

INTERNATIONAL REVIEW OF SOCIAL HISTORY

Instructions for Book Reviewers

Editorial policy

The *International Review of Social History (IRSH)* is one of the leading journals in its field. While covering all areas of social history, it has a particular focus on Global Labour History. This includes the history of work and labour relations, defined in the broadest possible sense, the history of workers, as well as the history of their struggles, organizations, and associated social, cultural, and political movements, both in the modern and all pre-modern periods (and across periods). *IRSH* aims to be truly global in scope and emphasizes the need for a comparative perspective that acknowledges the interrelationship of historical change and the phenomena and factors underlying that change, both comparisons and the analysis of circulations and connections. We welcome submissions from all over the world that deal with the social history of work, workers, and labour relations, explored on a local, regional, national, or transnational level, but always with an eye to how they contribute to a better understanding of what constitutes global labour history.

The journal is issued by the International Institute of Social History (IISH), and published by Cambridge University Press. Per year, three regular issues appear, in April, August, and December, while an additional Special Issue of commissioned essays on a current topic is also published annually, in April. *IRSH* aims to publish some twenty-five articles each year in its four issues and to cover a major part of the books published in the field of social and labour history in its book reviews and annotated bibliography sections.

Editorial Committee and editorial staff

The current members of the editorial committee are:

- Rossana Barragán
International Institute of Social History, the Netherlands
- Pepijn Brandon
International Institute of Social History, Vrije Universiteit Amsterdam, the Netherlands
- Leyla Dakhli
Centre Marc Bloch, Germany
- Leo Lucassen (chair)
International Institute of Social History, the Netherlands

- Christine Moll-Murata
Ruhr-Universität Bochum, Germany
- Filipa Ribeiro da Silva
International Institute of Social History, the Netherlands
- Aditya Sarkar
Warwick University, United Kingdom
- Eric Vanhaute
Ghent University, Belgium
- Pim de Zwart
Wageningen University, the Netherlands

The current executive editor is Aad Blok. The editorial assistant is Marie-José Spreeuwenberg. Astrid Verburg is responsible for the book reviews and annotated bibliography. All three are based at IISH.

Book reviews policy

Within the book reviews section, *IRSH* aims to focus on publications that fall into one or more of the following categories:

- covering a new subject or field within the broader range of social and labour history;
- covering a subject outside the traditional geographical or chronological focus of social and labour history (Europe and North America, nineteenth and twentieth century);
- using new research methods or methodologies;
- using a comparative perspective;
- giving a good overview of subject fields that are insufficiently covered in the English language literature;
- offering new results or perspectives on the more traditional subject fields of social and labour history, in particular by using newly available source materials or research methods.

Book reviews are normally published within six months of receipt. On acceptance, the book reviews editor will give an approximate date of publication. He reserves the right to change that date at short notice, owing to space constraints and the need to achieve an appropriate balance of content in each issue.

Submission

Submission of a review is taken to imply that it has not been published previously and is not being considered for publication elsewhere.

Book reviewers are asked to send soft copy of their review to the book reviews editor, preferably by means of an e-mail attachment. The files should be saved either in a recent version of MSWord for Windows, or in an MSWord compatible format, or as PDF files. In case of doubt, please contact the editorial staff at: irsh@iisg.nl.

Books for review and completed reviews should be sent to:

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Reviews of single books in *IRSH* have a standard word length of c. 1500 words. If reviewers wish to diverge from this, they should consult the book reviews editor first.

Reviewers are required to submit their review within three months of receiving the review copy of the book. They should notify the book reviews editor with sufficient notice if they are unable to comply with this time frame.

Manuscript preparation

Book reviews should be in British English (or American English for American authors). If no English text can be provided, authors should *always* contact the executive editor before submitting a review.

Paragraph breaks should be indicated by *indents* and not *line breaks*.

Text conventions

Effective prose: The following problems often appear: mixed metaphors; wandering tenses; excessive use of jargon or neologisms unfamiliar to the average reader; unnecessary use of “it is”, “there is”, and “the fact that”; excessive use of nouns as adjectives; use of empty words such as “factor”, “aspect”, “element”, and “manifestation”, instead of exact words required by the context.

Quotations: In quotations, the punctuation, capitalization and spelling of the original must be followed. For short quotations use double quotation marks (except that quotations within quotations take single quotation marks). Long quotations of fifty words or more should be typed as a displayed extract, i.e. a separate block with a space above and below and without quotation marks. Punctuation follows closing quotation marks except where whole sentences are quoted. Note that superscript numbers follow punctuation.

