



# JOURNAL OF GLOBAL HISTORY

[www.cambridge.org/core/journals/journal-of-global-history](http://www.cambridge.org/core/journals/journal-of-global-history)

## INFORMATION FOR CONTRIBUTORS

### Editors

Prof. Ewout Frankema, Wageningen University (Chief Editor)  
Dr Heidi Tworek, University of British Columbia (Co-Editor)  
Dr Gagan Sood, London School of Economics (Co-Editor)  
Dannielle Shaw, Journal of Global History (Managing Editor)

---

## 1. SUBMISSION

Articles for consideration should be submitted through the submission site:

<https://mc.manuscriptcentral.com/jogh>

Queries regarding submissions may be directed to the Managing Editor, Dannielle Shaw:

[jgh@cambridge.org](mailto:jgh@cambridge.org)

**Length:** Articles should be no more than 12,500 words in length, **including footnotes**, unless authors obtain previous permission from the editors to extend the word limit. The length of review articles will be set on a case-by-case basis by the editors.

**Language:** All material should be written in English, and an English translation of all quotations in another language must be provided.

**Conditions:** Submissions must not be under consideration for publication elsewhere, even in a language other than English. There should also be no significant overlap of material from an author's own previous publication, e.g. an earlier published paper or a chapter in a published book. Overlap with a working paper version of the article is fine.

## 2. MANUSCRIPT PREPARATION

**Format:** Keep it simple. Use one font and avoid framing text with borders. Copy should be double-spaced and **do not** add extra space before or after sub-headings.

**Anonymity:** Manuscripts must be completely anonymous to allow for double-blind refereeing. A separate information sheet should be submitted alongside the manuscript providing the author's affiliation, email and postal address, acknowledgments, competing interests declaration (see below for guidance), funding information (if any), as well as a few lines of biographical data. Please keep the author biography brief.

**Competing interests:** All authors must include a competing interests declaration in their submission. This declaration will be subject to editorial review and may be published in the article. Competing interests are situations that could be perceived to exert an undue influence on the content or publication of an author's work. They may include, but are not limited to, financial, professional, contractual or personal relationships or situations. If the manuscript has multiple authors, the author submitting must include competing interest declarations relevant to all contributing authors.

Example wording for a declaration is as follows: "Competing interests: Author A is employed at company B. Author C owns shares in company D, is on the Board of company E and is a member of organisation F. Author G has received grants from company H." If no competing interests exist, the declaration should state "Competing interests: The author(s) declare none".

**Sub-sections:** Sub-sections of text should be descriptive and should **not** be numerically labelled, e.g. as Section 1 or Part I etc. All unnecessary formatting will be removed at copyediting stage.

**E-mail address:** All correspondence between JGH and the author will be by email. The author's given email address will be the one the publisher uses to send page proofs.

**Abstract:** An abstract of 100–150 words should be provided. It should be placed at the beginning of the article, and should **not** be sent as a separate file.

**Keywords:** Please include three to six keywords after the abstract.

**Bibliography:** Do not include a consolidated list of references at the end of the article.

**Footnotes** should be numbered consecutively throughout and appear at the foot of the page, and include place of publication, publisher, and date. See below for further details on footnoting style.

**Tables** should be placed at the end of the article, and clear instructions should be provided for the typesetter as to where each one should be inserted in the text. A descriptive heading and references to sources must accompany each table.

**Illustrations and maps** should be digital, of high resolution (minimum 300 dpi), and transmitted electronically. Maps should have a scale. All illustrations should be clearly referenced in the text (labelled as **Figures**), with authors indicating where they wish an illustration or map to appear. Captions should be provided and references to sources and descriptive headings must be attached. Authors must demonstrate that they have permission for the reproduction of such materials, if the copyright does not rest with them.

Charges apply for all colour figures that appear in the print version. At the time of submission, contributors should clearly state whether their figures should appear in colour in the online version only, or also in the print version. There is no charge for including colour figures in the online version, but it must be clear that colour is needed to enhance the meaning of the figure, rather than simply being for aesthetic purposes. If you request colour figures in the printed version, you will be contacted by CCC-Rightslink, who are acting on our behalf to collect Author Charges. Please follow their instructions in order to avoid any delay in the publication of your article.

**Permissions:** Authors need to gain permission in writing for any third party material included in their article, not only maps and illustrations, but also photographs, tables, and substantial quotation from other publications.

**Text conventions:** Your manuscript need not follow the full set of JGH text conventions when initially submitted. However, to ensure an efficient, accurate, and anonymous review process, it is important that the manuscript be presented to a high scholarly standard, meeting minimum requirements described above. If your contribution is provisionally accepted you will be responsible for bringing the manuscript into line with the full set of text conventions for JGH. The journal's style guide can be found [here](#).

