

Business and Industrial History: A Journal of Archival Research

Aims, Scope and Manual of Style 2024

Aims and Scope

This journal accepts submissions in two broad forms: these are ‘notes or perspectives’, short pieces which may summarise a recent development or discuss an archival collection, and traditional academic research-based articles. Notes and perspective pieces should be a maximum of 3,000 words including references, while articles will be in the range of 6-8,000 words including references. For anything substantially over 8,000 words, we suggest contacting the editorial board *before* submission.

This journal is primarily for historians and archive professionals, and thus *requires* its pieces to be steeped in archival research. In other words, any piece of research should discuss the nature of, or heavily use, historical archival holdings. These need not be physical – digital archive use is encouraged – but we expect an engagement with history via primarily qualitative methods, and thus will **not** accept pieces that use **only** quantitative data gleaned from published material. While we recognise not all potential authors will be working in history departments or as professional archivists, we wish to stress that this is not an economics or management science journal. Thus, while some blend of quantitative and qualitative methods and sources may be permissible, again we strongly suggest discussing your piece with the editors prior to submission if you feel it does not fall neatly into the categories above.

This journal accepts all pieces which pertain to or discuss the history or archives of industries, businesses or sectors in any geographic or time period, so long as such pieces meet the outlines above. We accept that recent periods, including the global financial crisis of 2008, are commonly treated as history, and as such would accept pieces on this nature – though again we stress the need for the usage of archive-based research, which typically preclude research that is exclusively on very recent issues. Thus, while a narrative that runs until the 2010s or later is potentially acceptable, there should be significant space and effort afforded to a study which utilises archival holdings and thus is likely to begin in earlier periods. As always, however, the editors are happy to field discussions on prospective submissions where the boundaries between history and contemporary studies are blurred.

Submission Requirements

Submissions should be prepared double-spaced in Times New Roman typeface, with the font sized at 12, and left justified. Paragraphs of text should be separated by an extra space rather than indented. Sub-sections and sub-headings are permitted, but these should be titled (e.g. ‘From Poverty to Progress, 1960-1980’ and **not** numbered (e.g. ‘Section 1.1.2: 1960-1980’).

This journal uses British English throughout, and the [Oxford OSCOLA referencing style](#). Oxford style uses in-text footnotes with a reference list at the end of the document. Page numbers, either p.5 or pp.5-8 when denoting a run of pages, should be used **unless** the entire publication is being cited as indicative of its place in the wider literature or for its overall argument. After first usage, a short title should be substituted for the full title, or *ibid* (when the citation is otherwise identical to the citation immediately above). Below gives examples of the footnoting style:

Type	Citation of Footnote Example
Book with one author, first time of usage.	¹ C.W. Miller. <i>Planning and Profits: Naval Armaments Manufacture and the Military Industrial Complex</i> , (Liverpool: Liverpool University Press, 2018).
Book, later usages.	² Miller. <i>Planning and Profits</i> , pp.22-26.
Book with two to three authors (note eds.)	³ T.C. Kinner and J.R. Taylor (eds.), <i>Marketing Research: An Applied Approach</i> , (New York: McGraw-Hill Companies, 1987), p.12.
Book with more than three authors	⁴ N.G. MacKenzie et al., <i>Varieties of Capitalism over Time</i> , (London: Routledge, 2022), p.14.
Chapter in a book	Zoi Pittaki, 'No mutiny will be allowed': business, the tax system and the Greek version of Mediterranean capitalism during dictatorship, 1967-1974 in N.G. MacKenzie et al., <i>Varieties of Capitalism over Time</i> , (London: Routledge, 2022).
Journal	⁵ Tony Woodall, 'New Marketing, Improved Marketing, Apocryphal Marketing' (2007) 41, <i>European Journal of Marketing</i> , p. 654.
Online Newspaper Article	⁶ Kerry A. Dolan, 'African Billionaire Fortunes Rise on Forbes 2018 List of Continent's Richest', (<i>Forbes</i> , 10 January 2018) < https://www.forbes.com/sites/kerryadolan/2018/01/10/african-billionairefortunes-rise-on-forbes-2018-list-of-continent-s-richest > accessed January 11, 2023.
Web Document	⁷ Wilderness Society Australia, 'Greenhouse Gases - Choking the Planet', <i>The Wilderness Society</i> , Hobart, TAS, Author, 2011), p.6, < https://www.wilderness.org.au/news > accessed 24 February 2020.

