

## NOTES FOR CONTRIBUTORS

*Financial History Review*, published twice a year, was established by the European Association for Banking History. It is concerned with the development of financial and monetary matters, in the broadest possible terms, since the appearance of market economies. The journal is published in English and contributions should normally be submitted in that language; however, in cases of extreme difficulty, articles may be submitted in other languages and, if accepted for publication, it may be possible to arrange translation. All contributions, including commissions will be refereed. Abstracts of research based articles will be published in English, French, German and Spanish. Research based articles should normally be of 8,000 words including footnotes, whereas source survey contributions should be shorter, at 5,000 words.

Contributors should follow exactly the journal's stylistic conventions when preparing the final version of their articles. Any alterations at proof stage, apart from the correction of typesetter's errors, are expensive and must be avoided.

Intending contributors should send two copies

of each of the following to either of the Editors whose addresses are given on the front cover (or, ideally, one copy to each of the Editors):

1. the manuscript, on the top of the first page of which should be typed the title, the author's name and the author's affiliation as he/she would wish it to appear.
2. a short title for use as a running page head.
3. 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.
4. an abstract of the contribution in English (and in the author's native tongue, if he/she is not a native English speaker) of some 100 words.
5. a short description of work in progress and previously published work.

Manuscripts should be typed, double-spaced throughout, on one side of A4 paper, i.e. 29 cm x 21 cm (11" x 8"): wide margins should be left on all sides. Articles may be submitted on disk – 3.5" diskettes; but the editorial office can only readily handle such material in Microsoft Word format. Disks should be accompanied by printed copy of items 1 to 5.

## CONVENTIONS

1. Spelling – British spelling is preferred, but American spelling will be accepted. Foreign words or phrases in an English sentence should be underlined, except for proper names, or quotations or words in common usage.
2. Quotations – follow the punctuation, capitalisation and spelling of the original source. Within the body of the text of an article, a quotation should begin, and end, with single quotation marks, with double quotation marks only used for quotations within quotations. Quotations of more than 50 words should be broken off from the body of the text, by being indented from the left-hand margin as a separate block of text, without quotation marks. Extensive quotation from non-English language sources should be translated into English in the text and (if necessary) the original text supplied in a footnote.
3. Numbers up to ten should be spelt out, but use Arabic numbers thereafter and standard contractions, as with m for million. For dates use, for example, 10 December 1948, 1930s and twentieth century, in the text; dates should be contracted in the footnotes, hence 10 Dec. 1948.
4. Tables, maps and figures – these should be submitted on separate pages and grouped together in a section at the end of the manuscript. Please number tables/maps/figures consecutively with Arabic numerals, using that reference within the text, while their approximate position within the text should be indicated.
5. Citations and footnotes – they must be full and clear at first reference; thereafter short titles should be used. First references to books should include place and date of publication. First references to articles must include the volume number and date of publication. References to archives must include the name and location of the collection, and the file where the document can be found. All statistical sources must be fully referenced and, if not available in a published form, should be provided as a series, either within the text, or as an appendix.
6. Permission to reproduce copyright material must be obtained by the author and sent to the Editors.

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