### **3. PEER REVIEW POLICY**

JGH adheres to a double-blind peer-reviewing policy, in which the identity of the reviewer and the author are concealed from both parties. On occasion, and by specific request from the reviewer only, the identity of the reviewer may be revealed to the author.

More details on the review process can be found in our note on "Editorial Policy" ([pdf](#)).

### **4. ONLINE AHEAD OF PRINT PUBLISHING (FIRST VIEW)**

JGH articles are published online as individual, standalone items with static digital object identifiers (DOIs) as soon as they have been through the production and proofing process. We do not delay online

publication while waiting for space in the next available issue. When an issue is published, the appropriate articles are gathered together, repaginated, reorganized online and printed as a conventional issue. This approach to publishing reduces the time authors are required to wait before publication and delivers citable research to the community without delay.

## 5. COPYRIGHT

The author(s) will be asked to assign copyright (on certain conditions) to Cambridge University Press.

Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures, or lengthy quotations previously published elsewhere. A copy of the paperwork granting permission will be required should your article be accepted. Any permissions fees must be paid for by the author. For an example of a permissions request form, please see the [Cambridge Journals Artwork Guide](#).

## 6. DATASETS AND SUPPLEMENTAL FILES

All authors of quantitative articles are encouraged to make their data available for data replication purposes. JGH can host such data on the journal's website, and authors wishing to avail themselves of this facility should supply all files electronically once an article has been accepted for publication.

Other types of supplemental material including, but not limited to, images, videos, audio and slideshows can be hosted on the JGH website provided they add substantively to the article.

## 7. ORCID

JGH now requires that all corresponding authors identify themselves using their ORCID iD when publishing in the journal. ORCID provides a unique identifier for researchers and, through integration in key research workflows such as manuscript submission and grant applications, provides the following benefits:

- **Discoverability:** ORCID increases the discoverability of articles by enabling smarter publisher systems and by helping readers to reliably identify work from the same author.
- **Convenience:** As more organisations use ORCID, providing an iD or using it to register for services will automatically link activities to an author's ORCID record, and will enable authors to share this information with other systems and platforms, saving you re-keying information multiple times.
- **Keeping track:** An ORCID record is a neat place to store and (if an author chooses) share validated information about research activities and affiliations.

If the author does not already have an iD, they will need to create one at the point of acceptance. The publisher will send an email to the author when the article enters production requesting provision of the iD. If required, authors can register for one from that email or directly via <https://ORCID.org/register>.

## 8. ENGLISH LANGUAGE EDITING SERVICES

Authors, particularly those whose first language is not English, may wish to have their English-language manuscripts checked by a native speaker before submission. This is optional, but may help to ensure that the academic content of the paper is fully understood by the editors and reviewers. Please visit [this page](#) to find out more about our third-party language editing service.

Please note that the use of any of these services is voluntary, and at the author's own expense. Use of these services does not guarantee that the manuscript will be accepted for publication, nor does it restrict the author to submitting to a Cambridge published journal.

## 9. OPEN ACCESS

Cambridge University Press is committed to the development of sustainable open access publishing models that maximise the global impact of published research. To this end we have established an open access policy for JGH that balances the principles of broad, uninhibited global accessibility and free publication for authors, alongside a commitment to financially support the continuing work of the journal in reviewing, developing, disseminating and preserving the best international scholarship in this field. The

core elements of this policy are outlined below:

- All authors will be permitted to deposit the 'accepted manuscript' version of their article, without embargo and from the point of acceptance, in their institutional repository or any non-commercial subject repository. Please note that posting of the 'version of record' or 'final published PDF' is not permissible under this policy.
- All authors will be permitted to reproduce their contribution in full, partial or adapted form in any future publication of which they are the author or editor, subject to usual acknowledgment.
- Authors may choose to pay a one-off article processing charge (APC) in order to publish their article on a gold open access basis. That fee will contribute to the costs associated with publishing the journal. Authors published under this Gold Open Access option will have a choice of Creative Commons licenses (Creative Commons - Attribution [CC-BY], Creative Commons - Attribution, Non-Commercial, Share Alike [CC-BY NC SA], or Creative Commons - Attribution, Non-Commercial, No Derivatives [CC-BY NC ND] (for more information see the Creative Commons website). Authors will retain copyright in their article.
- An increasing number of national funding organizations, and associations of universities and academies (such as the California Digital Library, German DFG, and Dutch VSNU) have made agreements with Cambridge University Press to establish gold open access publishing for their affiliated faculty without payment of a separate APC. Authors can check their eligibility [here](#).

## **10. PROOFS**

Only typographical or factual errors may be changed at proof stage. The publisher reserves the right to charge authors for correction of non-typographical errors. Authors are emailed first page proofs only for checking. JGH editors reserve the right to final editorial decisions.

## **11. OFFPRINTS**

No paper offprints are provided, but the corresponding author will be sent the pdf of the published article.

*Last updated April 2021*