

Notes to Authors

The *Journal of the British Academy* is a multi- and interdisciplinary open access journal publishing articles in the humanities and social sciences. ‘Supplementary issues’ publish thematic collections of papers, put together by guest editors. The *Journal* showcases high-quality articles associated with the Academy’s own programmes, activities and interests.

The following notes provide guidelines on the preparation of your article for publication in the *Journal of the British Academy*. The recommendations must be followed carefully, to ensure that levels of consistency are maintained throughout the *Journal* and that your text will pass smoothly through the editorial process.

GENERAL

Purpose and character of the *Journal*

- The *Journal of the British Academy* is a platform for high-quality informed comment by scholars working in the humanities and social sciences, on matters of political, social and cultural interest. It taps new and exciting thinking and research. It provides space for reflection on current scholarship, and the exploration of new areas. It highlights the international range of the British Academy’s interests.
- Many articles are derived from the programme of British Academy Lectures, which cumulatively form a unique record of scholarship in the humanities and social sciences.
- Some articles may take the form of dialogues between two or more academics.
- The *Journal* also publishes ‘commentary’ pieces (typically of 3-4,000 words), which can include responses to articles recently published in the *Journal*.
- There are also ‘Supplementary issues’, the content of each linked by a theme, typically arising from one of the British Academy’s major research programmes.

Readership of the *Journal*

- *Journal* articles are intended primarily for an academic readership. But because the *Journal*’s disciplinary range is so broad, across the entire spectrum of the humanities and social sciences, articles should be inclusive and accessible to readers who are not specialists in a particular field. For some articles, the appropriate readership may include those with related non-academic expertise (e.g. practitioners or policymakers).
- The text of the published article should be in English. (Other languages may, of course, be used in direct quotations.)

Publication of the *Journal*

- Articles are published on the *Journal* website (www.thebritishacademy.ac.uk/journal/) as downloadable PDF files.
- Each article will be posted once it is ready for publication; each ‘Volume’ of the *Journal* is composed of articles that have been posted to the *Journal* in the course of a calendar year. Articles in ‘Supplementary issues’ are usually all posted together once the whole issue is ready for publication.
- *Open access*. The *Journal of the British Academy* is licensed under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License. Authors may post the PDF file version of record of their article on their personal websites or in subject or institutional repositories. (*Note*: Where an author acknowledges research funding that brings with it a requirement that the article should be published under a CC BY licence, the author should contact journal@thebritishacademy.ac.uk so that this licence may be applied to their article.)
- *Copyright*. Authors retain copyright in their articles. They may reprint their articles subsequently in collections of their papers, subject to due acknowledgement of the first place of publication.

PREPARING AND SUBMITTING YOUR ARTICLE

Articles arising from British Academy Lectures

- The version of the lecture that is published as an article in the *Journal* should not be exactly the same as the oral version. The article submitted for publication should have appropriate scholarly apparatus (annotation, bibliographical references). Aspects of the lecture may be reworked so that it is more appropriate for being read rather than heard. The lecture may be amended in the aftermath of the event to take account of any feedback received. You may also wish to extend your lecture in published form, or perhaps adjust its emphasis. The article should be as long as it needs to be to let you say what you want to say, but you might aim for an article totalling up to 10,000 words. Where it is appropriate within disciplinary conventions, it may be possible to take advantage of the lecture event to capture commentary or discussion about the lecture, which may be included at the end of the article, with the lecturer given the opportunity to add a final reaction; but this would need to be agreed well in advance.
- The lecture in its final publishable form (including all notes and references) should be delivered to the Academy *within two months of the lecture*.

Articles in ‘Supplementary issues’

- Authors invited to contribute to a themed ‘Supplementary issue’ should follow the specific guidance of the guest editor of the issue on the shaping of their articles.

Submission of your article

- Your text should be submitted as a *Word* document. If your text contains special fonts or characters that require a word-processing package other than *Word*, please contact the *Journal*’s Managing Editor (journal@thebritishacademy.ac.uk).
- Authors contributing an article to a themed ‘Supplementary issue’ should send their text as an email attachment to the guest editor of the issue.
- All other authors should send their text as an email attachment to the *Journal*’s Managing Editor (journal@thebritishacademy.ac.uk).
- Any items (e.g. high-resolution images) that would increase the size of the email above 10MB should be sent via *WeTransfer* or equivalent.

