

Instructions for contributors

Editorial policy

Urban History occupies a central place in historical scholarship. Contents include research-based articles, historiographical and methodological surveys, and surveys of urban development in individual countries. As part of a major contribution to research, *Urban History* provides detailed bibliographical references for an average of 1,000 classified and indexed items, culled from monographs and edited collections, and from approximately 560 periodicals.

1. Submissions

Submissions from authors on all aspects of urban history are invited. Articles of a comparative or thematic nature are encouraged, as are articles which raise methodological issues, and those which seek to place the development of individual towns or cities in a wider framework. No historical period is excluded.

Articles submitted for publication should be sent to The Editor, Dr Richard Rodger, *Urban History*, Department of Economic and Social History, University of Leicester, Leicester LE1 7RH, UK. The Editor can also be contacted via email at rgr@leicester.ac.uk

Submission of a paper will be taken to imply that it is unpublished and is not being considered for publication elsewhere. Upon acceptance of a paper, the author will be asked to assign copyright (on certain conditions) to Cambridge University Press.

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2. Manuscript preparation

Articles should be no longer normally than 8,000 words, inclusive of notes, tables, etc. Two copies, typed and double spaced throughout (including notes and a list of references), should be submitted. Each page of the typescript must be numbered. Authors should not repeat the paper title at the top of each page. A summary of 100 words should also be provided. In preparing this authors should bear in mind that this will form the abstract if the paper is accepted for publication. In the event of the manuscript being accepted for publication the author will be asked to submit the text on computer disk (Macintosh or PC) as well as in hard copy, giving details of the wordprocessing software used (Microsoft Word or Word Perfect). However, the publisher reserves the right to typeset material by conventional means if an author's disk proves unsatisfactory.

Tables should be typed on separate sheets and should be numbered consecutively. They should be provided with a full explanatory caption and source details. Use horizontal rules only.

Line illustrations should be submitted as suitable for direct reproduction, preferably in the form of glossy bromide prints on white standard weight paper. Further guidance on the preparation of artwork is given in the more detailed notes for contributors available from the Editor.

Photographs should be submitted as clear, sharp-contrast black and white glossy prints. They should be identified lightly in pencil on the reverse and a separate caption list supplied. Indicate the preferred position in which photographs should appear in the text by noting in the margin 'Photograph 5 near here'.

Tables, line illustrations and photographs should be numbered in arabic and provided with a caption.

3. Text conventions

British English spelling should be used with the following alternative forms -ize, judgment, elite. Numbers up to ten should normally be spelt out. Elide page numbers thus 35-6, but 15-16. Give dates in the form '2 February 1970', 'eighteenth century'. Abbreviations ('FO.') but not contractions ('Dr') should be followed by a full point. Sets of initials have no full points (BBC, NATO, USA); name initials do (H.J. Dyos).

Use single 'quotation' marks, reserving "double" marks for 'quotes "within" quotes'. Long quotations of more than 60 words should be separated out from the text and typed indented six spaces, without quotation marks.

References and notes should be numbered in one sequence, cited in the text by a superior number (or a number in parentheses) and typed in a separate section at the end of the paper. References should take the following form:

Books

- 17 A.D. Gilbert, *The Making of Post-Christian Britain* (London, 1980), 74, 78-9.

Articles

- 38 H. McLeod, 'Class, community and religion: the religious geography of nineteenth-century England', *Sociological Yearbook of Religion*, 6 (1973), 47.

Theses

- 51 P.J. Corfield, 'The social and economic history of Norwich, 1650-1850: a study in urban growth' (unpublished University of London Ph.D. thesis, 1976).

Subsequent citations

- Gilbert, *Post-Christian Britain*, 94.
McLeod, 'Class, community and religion', 51.
Corfield, 'Norwich, 1650-1850', 191.

Note: *Ibid* should only be used to refer to the immediately preceding citation.

Do not use *op. cit.* Do *not* abbreviate journal titles.

4. Proofs

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.

5. 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.

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- Cover illustration:* Monument to the martyrs of the colonial wars, Parque del Oeste,
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