

Articles that are submitted to *WHM* must not have been published elsewhere or be currently under consideration for another publication.

Short articles must be no more than 3,000 words in length; long articles no more than 8,000.

Contributors retain the right to republish their articles as long as they provide a full acknowledgement of the previous publication.

It is the contributors' responsibility to obtain permission to reproduce material, if need be, including any illustrations or graphics, and to ensure that the proper acknowledgements have been made in their articles.

Articles will be considered for publication by the editorial team, and, if it is agreed to consider the submission for publication, it will be reviewed by an external expert in the field. Contributors will be kept informed of the progress of their articles. Once an article is accepted, it will be copy-edited and returned to the author for any necessary changes. It will then proceed through the publishing process.

Manuscript Preparation:

- Titles: left-justified; keep titles as short and descriptive as possible; space in the *WHM* is at a premium!
- Author/Affiliation: left-justified; this information should follow the title on the two subsequent lines.
- Text is double spaced, including quotations, notes etc. Paragraphs are indented 1 cm. and there is no extra line space between paragraphs.

Typescripts:

- Submit all articles electronically as MS Word documents.
- Double-space all text, including endnotes, and leave text unjustified (i.e., ragged right margin) .
- Do not use automatic hyphenation.
- Use endnotes, not footnotes.

- Sub-sections: left-justified; sub-titles are preferred to roman numerals.

Images:

- *WHM* encourages contributors to include graphics or illustrations in their articles; space limitations being what they are, however, the editorial team cannot guarantee that more than ONE image will appear per article.
- If graphic or illustration is essential to the text of the article, it should be referred to in the text (i.e., 'see Fig. 1).
- Please ensure that images are properly acknowledged in the footnotes and that any necessary copyright has been obtained. We cannot do this for authors.
- All tables, graphs or illustrations must be submitted as camera-ready copy.
- Scans of images are preferred, and black and white images are preferred to colour.

TEXT CONVENTIONS

Adhering to the following text conventions will speed the editing process significantly.

Quotations:

- Maintain the spelling, punctuation and capitalization of the original source.
- Note that the *whm* follows british conventions for quotations, thus uses single quotation marks throughout, except for quotations within quotations, which are indicated by double quotation marks.
- Punctuation follows closing quotation marks unless it is an exclamation mark or question mark included in the original quotation.
- Use ellipses ... to indicated omitted text; ensure these are [space] 3 dots [space].
- Short quotations (under 50 words) should be placed in single quotation marks and included in the text.
- Longer quotations (over 50 words) should be presented as a block of text, indented from the margins, without quotation marks, and separated from the text of the article by a blank line above and below.

Spelling:

- *WHM* follows British rather than American usage: note especially the use of -ize, -our, and -tion endings.

Titles

- *Italicize* or underline all book titles.
- Titles of chapters or articles should be placed in single inverted commas.

Foreign terms:

- *Italicize* or underline all words or phrases from foreign languages used in the text.

Numerals:

- Numbers under 100 should be spelled out, unless they are being used statistically.
- Numbers in the thousands take commas, e.g., 12,000.
- Page numbers and years are elided: e.g., 177–9; 1192–5.

Dates:

- *WHM* follows British rather than American usage: i.e., 19 July 2002 (note no comma); abbreviate months when citing dates in the endnotes.

Capitalization:

- Capitalize sparingly; use lower case where possible; be consistent; e.g., ‘Queen Anne’, but ‘the queen’.

Manuscripts:

- Remember that the *WHM* is read by members in a number of countries and by a wide range of women’s historians whose research spans centuries and continents; consequently, we ask that contributors ensure that first references to archives and manuscript collections are as clear as possible; abbreviations can then be used subsequently: e.g., Somerset Record Office, Taunton (SRO)

ENDNOTES:

- In general, use notes sparingly and combine notes when possible; space is at a premium.
- Detailed explanatory notes are discouraged unless essential to the understanding of the article—in these cases, consider putting the information in the article.
- Try not to interrupt your text with internal notes, placing them at the end of the relevant sentence or paragraph.
- Notes should be numbered and double-spaced at the end of the article and not at the bottom of each page.
- First references to all sources must be complete.
- Shortened versions which are comprised of the author’s name and a shortened title may be used for all subsequent references; *ibid.* May be used in the second reference when two notes to the same source follow each other directly.
- *WHM* follows the general conventions for references to printed and manuscript sources laid out below:

Female Congress: or, the Temple of Cotytto: a Mock Heroic Poem, in Four Cantos (London, J. Johnson, 1779), 10.

Dr James Fordyce, *The Character and Conduct of the Female Sex, and the Advantages to be Derived by Young Men from the Society of Virtuous Women* (London, J. Johnson, 1776), 25.

Natalie Zemon Davis, ‘Women in Politics’, in *A History of Women in the West: III. Renaissance and Enlightenment Paradoxes*, ed. Natalie Zemon Davis and Arlette Farge (Cambridge, MA, Belknap Harvard University Press, 1993), 167–83.

Sharon Kettering, ‘Gift-Giving and Patronage in Early Modern France’, *French History*, ii (June 1988), 131–51.

British Library (hereafter BL), MS Coll. Althorp F. 38, fos. 254–5, Lady Spencer to Lady Duncannon, n. pl., 4 Feb. 1784.