Ellipsis in quotations: Use three full points in square brackets. For instance: “Abbreviations should be [...] consistent throughout.” Note that there are *no spaces* between the full points or between the points and the brackets.

Spelling should be consistent throughout. British English and American English are both allowed but should not be mixed within an article. When using British English, please note the following preferences:

-ize	elite (no accent)	per cent
-ization	enquiry	practice (noun)
acknowledgement	focused	practise (verb)
ageing	fulfil/fulfilling	premise
analyse	Global South/Global North	programme
appendices	indices	reflection
centre	judgement	regime
colour	medieval	role (no accent)
connection	Mould	sceptic/skeptical
cooperate	New Left	socio-economic
defence	neo-liberal	World War I, World War II
dispatch	no-one	

Note especially the use of -ize and -iza rather than -ise and -isa.

Masculine form: Turns of phrase using masculine forms as universals are not acceptable (e.g., “The historian and his problems”).

Abbreviations and acronyms should be easily identifiable and consistent throughout. The following standard abbreviations are used:

f. ff. (= the following page(s)), fo. (= folio), ed., vol.

But: 2nd edn, eds, fos (= folios), Dr, Mr, St, vols (i.e. without points – these are contractions where the abbreviation ends with the last letter of the word).

For any acronym or unusual abbreviation an explanation should be provided at the first mention, e.g., Congress of Industrial Organizations (CIO), Sozialistische Partei Deutschlands (SPD).

Initials in personal names retain points, e.g., G.A. Smith. Note that in *IRSH* style there is no space between initials in personal names.

Dates should be typed without commas as follows: 5 July 1985. In referring to a century use the form: “twentieth century”. Note that when used as an adjective a hyphen appears between the ordinal and the word “century”, e.g. “nineteenth-century labour”.

Figures and numerals: Units of measurement and all numbers over 100 should be given in figures; others should be in words (e.g. ten schools, twenty-five countries) – except in passages where many statistics are discussed and it is obviously desirable to use figures. En-dashes are used to separate page numbers (p. 15–21) and dates (1920–1930), *not* hyphens.

Titles cited in the text: Titles of books and journals should be italicized; quotation marks should not be used. Double quotation marks should be used if naming a part of a book, an individual contribution to a volume, or an article in a journal. Song and movie titles and ship names should be italicized, quotation marks should be used for the titles of reports, and laws should be without quotation marks but in capitals, i.e. The Human Rights Act 1998.

Quotations: In quotations, the punctuation, capitalization, and spelling of the original should be followed. Punctuation follows closing quotation marks except where whole sentences are quoted. Double quotation marks are used, except for quotations within quotations which take single quotation marks.

Foreign words and phrases: These should be italicized, except when they are naturalized, e.g., *fabricant*, *Festschrift*, but, bona fide, status quo, vis-à-vis. Note especially the naturalized forms for emigré and ancien régime. Exceptions to this rule are foreign addresses or institutions, which are not italicized. When using foreign words and phrases, authors should check and double check the spelling, especially when not using their first language.

Punctuation: The serial comma is preferred (Marx, Engels, and Kautsky rather than Marx, Engels and Kautsky). The possessive “s” following an “s” is preferred (Phillips’s rather than Phillips’). Round brackets are used for brackets within brackets; square brackets are used for interpolation within quoted matter.

Emphasizing words using italicization should be used sparingly. Bold type should be avoided altogether and underlining is never used.

References

Notes should be used sparsely in book reviews, if at all. It should be noted that the Harvard system of citing author and year in the text amplified by a list of references is *never* used in *IRSH*. If references are given (in notes or in the text), they should be presented as follows: E.P. Thompson, *The Making of the English Working Class* (London, 1963), pp. 320–322; Walter Galenson, “The Unionization of the American Steel Industry”, *International Review of Social History*, 1 (1956), pp. 8–40, 35.

Proofs

For book reviews, page proofs are corrected by the *IRSH* copy editor and editorial office, and usually not sent out to book review authors to correct. In cases where the book reviewer is not a native speaker, language editing will be arranged for by the editorial office, and the edited text will be sent to the reviewer for approval. If you would like to receive page proofs, please contact the editorial office at irsh@iisg.nl.

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