

# Urban History

## Editorial policy

*Urban History* occupies a central place in historical scholarship. Contents include research based articles, historiographical and methodological surveys, interdisciplinary research and surveys of urban development in individual countries. Each issue features articles covering social, economic, political and cultural aspects of the history of towns and cities.

In addition, the journal hosts innovative multi-media websites - - including graphics, sounds and interactive elements - - to accompany selected print articles or stand alone as digital articles. For submissions of this nature please visit this link, <http://urbanhistorymultimedia.usc.edu/about/>

## 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.

Authors wishing to submit articles for publication should do so through the journal's online submission system at <http://mc.manuscriptcentral.com/uhy> after having read the instructions below.

Submission of a paper will be taken to imply that it is unpublished and is not being considered for publication elsewhere.

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<http://journals.cambridge.org/action/stream?pageId=8728&level=2&menu=Authors&pageId=3608>

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.

## 2. Manuscript preparation

Articles should normally be no longer than 8,000 words, inclusive of footnotes and tables. The typescript should be 1.5 spaced throughout (including lists and references), with adequate top, bottom and side margins, and each page must be numbered. Authors should not repeat the paper title at the top of each page. A summary of 100 words, which will go on to form an abstract if the paper is accepted for publication, should also be provided alongside the submission.

Tables should be sent as separate files and should be numbered consecutively throughout. They should be provided with a full explanatory caption and source details. Use horizontal rules only. If a table consists of a large number of columns and rows, leave an extra space between every fifth row. Indicate where tables should appear in the text by noting in the margin 'Table 5 near here'. Ensure the table is directly referred to in the text, thus: (see table 5).

Line illustrations should be submitted in digital form. They should be produced to a standard reduction factor, ideally 1:1. They should be drawn to fit a page image of 115mm by 185mm. Do not caption or number illustrations on the artwork, but provide a separate caption list. As far as possible, avoid lettering on line illustration but use Helvetica, Avant Garde or a similar sans-serif typeface for labelling. Identify each piece of artwork lightly with its number in pencil on the reverse. Indicate the preferred position of the illustrations by noting in the margin of the text 'Figure 5 near here'. Ensure figures are referred to in the text.

Charges apply for all colour figures that appear in the print version of the journal. At the time of submission, contributors should clearly state whether their figures should appear in colour in the online version only, or whether they should appear in colour online *and* in the print version. There is no charge for including colour figures in the online version of the Journal 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.

Formats should be as follows:

**Line artwork:** Format: tif or eps; Resolution 1200 dpi

**Combination artwork** (line/tone): Format: tif or eps; Res 800 dpi

**Halftone artwork:** Format: tif; Res. 300 dpi

**Photographs** may also be submitted as clear, sharp-contrast glossy prints.

Tables, line illustrations and photographs should be numbered in arabic and provided with a separate caption thus: Table 1 etc., Figure 1 etc., Photograph 1 etc.

If you require any further guidance on creating suitable electronic figures, please visit <http://journals.cambridge.org/action/stream?pageId=7848&level=2&menu=Authors&pageId=3608>. Here you will find extensive guidelines on preparing electronic figures.

Competing interests declaration: Authors should include a competing interests declaration at the end of their manuscripts. However, if a declaration contains identifiable information, authors should email their declaration to the relevant editor instead of including it within their manuscript – to preserve the anonymity of their manuscript. 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".

### 3. Text conventions

British English spelling should be used with the following alternative forms -ize, judgment. Where foreign language words have achieved common currency, accents should be omitted e.g. elite. Foreign language words in text should be italicized; however longer foreign language quotations should not be italicized. Serial commas should not be used, e.g. 'red, white and blue' (rather than 'red, white, and blue'). Apostrophes at the end of possessive forms should appear as s', e.g. Jones' (rather than s's, Jones's).

Numbers up to ten should be spelled in full, and where quantities are described figures should be used, as in 2 tons. Percentages should be in figures, with the words 'per cent' spelled out (25 per cent) in the text but '%' should be used in the notes, tables and figures (25%).

Dates such as 2 February 1670 should appear in full in the text, but abbreviated as 2 Feb. 1670 in the notes (months abbreviated to the first three letters). Centuries should be written out, e.g. eighteenth century. In citations, dates should be given as 1924–25, not as 1924-5, but pages and other numbers should be given as 240-5, except for the numbers 10–19 which should be cited as, e.g., 12–13, not as 12-3, and 112–13, not as 112-3. Numbers should be elided by n-rules not hyphens if possible. The n-rule shortcut in Word for Windows on a PC is Ctrl + NumMinus and for Mac OPTION + NumPad Hyphen. For other word-processing packages, please consult your handbook. .

Contractions should have no full points (Mr, St, Jr, Revd.), though abbreviated words, which do not end with their final letter, and their plural form, should (vol., vols., ed., eds.). Acronyms and lettered abbreviations should be rendered with no stops ,(BBC, NATO, USA, EU, BC, AD) but stops should be used for authors' initials (H.J. Dyos).

Capitals should be kept to a minimum, but should always be used where individual people or places are referred to specifically.

The use of the terms 'black' and 'white' along with other terms signifying racial or gender identity should be in keeping with the discourses during the period under review.

Sub-headings in the text should be clearly identified but should use lower case.

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, with one blank line above and below.

References and footnotes should be numbered in one sequence and cited in the text by a superior number. References should take the following form:

**Books:** (note upper case)

M.J. Miller, *The Representation of Place: Urban Planning in Protest in France and Great Britain 1950–80* (Aldershot, 2003), 227–53.

**Contribution to edited book:** (note lower case for chapters and articles)

C.R. Friedrichs, 'Artisans and urban politics in seventeenth century Germany', in G. Crossick (ed.), *The Artisan and the European Town 1500–1900* (Aldershot, 1997), 41–55.

**Article:** (note: do not abbreviate journal titles).

R. Tittler, 'Capitalism and culture: the functions of the European city', *Urban History*, 25 (1998), 231–6.

**Theses:**

J.N. Hyson, 'Urban jungles: zoos and American society', Cornell University Ph.D. thesis, 1999, 78–81; L.J. Faire, 'Making home: working class perceptions of space, time and material culture in family life 1900–55', University of Leicester Ph.D. thesis, 1999, 240–2.

**Websites:**

<http://www.le.ac.uk/emoha/catalogue.html> accessed 15 Oct 2006.

**Subsequent citations:**

Miller, *Representation of Place*, 7–12.

Friedrichs, 'Artisans and urban politics', 44.

Tittler, 'Capitalism and culture', 232.

Hyson, 'Urban jungles', 15.

**Note:** *Ibid* should be italicized and only be used to refer to the immediately preceding citation; do not use *op. cit.* or *loc cit.*; do not abbreviate journal titles.

**Primary sources, government publications, newspapers:**

On first citation, provide name of archive document series in full, with future abbreviations noted:

National Archives of Scotland (NAS), Housing and Local Government files (HLG) 52/771, letter from Sheepshank to Moir, 24 Nov. 1924;

*House of Commons Debates*, (*HC Debates*) vol. 179, cols. 858–9, 16 Dec. 1924;

*Leicester Mercury (LM)*, 7 Jul. 1919, col. 5a

For subsequent citations:

NAS/HLG 48/132, D. Wood to Pritchard, 10 Jul. 1920;

*LM*, 29 Oct. 191, col. 3b; *HC Debates*, vol. 179, cols. 858–9, Dec. 1924.

## 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.

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