

STYLE SHEET FOR CONTRIBUTORS TO THE JOURNAL OF ECONOMIC HISTORY

The following guidelines will help you prepare your article for publication in this JOURNAL. Your careful compliance now will forestall future delays.

1. Your typescript should be arranged in the following order: **title page, abstract, text, appendix(es), references, tables, and figures**. It should be double-spaced throughout, including block quotations, footnotes, and appendices. Limit the manuscript to 30–35 pages total. Use standard margins and fonts. Do not use automatic hyphenation or right-justification. Italics are permitted in *JEH* articles; boldface and underlining are not.
2. The **title page** should contain the title, author name(s), institutional affiliation(s), mailing address(es), and e-mail address(es). Any acknowledgments should be included as a separate paragraph on this page.
3. The **abstract** should be typed at the head of the first page of the text. The title should be typed again above the abstract, but authors' names should not appear on this page. The abstract should be double-spaced, indented from both margins. Maintain an absolute maximum of 99 words, counting all segments of hyphenated words. Do not recapitulate the abstract word for word in the text. Research Notes and Discussions should be submitted without an abstract.

4. Text:

- a. Do not use contractions in any portion of the manuscript.
- b. Do not use indented or “bulleted” outlines or lists of hypotheses, alternatives, conclusions, and so forth.
- c. **Names** of authors or of other persons referred to in the text should be given in full the **first time** they appear. Only surnames should be used thereafter (except in cases where more than one person referred to has the same surname). Surnames only may be used in footnotes.

For example:

At the aggregate level, Roman Sandgruber (1978) put together statistics on production and employment in agriculture. Richard Rudolf (1976) and John Komlos (1983) published estimates of manufacturing and agricultural output. Anton Kausel (1979) and Max-Stephan Schulze (2000) revisited the whole issue and estimated long-term growth of the empire from 1873 to 1914.

At the aggregate level, scholars have assembled statistics on production and employment in agriculture (Sandgruber 1978), estimates of manufacturing and agricultural output (Rudolph 1976; Komlos 1983) and of long-term growth of the empire from 1873 to 1914 (Kausel 1979; Schulze 2000).

- d. **Section heads** should have titles only (no numbers). Specific references to section titles (for example, “In the section Results of the Estimation . . .”) should be avoided, except in footnotes (e.g., “See the section ‘Results of the Estimation.’”)

e. Dates: successive years treated as a unit should be separated with slash marks: 1812/13, 1920/21, and so on. Ranges of dates in the text may use prepositions (e.g., “from 1820 to 1835”) or dashes (e.g., “1820-1835”). Specific dates should be written day-month-year: “May 1949” or “14 December 1956.”

f. Numbers one to ten are, in general, spelled out. Arabic numerals are used for numbers above ten (11, 200, 1,253). The main exceptions are percentages (a 4 percent change, 0.5 percent, 1 percentage point), fractions of measurement (1- to 1.5- franc range), series of similar units in which one figure exceeds 10 (“3, 12, and 22 days, respectively . . .”), and centuries (twentieth century [noun], nineteenth-century farmers [adjective]). General estimates of round numbers are spelled out (“forty years ago . . .”; “more than a hundred workers . . .”; “one million people . . .”; but \$1 million, ,60,000, and \$1-billion increase [adjective]). Decades should be referred to without apostrophes (the 1950s or the fifties, not the 1950’s). Insert zeros before all decimals less than 1 (0.015).

g. Italicize all **variables** that receive formal mathematical treatment anywhere in the text.

h. All **equations** should be typed in their proper location in the text, appendix(es), footnotes, and table and figure notes.

5. Footnotes:

a. Footnotes should be double-spaced, and should not appear in the middle of sentences unless this serves a specific purpose. Do not footnote the titles of the article and appendixes or the headings of sections.

b. Inclusive numbers for pages and dates should be treated as follows: For ranges of pages, use the MLA system. For numbers through 99, the second number should be given in full: 5–7, 12–16, 74–96, and so on. For numbers of 100 and above, give only the last two digits of the second number unless more are necessary: 88–103, 101–07, 486–502, 919–1007, 1007–09, 1480–623, and so on. Ranges of dates in footnotes, tables, and figures should be typed in full: 1840–1860, 1790–1814, and so on.

