

# ***Historical Reflections/Réflexions Historiques***

## **SUBMISSION INFORMATION FOR CONTRIBUTORS**

The editors welcome contributions. Authors should submit articles formatted as Microsoft Word files by email to the senior editor, Elizabeth C. MacKnight at [e.macknight@abdn.ac.uk](mailto:e.macknight@abdn.ac.uk)

Articles should be **7,000 to 9,000 words** (including endnotes), although longer articles may be considered. Contributions may be written in English or French. Please avoid using specialized jargon whenever possible.

### **FORMATTING**

The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes, and references. Any unusual characters or diacritics should be flagged by placing the entire word in **red type**.

### **COVER PAGE**

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number and email), biographical data of approximately 100 words for each author (including an ORCID if applicable), a total word count, the number of tables and/or figures included and any acknowledgements. Affiliations and email addresses will be posted online for indexing/abstracting purposes.

### **ABSTRACT/KEYWORDS**

The article must include an abstract of **125 words** and **5 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order and separated by commas; only proper nouns should be capitalized. The abstract, keywords and biographical note for French articles must be submitted in both French and English.

### **COPYRIGHT/PERMISSIONS**

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### **ARTWORK**

For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. All images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves. For more details, please see our [Artwork](#) submission webpage.

### **PROCESS FOR REFEREEING AND ACCEPTING ARTICLES**

*HR/RH* is a refereed journal. Submissions are considered on the understanding that the article is not under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and, if so, with what recommended changes. The editors respond to the author with their decision, a list of any changes needed for the article to be published and the anonymous referees' comments, or a summary thereof.

### **PUBLICATION**

Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors of research articles will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

Have other questions about submitting your manuscript? Please refer to Berghahn's [Journal Author FAQs](#) for additional information.

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## STYLE GUIDE

The *HR/RH* style guide is based on *The Chicago Manual of Style (CMS)*. Please note that the journal uses **US punctuation and spelling**, following *Merriam-Webster's Collegiate Dictionary*.

## CITATION SYSTEM

*HR/RH* uses the **endnote system**. Endnotes must include full bibliographic information on first citation, including a full page range for the work and the exact page for a quotation. Subsequent citations should provide last name(s) and a short-title form. Every quotation must be cited.

The first mention of an author in the main body text should include the first and last name.

Please note that translations of all non-English quotations and primary-source titles are required for indexing/abstracting purposes (see the translated title examples provided below).

## EXAMPLES

### Book with one author/editor

First note citation

1. Svetlana Boym, *The Future of Nostalgia* (New York: Basic Books, 2002), xiv–xv.

Later citations

4. Boym, *Future of Nostalgia*, 351.
5. *Ibid.*, 57–71.

### Book with multiple authors/editors

First note citation

8. Frederique Apffel-Marglin and Stephen A. Marglin, eds., *Decolonizing Knowledge: From Development to Dialogue* (Oxford: Clarendon Press, 1996), 45.

Later citations

11. Apffel-Marglin and Marglin, *Decolonizing Knowledge*, 154.

### Chapter or other part of a book

First note citation

12. Gerhard L. Weinberg, "'Gray Zones' in Raul Hilberg's Work," in *Gray Zones: Ambiguities and Compromise in the Holocaust and Its Aftermath*, ed. Jonathan Petropoulos and John K. Roth (New York: Berghahn Books, 2005), 70–80, here 74.

Later citations

18. Weinberg, "'Gray Zones' in Raul Hilberg's Work," 72.

### Journal article (always include the doi)

First note citation

19. Elizabeth C. Macknight, "Archives, Heritage, and Communities," *Historical Reflections/Réflexions Historiques* 37, no. 2 (2011): 105–122, here 109, doi: 10.3167/hrrh.2011.370208.

Later citations

21. Macknight, "Archives, Heritage, and Communities," 113.

### **Translations**

First note citation

25. Albert Camus, *The Myth of Sisyphus*, trans. Justin O'Brien (New York: Vintage, 1955), 130.

Later citations

28. Camus, *The Myth of Sisyphus*, 272.

### **Translated titles**

First note citation

25. Florence Hervé, *Brot und Rosen: Geschichte und Perspektiven der demokratischen Frauenbewegung* [Bread and roses: Stories and perspectives of the democratic women's union] (Frankfurt: Verlag Marxistische Blätter, 1979).

26. Moshe Bernet, *A Nation Like Any Nation: Toward the Establishment of an Israeli Republic* [in Hebrew] (Jerusalem: Carmel: 2009).

