

Notice to Contributors

Editorial Procedures

- Manuscripts submitted to *Histoire sociale – Social History* are peer reviewed before being considered for publication by the Editorial Board. Once a paper has been accepted for publication, it may not be withdrawn without the approval of the Board. Authors should submit articles in electronic form.
- Each author will receive offprints of his or her article and one copy of the issue in which it appears.
- Authors of accepted articles are required to sign a copyright agreement. Of the royalty fee received for the reprinting of an article published in *Histoire sociale – Social History*, the author will receive \$50.
- The editors accept no responsibility for opinions expressed by the contributors.
- To ensure that the copy conforms to editorial practice, the editors retain the final authority in matters of style.

Manuscript Presentation

- Authors are requested to submit articles in electronic form (e-mail attachment sent to the journal's e-mail address, hssh@uottawa.ca), accompanied by a summary of approximately 100 words.
- Manuscripts should not exceed 15,000 words, including footnotes. The text should be double-spaced. Tables and figures should be placed at the end of the manuscript.
- The title page should include the title of the article, the full name of the author, and his or her academic address (the author's name should not appear in the text).
- Tables, graphs, figures, and illustrations referred to in the text should have appropriate titles or captions and should be numbered using Arabic numerals. The source, if needed, should be indicated immediately below. Please provide JPG files of any images.
- Numbers under 10 are usually expressed in words. The percentage sign is used in tables; the word per cent is preferred in the text. Decimals should always be expressed in Arabic numerals, for example, 46.5 per cent. Dates are shown as follows: the 1960s; September 24, 1979; the nineteenth century.
- Spelling generally follows the *Concise Oxford Dictionary*. Usage generally follows H. W. Fowler, *A Dictionary of Modern English Usage*.

Quotations and Citations

- Quotations in English or French need not be translated. Quotations from other languages must be translated into the language of the manuscript.
- Punctuation should be placed inside quotation marks. Examples: "It was obvious," stated the newspaper report, "that the crime was committed before midnight." The report ended by regretting the increasing number of violent incidents by "gangs." Omission of quoted material should be indicated by three points of ellipsis. Modification of the original quotation or any inserted words of the author's are enclosed in square brackets. *Sic* in square brackets confirms the use or form of the original words.
- Quotations of more than five lines should form an indented paragraph. Quotation marks are not needed.
- To the degree possible, footnote numbers are to be placed at the end of sentences and after the terminating punctuation or quotation marks. Example: "His political career was shaped by the feeling of *noblesse oblige*."²⁴

Footnotes and References

First references are treated in the following manner:

- Books: James D. Young, *The Rousing of the Scottish Working Class* (Montreal and Kingston: McGill-Queen's University Press, 1979), pp. 10-18, 104-106.

- Editor as author: J. M. S. Careless, ed., *The Pre-Confederation Premiers: Ontario Government Leaders, 1841-1867* (Toronto: University of Toronto Press, 1980).
- Component part by one author in a work edited by another: J. K. Johnson, "John A. Macdonald" in J. M. S. Careless, ed., *The Pre-Confederation Premiers: Ontario Government Leaders, 1841-1867* (Toronto: University of Toronto Press, 1980), pp. 197-245.
- Article in a journal: Yves Landry, "Mortalité, nuptialité et canadianisation des troupes françaises de la guerre de Sept Ans," *Histoire sociale – Social History*, vol. 12, no. 24 (November 1979), pp. 296-315.
- Unpublished thesis: Allan Greer, "Habitants of the Lower Richelieu: Rural Society in Three Quebec Parishes, 1740-1840" (PhD dissertation, York University, 1980), pp. 136-138.

Subsequent references to works already cited are treated as follows:

- Avoid *op. cit.* and *loc. cit.* by citing the author's surname and a short version of the title. Examples follow as above: Young, *The Rousing of the Scottish Working Class*, pp. 70-77; Careless, *The Pre-Confederation Premiers*; Johnson, "John A. Macdonald," p. 201; Landry, "Mortalité, nuptialité et canadianisation," p. 301; Greer, "Habitants of the Lower Richelieu," pp. 122-129.
- *Ibid.* is used to repeat a reference to the work cited in the footnote immediately preceding.

Manuscript Sources

- First reference should have the following order: name of repository, name of collection, reference number, volume or carton number, page, folio or document number, title or identification of document, date. Example: British Museum (hereafter BM), Liverpool Papers, Add MSS 33282, p. 94, William Shirley to Hawkesbury, April 23, 1791.
- In subsequent references to a manuscript source, the name of the repository may be abbreviated as indicated in the first reference above.

Guidelines for Book Reviews

Indicate the heading in the following order: last name of the author or editor (small caps), author's first name or initials, a dash, title of the book (in italics), place of publication, publisher, date of publication, and number of pages. For example:

POLLARD, Sidney – *Peaceful Conquest: The Industrialization of Europe, 1760-1970*. Oxford: Oxford University Press, 1981. Pp. 451.

Text should be double-spaced. Quotations of more than five lines should be indented and form a distinct paragraph; omit quotation marks in these cases. Following each quotation, indicate in brackets the page number from which it is taken or other pertinent reference. Do not use footnotes.

Present your name and affiliation in the following manner:
Marvin Horner, *University of Toronto*

Your text should be no longer than 1,000 to 1,200 words.

Please send your book review by e-mail to: hssh2@uottawa.ca