c. Use *ibid.* (with no italics) as appropriate, but do not use *op. cit.* or *loc. cit.* Always spell out *cf.* (compare), etc. (and so on), e.g. (for example), and *i.e.* (in other words).

d. Citations and bibliographical references in the text and footnotes should follow the **“Harvard” or author-date system**, e.g. (Persson, 1993, p. 105). Two authors are cited using “and” (Deane and Jones, 1991). More than two authors are cited using “*et al.*”: (Smith *et al.*, 1992). For citing multiple references, use (Persson, 1993, p. 105; Deane and Jones, 1991). Footnotes should be kept to a minimum and, where necessary, kept as short as possible. They should be double-spaced and should appear sequentially at the end of the text.

Archival Data: Archival citations should contain all necessary elements to locate the item in the archive named in the REFERENCES. The location number, if available, should always be included. A suitable abbreviation or acronym should be part of the first citation of an item if citations of other items in the same archive are to follow. Subsequent citations should employ the abbreviation or acronym. The archive name or abbreviation/acronym should be the first element of the citation.

⁶American Telephone and Telegraph Corporate Archive [hereafter AT & TCA], Fish/Burt, 14 February 1903, Presidential Letter Books [hereafter PLB], vol. 26 (quote); and Fish/Glass, 23 March 1903, PBL, vol. 27.

⁷ AT & TCA, Fish/Pettengill, 21 April 1902, PLB, vol. 23.

⁸ France, Archives Nationales, Minutier Central [hereafter FAN MC], Étude 70 (1751–1758).

Legal Cases: The citation of legal cases should combine economy of expression with adequate identification of sources. The following guidelines should be followed: (a) cases are cited only in the text and footnotes and not in the REFERENCES; (b) cases should be cited in the text by title only—in full if the title is brief, in shortened form if it is lengthy; (c) after the first citation of a case in the text, footnotes are usually required for subsequent citation of the same case. General allusions to easily recognizable cases as part of a continuous narrative or discussion may be exceptions to this rule; (d) footnote citations may use a shortened form of the title of a case after the first full citation. Otherwise, complete information should be given in all subsequent citations.

“McGee focused on the Supreme Court case Standard Oil v. U.S. . . .”

¹¹ Standard Oil v. U.S., 221 U.S. 1 (1911).

“ . . . provides some insight into the contemporary analog of the Standard Oil case, the court-approved divestiture of AT & T in United States v. AT & T.”⁸

⁸ United States v. AT & T, 552 F. Supp. 131, 226-34 (D.D.C. 1982), *aff’d*, Maryland v. United States, 460 U.S. 1001 (1983).

“The Supreme Court in Matsushita v. Zenith ruled . . .”⁶

⁶ Matsushita Electronic Industrial Co. v. Zenith Radio Corp., 475 U.S. 574, 589 (1986).

²⁷ Matsushita v. Zenith, 475 U.S. 583 (1986).

6. Appendix(es): Appendix(es) should begin immediately after the conclusion of the text (not on a new page). Each appendix should have a brief title; if there is more than one, specify “Appendix 1, Appendix 2,” and so on.

7. Reference List:

a. Only sources cited in the footnotes or text should be included.

b. The JEH style for reference lists, with the exception of the numbering of ranges of pages, generally follows the bibliography style found in Chapter 15 of the Chicago Manual of Style (14th edition, 1993).

c. Give a maximum of three authors’ names per entry; thereafter, use “et al.” (**do not italicize**). Give authors’ names as they are commonly known: for example, Fogel, Robert W., but Crafts, N. F. R.

d. For successive works by the same author(s), use a long dash in place of the author’s name in succeeding entries after the first. If an additional author (editor, etc.) is added, however, the originally listed author(s) name must be repeated. Order publications by the same author(s) by year of publication, not alphabetically.

e. Foreign-language citations: transliterate if necessary; follow the rules of capitalization for each language; for less familiar languages, provide a translation in brackets following the original.

f. Use Arabic (not Roman) numerals for volume and similar divisional numbers (vol. 1, sec. 2, pt. 3, etc.).

g. The following are examples of the most frequently used types of reference entries.

Books:

Eichengreen, Barry. *Elusive Stability: Essays in the History of International Finance, 1919–1939*. New York: Cambridge University Press, 1990.