Editing of your article

- The *Journal* has two Editors, covering humanities and social science subjects, respectively. Themed ‘Supplementary issues’ have guest editors, working under the general supervision of the Editors. All articles are reviewed by at least one other independent expert reader. The copy of the article text sent for review will not include your name or other authorship information on the title page. As part of the review process, you may be asked to make reasonable changes to the text. The final decision on acceptance of an article for inclusion in the *Journal* rests with the Editors.
- Articles accepted for publication will be copy-edited and typeset. You will see at least one proof of your article before it is posted on the *Journal* website.

Non ‘text’ elements of an article

- Your article can obviously be supported by Figures and Tables included within it (see below). But it may be that you have supplementary material (e.g. documents, data, video/audio) which might usefully be made available via the *Journal* website to support the article’s argument. There may be limits to what can be included: if you wish to discuss such a possibility further, please contact the *Journal*’s Managing Editor (journal@thebritishacademy.ac.uk).

PERMISSIONS

- The published article (including any accompanying material, e.g. illustrations) should in no way infringe any existing copyright. Permission must be obtained in good time from the copyright-holder to reproduce any copyright material, including prose extracts, poetry, diagrams, tables, photographs and other illustrations. Obtaining the necessary permissions to reproduce copyright material is *your* responsibility, though the Academy's Publishing Department will be pleased to give advice.*
- Your request should be for world English language rights for online publication in the *Journal of the British Academy*, under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License (CC BY-NC-ND). The online rights should not be time-limited.
- If permission is needed for any print dissemination, you will receive specific guidance on that.

* The issue of what might be reproduced without having to seek permission is notoriously complex. In 2008 the British Academy and the Publishers Association published *Joint Guidelines on Copyright and Academic Research: Guidelines for researchers and publishers in the Humanities and Social Sciences* (available as a PDF file at www.thebritishacademy.ac.uk/publications/joint-guidelines-copyright-and-academic-research-guidelines-researchers-and-publishers).

THE ARTICLE TYPESCRIPT

General

The typescript *must* be double-spaced. You are advised to use 12 pt Times New Roman for your main text.

Authorship coversheet

Please supply as a separate document a coversheet containing information about you as author. The copy of the article text sent for review will not include this coversheet, but the information will be included in the published article. The sheet should include:

- Article title
- Your name (as you wish it to appear in print)
- *Note on the author*. Please supply a brief statement (up to 75 words) about yourself, giving your current position and research interests. You may list up to two recent relevant publications. Also include your ORCID iD (if you have one), and any contact details (optional).

Article structure

- Article title
- Abstract and keywords
- Article text (including footnotes)
- Acknowledgements note
- References

Abstract

Please provide a concise abstract for your article. It will be printed at the beginning of the article and is an essential tool for online searches. It should be around 120 words (and no more than 150 words) and should provide a clear overview of the subject. Where possible the personal pronoun should not be used, but an impersonal voice adopted: 'This article discusses...'

Keywords

Please also suggest 5-10 keywords which can be used for describing the content of the article. These will be printed at the beginning of the article, and are essential tools for online searches. Please note that:

- keywords should be kept short: to one word where possible (although two- or three-word specialist terms are acceptable where necessary)

- keywords should not be too generalised
- each keyword should appear in the abstract.

Sub-headings

Do insert sub-headings into the text, worded to aid the reader’s navigation through the article. Sub-headings should not be put into capital letters. Please avoid the use of more than three levels of heading. (For clarity in the typescript, a level 1 sub-heading should be bold centred, a level 2 sub-heading should be bold aligned left, a level 3 sub-heading should be italic aligned left.) Level 1 sub-headings may be numbered (‘1. ...’, ‘2. ...’, ‘3. ...’), if you need to cross-refer to sections of the article text (‘as discussed above in section 2’).

Footnotes

Footnotes will be numbered consecutively through each article.

Note that footnote indicators in the text appear after any punctuation:

This point has been strongly criticised by many scholars,²⁴ but it still has its firm defenders.²⁵

Acknowledgements

Expressions of gratitude and any formal recognition of research funding should appear in a single *Acknowledgements* note at the end of the text (but before any list of References). The note should *not* be incorporated into the sequence of footnotes.

Quotations

- *Quotation marks.* Single quotation marks ‘ ’ should be used, with double quotation marks “ ” being reserved for quotes within quotes.