Later citations

28. Hervé, *Brot und Rosen*, 15.  
29. Bernet, *A Nation Like Any Nation*.

### **Reprints and editions**

First note citation

25. André Bazin, *Buñuel, Dreyer, Welles*, trans. Teresa Renales (1991; repr., Madrid: Fundamentos, 2008), 47.

Later citations

28. Bazin, *Buñuel, Dreyer, Welles*, 52.

### **Article in a newspaper or magazine**

First note citation

29. Eric C. Fontanelle and Valerie Mandible, "Iron Despair: Postwar Bewilderment," *World Spectator*, 6 April 1951, 12.

Later citations

35. Fontanelle and Mandible, "Iron Despair," 15.

### **Thesis, dissertation, or unpublished manuscript**

First note citation

40. Omar McDoom, "The Micro-Politics of Mass Violence: Security, Authority, and Opportunity in Rwanda's Genocide" (PhD diss., London School of Economics, 2009).

Later citations

51. McDoom, "The Micro-Politics of Mass Violence," 156.

### **Papers, lectures, and unpublished reports**

First note citation

42. Stacy D'Erasmus, "The Craft and Career of Writing" (lecture delivered at Northwestern University, Evanston, IL, 26 April 2000).

Later citations

53. D'Erasmus, "The Craft and Career of Writing."

### **Archive materials**

*Archive materials may be cited according to the particular kind of archival material being cited. Note that public documents might be cited differently than private documents in archives. See The Chicago Manual of Style or Kate Turabian's A Manual for Writers for further information.*

#### First note citation

1. Patrick Scott to Duchess of Atholl, 15 July 1706, Blair Castle Archives Manuscripts 45.(6).73, Blair Atholl, Scotland (hereafter cited as Blair MSS).
2. London, The National Archives, Ancient Petitions, SC8/63/3109.

#### Later citations from same collections

26. Duke of Atholl to Duchess of Atholl, 19 October 1706, Blair MSS 45.(6).121.
27. SC8/63/6270.

### **Websites and blogs**

*Access dates are only required when no date of publication or revision can be determined from the source.*

#### First note citation

1. WHO (World Health Organization), "Committee on Technical Barriers to Trade—Notification—Mexico—Tequila," <http://docsonline.eto.org/TBT/Notif.00/168> (accessed 9 April 2000).
2. Ruth Marshall, "Falling on the Sword of the Spirit," *Immanent Frame*, 28 February 2011, <https://tif.ssrc.org/2011/02/28/falling-on-the-sword-of-the-spirit>.

#### Later citations

3. WHO, "Committee on Technical Barriers to Trade."
4. Marshall, "Falling on the Sword of the Spirit."

### **Online video**

#### First note citation

1. Arthur Rubinstein, "Rachmaninoff Piano Concerto No. 2, Op. 18, I Moderato," Video, 10:12, uploaded 8 November, <http://www.youtube.com/watch?v=0Vv0Sy9FJrc&list=PLDB11C4F39E09047F>.

#### Later citations

4. Rubinstein, "Rachmaninoff Piano Concerto No. 2."

## ARTICLE SUBMISSION CHECKLIST

- Copyright assignment form** is signed and submitted (*no later than the final revised article submission*);
  - Cover sheet** is included and provides:
    - **Title** of the article;
    - An **abstract** of 125 words that is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text (in both English and French if applicable);
    - Five to eight **keywords** (with only proper nouns capitalized) in alphabetical order and separated by commas (in both English and French if applicable);
    - Complete **contact information** for each author (mailing address, phone number, and email);
    - A **bio** of 100 words for each author (including an ORCID) (in both English and French if applicable);
    - Total **word count**, the number of tables and/or figures included, and any acknowledgments.
  - For any **figures**, ensure that:
    - **Placement** indicators and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
    - Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions**.
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### PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings, notes, and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;
- US spelling is used throughout, and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A head** (a main text heading). Use **bold italic** for a **B head** (a first-level subheading). Use *non-bold italic* for a *C head*;
- Superscript note reference numbers and/or asterisks are **not** placed on article titles, headings, epigraphs, or the contributor's name;
- Contributions are referred to as articles (not essays or papers);
- Numbers 0–100 are spelled out (as are large whole numbers, e.g., fourteen hundred), and all number ranges are non-abbreviated;
- Foreign-language words that are not common in US usage are italicized on every instance;
- Double quotation marks are used for all quotations and terms, except for quotes or terms within quotes, and quotations of more than 60 words are indented as extracts with no quotation marks;
- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;
- Abbreviations such as e.g., i.e., etc., and et al. are not used in the main text except within parentheses;
- Every quotation is cited.