The style for bibliographies is below:

Type	Reference List
Book with a Single Author	Jonathan, H. <i>Criminal Law</i> , London: Macmillan, 2011.
Book with 2+ Authors	Kocis, J.M., Bachman IV, J.C., Long III, A.M. and Nickels, C.J. <i>Inside Private Equity: The Professional Investor's Handbook</i> , New York, John Wiley & Sons, 2009.
Journal (note need for entire page range)	Tony Woodall, 'New Marketing, Improved Marketing, Apocryphal Marketing' (2007) 41 <i>European Journal of Marketing</i> , pp.642-663.
Online Newspaper Article	Kerry A. Dolan, 'African Billionaire Fortunes Rise on Forbes 2018 List of Continent's Richest', (<i>Forbes</i> , 10 January 2018) < https://www.forbes.com/sites/kerryadolan/2018/01/10/african-billionairefortunes-rise-on-forbes-2018-list-of-continent-richest > accessed January 11, 2023.

Style conventions

Figures

Write figures up to ten in words: (six elephants), and over ten in figures; (27 apples) **unless** they occur at the start of a sentence or with units: 6 inches; 5 miles. For larger numbers (including financial sums), rounded figures up to ten given in words and after in figures (six million, £200 million) OR in figures where it would be ungainly to write out (£375,500)

Percentages to be given in figures and in full ('50 per cent').

Money expressed in pounds, shillings, and/or pence should appear as £117 10s. 5d. See above for other sums.

Years

Use 1901–4 when from 1901 to 1904 is meant; use 1901/2 when a calendar year (or part thereof) over those two years is meant. Use 1852–72 not 1852–1872.

Dates

Wherever possible give dates in full, as 30 January 1938.

BC (Before Christ) appears after a date (55 BC) and AD (Anno Domini) appears before a date (AD 197). CE (Common Era) and BCE (Before Common Era) are not used.

*** Centuries should be written in full: seventeenth century not 17th century.

Punctuation

Avoid redundant punctuation where possible. There should be minimum use of the dash (–) for punctuation purposes.

Quotations and quotation marks

Should generally be within single quotation marks thus ‘. . .’. Quotations within a quotation, though rare, should be within double quotation marks ‘abc “. . .” xyz’. Quotations of more than 25 words should be broken off from the text and set in single spacing. Spelling and punctuation in quoted matter should remain as in the original.

Spelling

British English must be used. Where there is an alternative use ‘-ise’ as in plagiarise, not ‘-ize’ as in plagiarize.

Italics

Commonly used abbreviations should be roman type, thus et al., i.e., e.g.

Foreign words and phrases should be in italics (e.g. *sisu*) and **not** inverted commas, but never names of foreign services or organizations (e.g. Kriegsmarine) or when words are in common English usage (e.g. ad hoc).

Names of journals, newspapers and books should be in italics but not unpublished theses.

Capitals

Use minimal capitals. Use initial lower case for ‘south-west England’, with upper case in proper nouns (Northern Ireland).

Use initial lower case when referring to titled people generally, but capitals when referring to one specific individual by title. Thus ‘captains’, ‘admirals’, ‘mayors’ but ‘the Prince of Denmark’, ‘King Alexander III’, ‘Admiral Beatty’, etc.

Business job titles like chairman, director and chief executive officer should be in lower case.

Military operations should have only the first letter capitalised: Operation Torch not Operation TORCH.

Hyphens

In general, hyphens should be used as sparingly as possible. However, when two words are used attributively (provided one of the two is not an adverb) the two words should be hyphenated, thus, ‘working-class housing’, ‘nineteenth-century urbanisation’, but ‘very rapid municipalisation’.

The following compound words should be hyphenated: ‘pre-war’, ‘inter-war’, ‘post-war’ (but still ‘macro-economic’).

Abbreviations

Well-known abbreviations should be used where appropriate. Abbreviated words should be followed by a full stop except in cases where the abbreviation comprises the first and last letters. Thus ‘prof.’, ‘Co.’ and ‘ed.’, but ‘Dr’ ‘jr’ ‘eds’, ‘pt’ ‘Mr’ and ‘Mrs’.

For business names, use ‘&’ **only** in titles of firms according to their usage, e.g. Simon & Schuster.

When referencing limited companies and private limited companies, these abbreviations should be used as follows Ltd – title case and no full stop and plc – all lower case no full stop.

WWI, WW2, WWII should not be used. Use First World War and Second World War.

Acronyms

Define acronyms at their first occurrence in the abstract and main text. After this, use the acronym only.

Do not use an acronym if the definition or phrase is used only once. The definition should be lower case, unless it contains proper nouns, e.g., business council of Scotland (BACS).

Acronyms that are very familiar to readers of business or historical journals do not need to be expanded. e.g. NATO, TNA, BL. However, examples like AGM should be in full as annual general meeting. Some words in common usage as acronyms (spam, laser, scuba, radar) do not need to be in all-caps.