- *Displayed quotations.* Quotations which are longer than about five lines when typeset (roughly, more than 60 words) are indented and are not enclosed in quotation marks.

Lists

Arabic numbers in parentheses should be used for lists: (1) (2) ...

Spelling

The *Journal* uses British spelling.

Please note that the house style for the *Journal* is to use the endings *-ise/-isation* in cases where an alternative in *-ize/-ization* exists: civilise, civilisation.

BIBLIOGRAPHICAL REFERENCES

The *Journal* uses the author-and-date system for references. The full bibliographical details are given in a list of ‘References’ at the end of the paper; references in the text and in the notes are by author and date. Wherever known, please add the DOI (Digital Object Identifier) at the end of each ‘References’ entry.

Examples of entries in list of ‘References’

Journal article

Turner, R.N. (2020), ‘Crossing the divide: promoting confidence in contact in a diverse world’, *Journal of the British Academy*, 8: 51–74. <https://doi.org/10.5871/jba/008.051>

Leonard, E., Ananias, J. & Sharley, V. (2022), ‘It takes a village to raise a child: everyday experiences of living with extended family in Namibia’, *Journal of the British Academy*, 10(s2): 239–61. <https://doi.org/10.5871/jba/010s2.239>

Book

- Van Hying, V. (2019), *Convent Autobiography: Early Modern English Nuns in Exile (British Academy Monograph)*; Oxford, Oxford University Press). <https://doi.org/10.5871/bacad/9780197266571.001.0001>
- Macola, G. (ed.) (2018), *The Colonial Occupation of Katanga: The Personal Correspondence of Clément Brasseur, 1893–1897 (Fontes Historiae Africanae, ns 15)*; Oxford, Oxford University Press). <https://doi.org/10.5871/bacad/9780197266496.001.0001>

Chapter in book

- Moss, A. (1995), “Des coches”: une rhétorique transportable?’, in O’Brien, J., Quainton, M. & Supple, J. (eds), *Montaigne et la rhétorique (Studies on Montaigne, 22)*; Paris, Classiques Garnier), 77–87.
- Tyler, E.M. & Younge, G. (2020), ‘Moving people, moving forms: narrating migration in the Anglo-Saxon Chronicles’, in Ormrod, W.M., Story, J. & Tyler, E.M. (eds), *Migrants in Medieval England, c. 500-c. 1500 (Proceedings of the British Academy, 229)*; Oxford, Oxford University Press), 144–74. <https://doi.org/10.5871/bacad/9780197266724.003.0006>

Media, reports and online sources

- Archard, D. (2020), ‘How should we think about childhood and children? A provocation paper’, *Medium*. <https://medium.com/reframing-childhood-past-and-present/how-should-we-think-about-childhood-and-children-66c5624092f>
- Guardian Nigeria* (9 January 2022), ‘Nigeria in crisis as debt stock hits N26t in 7years’. <https://guardian.ng/news/nigeria-in-crisis-as-debt-stock-hits-n25t-in-7years/>
- WHO (World Health Organization) (2019), *Non-pharmaceutical public health measures for mitigating the risk and impact of epidemic and pandemic influenza*. <https://www.who.int/publications/i/item/non-pharmaceutical-public-health-measures-for-mitigating-the-risk-and-impact-of-epidemic-and-pandemic-influenza>

Notes. (1) For journalism, news reports, pieces by staff writers, etc., the name of the newspaper, media outlet or online source may be given as the ‘author’; so too, for policy reports not credited to specific authors, the issuing organisation may be given as the author. (2) A date accessed, e.g. ‘(accessed 19 April 2022)’, should be added after a URL *only* for an online source that is subject to change or updating.

Sample sequence of entries in ‘References’ list

- Adams, L. (2003), ... [entries are in alphabetical sequence by author name]
- Brown, J. (1998), ...
- Brown, J. (2004a), ... [subsequent works by same author appear in date sequence]
- Brown, J. (2004b), ... [distinguish multiple works in same year by ‘a’, ‘b’, etc.]
- Brown, J. (forthcoming), ...
- Brown, J. & Jones, R. (2002), ... [works by the same author & one other author follow in alphabetical sequence]
- Brown, J. & Smith, A. (2000), ...
- Brown, J., Jones, R., Adams, L. & Smith, A. (1999), ... [a work with three or more authors follows dual-author works even if it is out of sequence alphabetically or chronologically]
- Brown, J., Adams, L. & Jones, R. (2001a), ...
- Brown, J., Smith, A., & Jones, R. (2001b), ...
- Brown, P. (1980), ...
- Curtis, M. & Atkinson, J. (1999), ...