_____. *The Collapse of the World Financial System, 1919–1939*. New York: Oxford University Press, 1992.

Eichengreen, Barry, and Peter Lindert, eds. *The International Debt Crisis in Historical Perspective*. Cambridge, MA: MIT Press, 1990.

Marx, Karl. *Capital*. 3 vols. Edited by Friedrich Engels. New York: International Publishers Company, 1967–1985.

Cotula, Franco, ed. *Collana storica della Banca d'Italia—Contributi*. Vol. 2. *Ricerche per la storia della Banca d'Italia*. Rome: Laterza, 1990.

Books Published Online:

Sirosh, J., R. Mikkulainen, and J.A. Bednar. "Self-Organization of Orientation Maps, Lateral Connections, and Dynamic Receptive Fields in the Primary Visual Cortex." In *Lateral Interactions in the Cortex: Structure and Function*, edited by J. Sirosh, R. Mikkulainen, and Y. Choe. Austin, TX: UTCS Neural Networks Research Group, 1996. <http://www.cs.utex.edu/users/nn/web-pubs/htmlbook96/> (accessed 27 August 2001).

Books Published in Printed and Electronic Forms:

Kurland, Philip B., and Ralph Lerner, eds. *The Founder's Constitution*. Chicago: University of Chicago Press, 1987. Also available online at <http://presspubs.uchicago.edu/founders/> and as CD-ROM.

Series Publications: Engerman, Stanley L., and Robert E. Gallman, eds. *Long-Term Factors in American Economic Growth*. NBER Studies in Income and Wealth, vol. 51. Chicago: University of Chicago Press, 1986.

Articles: Journals and Collections:

Metzler, Lloyd. "Tariffs, the Terms of Trade, and the Distribution of National Income." *Journal of Political Economy* 57, no. 1 (1989): 1–29.

Calomiris, Charles W. "Do Vulnerable Economies Need Deposit Insurance? Lessons from U.S. Agriculture in the 1920s." In *If Texas Were Chile: A Primer on Bank Regulation*, edited by Philip L. Brock, 237–349, 450–58. Washington, DC: Sequoia Institute, 1992.

Articles Published in Electronic Journals:

Warr, Mark, and Christopher G. Ellison. "Rethinking Social Reactions to Crime: Personal and Altruistic Fear in Family Households." *American Journal of Sociology* 106, no. 3 (November 2000): 551–78. <http://www.journals.uchicago.edu/AJS/journal/issues/v106n3/050125/050125.html>.

Working Papers, Institutional Papers, Unpublished Manuscripts:

Ferrie, Joseph P. "‘We Are Yankeys Now:’ The Economic Mobility of Antebellum Immigrants to the U.S." Ph.D. diss., University of Chicago, 1992.

Deaton, Angus. "Saving and Liquidity Restraints." NBER Working Paper No. 3196, Cambridge, MA, December 1989.

Chichilnisky, Graciela, Geoffrey M. Heal, and David Starrett. "International Markets with Emission Permits: Equity and Efficiency." Working Paper, Stanford Institute for Theoretical Economics, Stanford, CA, 1993.

Goldin, Claudia, and Robert A. Margo. "Downtime: Voluntary and Involuntary Unemployment." Unpublished Manuscript. [variations are: Photocopy, Mimeo, and Typescript]

Newspapers, Newssheets, Newsmagazines: Printed news media should be cited by the name of the publication, not by article (unless this is of special importance). Specific articles with dates and pages should be cited in the footnotes. If only one issue is footnoted in the text, the date should be given in the REFERENCES. If more than one issue is cited, "various dates" should follow the name of the publication. If a publication is no longer published and is available only in a single or a few special collections, a collection should be cited. Publications that are not well known should be identified by place of publication.

New York Times, 9 May 1928.

Woonsocket [RI] Evening Call, various dates.

Newsweek, 14 November 1994.

United Telephone Voice, various dates. Museum of Independent Telephony, Abilene, KS.

Government Documents: Government documents should include all elements, in the proper order, needed to locate them in a library catalog. The publisher for U.S. (other than congressional) documents printed by the Government Printing Office should be entered as GPO.

U. S. Committee on Banking and Currency. *Operations of the National and Federal Reserve Systems: Hearings on S.R. 71*. 71st Cong., 3rd sess., 1931.

