INSTRUCTIONS FOR CONTRIBUTORS

Editorial policy

Financial History Review, published by Cambridge University Press on behalf of the European Association for Banking and Financial History e.V., is committed to high international scholarly standards and invites scholars doing research on banking, financial and monetary history to submit papers on any subject, historical period and regional area. The Review deliberately seeks to embrace a broad approach in its pursuit of research findings within this growing historical specialism. Articles can address banking, financial and monetary history from different perspectives, including theoretically inspired approaches, advanced empirical analysis, and the interrelations between history, finance, policy, culture and society. The Review particularly encourages submissions from young scholars.

Articles should normally be of 8,000 words including footnotes, tables and any graphical or other illustrative material (a graph occupying an A4 page is deemed equivalent to 300 words).

The journal is published in English and contributions should be submitted in that language. Authors whose native language is other than English are encouraged to send their manuscripts to a professional native translator for a preliminary revision prior to submission.

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A Submission of a paper will be taken to imply that it is unpublished (even in a language other than English) and is not being considered for publication elsewhere.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 the European Association for Banking and Financial History e.V.

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Preparation of manuscripts

1. Manuscripts should be typed double spaced throughout on A4, i.e. 29cm x 21cm, or 11” x 8”. Wide margins should be left on all sides.
2. Pages should be numbered consecutively, beginning with the title page, the page number being placed, ideally, at the top right-hand corner of the page.
3. Footnotes should be typed, double-spaced, numbered consecutively and be grouped together at the end of the manuscript. Footnotes will appear in the journal at the bottom of each printed page. Footnotes should solely be concerned with matters of source citation. Substantive footnotes, involving commentary or argument, should be avoided, such material being more properly contained within the body of the text. If an elaborate commentary on sources is required, and cannot be incorporated within the body of the article, it should form an appendix to the article (to be included in the total extent of 8,000).
4. Articles may, if appropriate, be divided into subsections designated by Roman numerals centred on the page. Sub-headings within an article should be avoided.
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Conventions

1. Spelling. British spelling is preferred, using –ise in words with alternative –ize/iz. However, American spelling will be accepted.
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4. Numbers: spell out numbers up to ten, but use Arabic numerals thereafter and standard contractions, as with m for million. Spans of numbers should be elided to the smallest unit, e.g. 41–2, 195–8, 216–18. Percentages should be given in figures, with the words ‘per cent’ spelled out, e.g. 5 per cent; the sign % should be used in footnotes and tables. Standard fractions can be used as numbers.
5. Dates: use 10 December 1948 in the text, 1930s (not 1930’s), and the twentieth century (not the 20th century, or C20th). Dates should be contracted in the footnotes, hence 10 Dec. 1948.
6. Ellipses whether within, or at the end of, a sentence should be indicated by three spaced full stops.
7. References: bibliographical references should appear at the end of the manuscript after the footnotes, listed by surname of author (in capital letters) in alphabetical order. If more than one text by the same author(s) is cited for a particular year, then the works should be distinguished by a letter, e.g. Levine (1997a) and Levine (1997b). References are limited to the works cited in the manuscript. Please adopt the following style:


**References should be included in the body of the text in abbreviated form and within parenthesis, i.e.**


8. Sources. If the paper includes extensive references to primary sources such as archives, statistics, periodicals, yearbook and documentary sources, these should appear in a separate section under an additional ‘Sources’ heading, with full references, i.e.

**The Economist**
Salzger Bösenhahnarch 1910–11 (Berlin, 1911)

International Monetary Funds, International Financial Statistics (Washington DC)  
U.S. Bank Record Office, Kew, London; Colonial Office Papers

9. Footnotes. All notes are to be included as footnotes and numbered in ascending order of appearance in Arabic numbers as superscript after the full stop at the end of the sentence.

References to archival sources must include the name and location of the collection, and the file where the document can be found. In general, citations should follow accepted national styles, always giving an extended version for the first document cited from a source, e.g.

International Monetary Funds, International Financial Statistics [henceforth IMF, IFS];


10. Tables and graphs. Tables, graphs, and maps should be original. They should include a short title, be numbered in order of appearance and provide details of the corresponding sources.

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Financial History Review

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