References in the text and notes

The short form author-and-date references may be inserted within the text or, if you prefer, within footnotes (do *not* put the full bibliographical details of references in the footnotes). Sample in-text / in-note references:

This view is strongly held by Curtis & Atkinson (1999: 15–17) and Adams (2003), but has been challenged regularly by others (in particular Brown J. 1998: 93, 96; 2004a: 72–3).¹ (It is interesting to note that the World Health Organization (WHO 2019) has also taken a different view.)

¹ See also Brown J. & Smith (2000), Brown J. *et al.* (2001b), and most recently Brown J. (forthcoming).

ILLUSTRATIONS

- All illustrations, whether line diagrams, maps or half-tones (photographs), should normally be described as Figures. ‘Figure’ should never be abbreviated to ‘Fig.’ in the text or the caption.
- If you wish to include more than 12 illustrations, please consult the Academy’s Publishing Department.
- Illustrations should be supplied as digital images. Do not embed illustrations within the Word text file; supply each illustration as a separate file.
- *Digital image file types, and resolution.* So that they appear satisfactorily in the printed version of the article, you must ensure that digital images are of sufficient resolution to be reproduced at the desired final size. Photographic illustrations should be supplied as tiffs or jpegs; the optimum resolution needed at the image’s final size is 300 dpi. Line diagrams should be supplied as tiffs; the optimum resolution needed at the image’s final size is 600 dpi.
- *Size.* The maximum page frame size = 190 mm high × 140 mm wide. If for any image you do not wish all of it to be reproduced, please indicate on the Checklist of Illustrations sheet that cropping is necessary.
- *Colour.* We can include colour photographs or diagrams in the online *Journal*. However, it is advisable that photographs and diagrams should still be comprehensible in black and white.
- *Labelling.* There should be a minimum of labelling on the illustration itself: explanations should generally be included in the caption. Where needed, labelling should preferably be set in a sans-serif typeface (such as Arial), and it should be set in a typesize large enough so that when the image is reproduced at the desired final size the labelling ends up at about 8 point or 9 point.
- *Positioning.* Although you may place copies of images within your Word text file as approximate positioning guides, the final position of any illustration will not be determined until proof stage. Each Figure will normally be inserted as close as possible to its first mention in the text, unless you indicate a different location in the typescript.
- *Captions.* The captions for *all* illustrations should be presented on a separate page at the end of the text. Where appropriate, the caption should acknowledge the source of the illustration.

If you find it impossible or very inconvenient to reproduce a particular image in the article (e.g. you cannot easily secure a usable copy or permission to reproduce) but you know that an appropriate version of it is already openly accessible on the web, then you may instead provide in your article a link (URL) that will enable readers to locate that image.

TABLES

Positioning

When they are typeset, tables will be incorporated within the text. However, all tables should be submitted at the end of the text, each on a new page. The correct method to refer to the table in the text is, therefore, ‘as shown in Table 1’ without breaking off where you think the table may fall.

The following example illustrates the correct layout of a table:

Table 1. Vocational qualifications of the workforce in Britain, France, Germany, the Netherlands and Switzerland, selected years 1988–91.

	Percent of all economically active persons				
	Britain 1989	France 1988	Germany 1988	Netherlands 1989	Switzerland 1991
University degrees ^a	11	7	11	8	11
Intermediate vocational qualifications	25	40	63	57	66
Of which:					
Technician ^b	7	7	7	19	9
Craft ^c	18 ^d	33	56	38	57
No vocational qualifications ^e	64	53	26	35	23
TOTAL	100	100	100	100	100

^a For Britain, includes professional qualifications of degree standard. For Netherlands, includes HTS diplomas and university education of three years or more.

^b For Britain, includes BTEC, HNC, HND; sub-degree qualifications in teaching and nursing. Corresponding qualifications in other countries (e.g. for France, DUT; for Germany, includes *Meister*).

^c For Britain, includes basic qualifications excluded in other countries (see text), i.e. City and Guilds Part 1 and above; BTEC National and equivalent; apprenticeships (NVQ level 2 and above; see n. d). For France, CAP and BEP. For the Netherlands, MBO diplomas (apart from HTS) and half of all LBO diplomas (corresponding to those at levels C and D, and half of those at level B; see text). For Germany, *Berufsabschluss*. For Switzerland, includes also half of those completing lower level qualifications based on 1–2 years traineeship course (*Anlehre*).