Bureau of the Census. Median Gross Rent by Counties of the United States, 1970. Prepared by the Geography Division in cooperation with the Housing Division. Washington, DC: GPO, 1975.

U.S. Bureau of the Census. *Census of the Population*. Vol. 1. *Characteristics of the Population: 1970*. pt 35: North Carolina. Washington, DC: GPO, 1973.

Illinois. State Auditor. *Biennial Report of the Auditor of Public Accounts of the State of Illinois to the Twenty-Third General Assembly*. Springfield, 1863.

United Kingdom. House of Commons. "Present and Future Role of the Assistant Chief Education Officer." *Sessional Papers, 1982-83, Prison Education*. 25 April 1983. Vol. 2.

Archives: Ordinarily, specific items in archival collections should only be cited in footnotes. The name and location of the archive itself should be entered in the REFERENCES with an appropriate acronym or abbreviation when it is cited more than once in the footnotes.

American Telephone and Telegraph Corporate Archive (AT & TCA). Warren, NJ. Vanderlip, Frank. Collection (VC). Columbia University. New York, NY. United Kingdom. Patent Rolls, Philip and Mary. C.66/870. London. France. Archives Nationales. Minutier Central (FAN MC).

Legal Cases: Legal cases should be cited in full in the footnotes. They should not be cited in any form in the REFERENCES.

8. Tables:

a. Every table should be preceded by a **number** and **title**. They should be “**transparent**”: the reader should not have to revert to the text for definitions, units of measurement, and so on.

b. Columns should be numbered if, but only if, this facilitates discussion in the text.

c. Type out **period dates** in full (1813–1822; 1900–1920; and so on).

d. Only the **first word** of variables in the **first column** (the “stub”) should be capitalized (Value of exports, Southern farms, etc.), except for proper nouns and fully capitalized acronyms.

e. **Italicize mathematical variables**, N (for number), and conventional parameters, such as t -statistics, R^2 , F -ratio, and so on.

f. Use **zeros** before decimal figures of less than one.

g. Use **commas** in all integers consisting of more than three digits (3,000; 14,751; 6,230,549; and so on).

h. Incorporate **measurement units** (%; \$; bushels; and so on) into column and row headings, rather than repeating them throughout a column or row.

i. Use **dashes** for blank cells where data are not available. Inapplicable cells for regression coefficients should be left blank.

j. **Do not use bold fonts in tables.**

k. **Do not use vertical rulings in tables.** Consult recent issues of the JOURNAL for proper uses of **horizontal rulings**.

l. Table **Notes** should be given in complete sentences (whenever possible) and be presented in the following order:

* = Significant at the 5 percent level.

** = Significant at the 1 percent level.

*** = Significant at the .05 percent level.

^aThis variable represents the weighted average of New York City and the rest of the state, where weights are fractions of total recipients.

^bThese figures are simple averages of country poorhouses outside of New York City. Notes: The figures in parentheses are t-statistics. Data are based on information from 1989 only.

m. Provide **Source(s)** for each table, even if only “see the text” (however, this expression should not be used as a substitute for clear citation of sources). **Use the short-form citation style:** e.g., “*Sources:* For panel A, see the text; for panel B, Fogel, “Biomedical Approaches,” p. 92.”

9. Figures:

a. Do not typewrite, hand draw, or hand letter anything; use **computer-generated figures** whenever possible. All exceptions must be cleared with an editor.

b. All of your figures should look alike in terms of proportion, font, and the manner in which you arrange the data.

c. Units of measure should be clear from the axis labels; if that is impossible, announce them in the figure’s title or the notes. On a time scale, place ticks at intervals appropriate to the scale of your data (e.g. every 10th year). When labeling **units of thousands** use commas if at all possible (e.g., 1,000, not 1000).

d. Consider whether two or more figures’ data can be combined into one figure to save space; conversely, if your data are hard to “track” due to the complexity of the figure, it may be preferable to make two figures out of one.

e. The figure number, title, and notes should not appear in the figure, but should be supplied separately.

f. If possible, any legend should appear within the rectangular space of the figure.

g. If possible, use Times New Roman font for all aspects of the figure.

h. Do not include a border around the figure or around a legend within a figure.