^d Of which approximately 9 per cent at City and Guilds Part 2 and equivalent (NVQ level 3) and 8 per cent at City and Guilds Part 1 and equivalent (NVQ level 2).

^e Only general education (below university level). For Britain, includes those with GCSE or A-levels, but without vocational or university qualifications. For the Netherlands includes half of LBO diplomas (half of those at level B and all at level A), and those without LBO diplomas; for Switzerland, includes half of *Ahlehre* qualifications.

Sources: Estimates based on national Labour Force Surveys, including special tabulations prepared for NIESR; national qualifications reclassified to common basis as far as possible. For details on France, see the article by Steedman in *National Institute Economic Review* (August 1990); Netherlands, Mason *et al.*, *ibid.*, (May 1992); Switzerland, H. Hollenstein, National Institute Discussion Paper no. 54 (September 1982), and work in progress by Bierhoff *et al.* at the Institute.

DETAILED POINTS OF EDITORIAL STYLE

Quotations

- *Relative position of a closing quotation mark and punctuation.* Punctuation should be inside the quotation mark *only* if there was punctuation at that point in the material quoted, otherwise it should be outside.
- *Points of omission* ... should be typed as three points with a space either side of the three. If the matter before the omission points ends a complete sentence, it will have its own close-up full point, which is quite independent of the points of omission. ...

Italics

- *Book titles, etc.* Use italics for published books (except books of the Bible), journals, plays and works of art.
- *Foreign words* and short phrases that have not been naturalised are in italic. Names of foreign institutions are in roman.
- *Italics in abbreviations.* Most of the common Latin abbreviations are kept in roman type (cf., e.g., i.e., vice versa and viz.), but *c., et al., et seq.* are italic.
- *Emphatic italics.* Use italics rather than bold for emphasis, but be sparing in the use of it.

Abbreviations

- Avoid unnecessary abbreviations. If you are using any that may be unfamiliar to a non-specialist reader, please explain them at their first occurrence.
- *Italics* should only be used in abbreviations where the expanded version is in italic: *OED (Oxford English Dictionary)*; but *LSJ (A Greek–English Lexicon by Liddell, Scott and Jones)*.
- *Use of full points.* Do not put full points in abbreviations consisting entirely of capitals, e.g. ‘BBC’ not ‘B.B.C.’, or in abbreviations consisting of a mixture of capital and lower-case letters that are used as titles or post-nominals, e.g. St (Saint), Revd, Dr, Mr, Mrs, FMedSci, BSc, MPhil, PhD. Abbreviations of units of measurement should not be given a full point: ‘cm’ not ‘cm.’.
- *The apostrophe.* Note that there is no apostrophe in plural forms like MPs, QCs, etc.

Numbers and dates

- *Page-references.* In page-references, elide as many figures as possible, but retain the penultimate digit for the sequence 10–19 in any hundred: 4–8, 9–15, 17–18, 19–33, 24–8, 45–56, 99–111, 112–18, 132–8, 145–56, etc.
- *Numbers.* It is usual to spell out numbers up to nine in continuous text, and to use figures for 10 and above. If the context is overtly statistical, or units of measurement are being given, use figures: 5 mm, 3 per cent, a 6-year-old child. Where the context is not statistical, it may sometimes be appropriate to spell out larger numbers: ‘she felt a hundred times better’. Avoid beginning a sentence with figures.
- *Percentages.* Normally ‘per cent’ should be spelled out in the text: use % in tables.
- *Dates.* Use the form ‘16 August 1979’, without commas. (If the day of the week is given, then a comma should be inserted after it: ‘Sunday, 25 October 1953’.)
- *Decades.* 1960s, the ‘60s, or (where appropriate in the context) the Sixties.
- *Centuries.* 5th century BC, 20th century, 17th-century literature.
- BC and AD are the *Journal’s* normal usage, but you may use BCE and CE if you prefer.
- *Elision of dates.* Keep all the figures when the extent covers more than one century: 1820–1910. Do not elide dates BC. Otherwise elide dates according to the rules above for page-references: 23–5 December, 1826–8, 1914–18, etc.

Issued by:

Head of Publishing
The British Academy
Email: journal@thebritishacademy.ac.uk

February 2023