

# ***Global Nineteenth-Century Studies***

## Guidelines for contributors

*Global Nineteenth-Century Studies* serves as a meeting point for scholars from a variety of disciplines who share an interest in the long nineteenth century. Essays should, therefore, be written for a broad, multidisciplinary readership.

Manuscripts should be submitted electronically in PDF format to [global19c@nus.edu.sg](mailto:global19c@nus.edu.sg). Because the journal uses double-anonymous review, no identifying information should appear in the manuscript. Your submission should be compiled in the following order: title; abstract (100–150 words); keywords (5–7); main text; acknowledgements (if any); references; end notes. For initial submission, illustrations/figures/tables should be inserted either directly in the text or appear as appendices in the same file.

An email cover letter should provide the author's or corresponding author's contact information. The submission should be saved as <surname given name> with no commas between the two names. For example: Doe Jane.

*GNCS* accepts initial submissions in any format. However, as a condition of acceptance, all essays must conform to the following style guide. Those manuscripts that do not will be returned to authors for correction.

### **FORMATTING**

Essays – including notes and references – should be typed and double-spaced in 12-point Times New Roman font, with 1-inch (2.5 cm) margins on all sides. Supporting files, including illustrations, figures, and tables, must be submitted with the written text.

### **ABSTRACT/KEYWORDS**

The essay must include an abstract of 100 to 150 words and 5 to 7 keywords. The keywords should immediately follow the abstract as a comma-separated list.

### **ILLUSTRATIONS AND TABLES**

All figures should be saved as separate files and numbered consecutively as they appear in the text (e.g., figure 1, figure 2, etc.). Captions, including sources, should appear in the main text. In addition, call outs should indicate their placement. Photographs should be supplied as high-resolution JPEG or TIFF files (resolution at 300 dpi). If images contain any text or line drawings, they should be submitted as halftones or EPS (800 dpi).

### **PERMISSIONS**

Once manuscripts have been accepted by the journal, authors are responsible for obtaining all permissions and paying any associated copyright fees.

### **PROOFS AND PUBLICATION**

No substantive changes may be made to manuscripts once they have been accepted. Authors will receive proofs of their articles in the leadup to publication. These should be corrected and returned within three days. Major alterations will not be accepted at proof stage.

References and in-text citations should follow the author-date system (see below). Unless written in response to a specific call with separate requirements (for example, a cluster of

short position papers on a given topic, a review forum, and so on), essays should generally be in the range of 9,000 words (including notes and bibliography). Submissions that greatly exceed or fall considerably short of this expectation will be returned to the authors.

### **BRITISH SPELLING AND PUNCTUATION**

With some exceptions for house style, *Global Nineteenth-Century Studies* uses U.K. punctuation and spelling based on *The Oxford English Dictionary* (OED). Please note: *ize/yz*e should be used instead of *ise/yse* (e.g., *analyze* not *analyse*, *hypothesize* not *hypothesise*, etc.) American spelling in quotes or proper names should not be changed.

#### Square Brackets and Parentheses:

- As a general rule, square brackets should be used only when adding information to a quote (e.g., ‘The West India Regiments [are to] be brought to England and reviewed by the queen’)

The full form of any name subsequently used as an initialism should be provided on its first occurrence in the text, followed by an abbreviation in parentheses. For example, ‘The East India Company (EIC) headquarters was on Leadenhall Street’ ‘L’Afrique-Occidentale française’ (AOF)’

#### Quotations:

- Single quotation marks should be used. Double quotation marks should appear only within a quotation (e.g., ‘[I]t was high time to throw aside the old “smock-frock” and heavy hobnailed “highlows”, with all their associations of the past’). Note: capitalization at the beginning of quotations should accord with the surrounding text and should appear within square brackets.
- Quotations longer than four lines should be indented (block quote) with no quotation marks
- Quotations should not start or end in a bracketed ellipsis [...].

#### En dashes:

- Em dashes should be avoided.
- A space should appear on either side of an en dash when used in a sentence (e.g., ‘The newspaper – more like a tabloid – was the purveyor of much disinformation’.)
- When providing a page range or span of dates, use an en dash rather than a hyphen (e.g., 1820–1895, not 1820-1895).
- The en dash should be used without spaces when indicating a date range, such as a lifespan, or a page range: 1882–1901, vi–xii.

#### Ellipses:

- When omitting text in a quotation from a single sentence, three dots should be used without parentheses or brackets (e.g., ‘The Treaty of Waitangi was signed . . . on 6 February 1840’.). There should be one space before and after each dot.
- When omitting text in a quotation to combine multiple sentences, four dots should be used. The first dot indicates a full stop (period), while the subsequent three indicate an omission.

#### Abbreviations:

- Full stops (periods) should not follow abbreviations: Dr Ltd PhD St
- Full stops should be used for abbreviations of countries: U.K.

**Punctuation:**

- All punctuation should be followed by a single space. Do not double space.
- A full stop (period) should not be used at the end of headings or subheadings.

**Capitalization:**

- Capitalization should be kept to a minimum. When capitalization is used in compound titles and similar formulations, both initials should be capitalized (e.g., Vice-President Levi P. Morton)
  - Job titles: Crown Prince Ludwig, but Ludwig, the crown prince; Member of Parliament, but a parliamentary member; the president, but President Manuel Deodoro da Fonseca; the prime minister, but Prime Minister Juan Manuel del Mar Bernedo.
  - Institutions and places: the Church (institution), but the church (edifice); the Crown (monarchy), the crown (ornamental headdress); the Association of Engineering Societies (specific), but an association (general); Partito Socialista Rivoluzionario Italiano (formal name of a political party), revolutionary socialists (description of its members); Global South (regions outside Europe and North America), southern Chile (areas south of the capital)

**Dates, numbers, and ranges:**

- Dates should be given as day/month/year: e.g., 24 May 1833.
- Numbers from zero to one hundred should be spelled out (e.g., one hundred, not 100). Numbers over one hundred should be presented in numerals (e.g., 1000, not one thousand).
- While en dashes, rather than hyphens, should be used to indicate a date range in parentheses – for example, ‘The Victorian period (1836–1901)’ – all in-text number ranges should be used with prepositions. For example, ‘The Boer War occurred between 11 October 1899 and 31 May 1902’, not ‘The Boer War occurred between 11 October 1899 – 31 May 1902’. Or ‘The reign of King Edward VII was 1901 – 1910’, not ‘The reign of King Edward VII was from 1901 – 10’. In all cases, you should repeat the full second number (e.g., 1901 – 1910 not 1901 – 10).

**AUTHOR-DATE SYSTEM**

- In-text citations should follow the author-date system. Full documentation should be provided in the reference section.
- Under this reference system, works consulted but not cited should not appear in the reference section. Authors who appear in the reference list must be cited in the main text, and authors who appear in the main text must appear in the reference list.

**In-text citation examples:**

When the author of a quote is not provided in a sentence:

*Hart's Rules*, first published in 1893, quickly became ‘regarded as the essential handbook for editors and typesetters’ (Ritter, 2005, p. vii).

When the author of a quote is provided in a sentence:

According to R. M. Ritter, *Hart's Rules*, first published in 1893, quickly became ‘regarded as the essential handbook for editors and typesetters’ (2005, p. vii).

When the author is cited but not quoted:

Those working in editorial and production capacities have long seen *Hart's Rules* as an indispensable guide (Ritter, 2005, p. vii).

### Reference list example:

Ritter, R. M. (2005). *New Hart's Rules: The Handbook of Style for Writers and Editors*. Oxford: Oxford University Press.

### Other reference list examples:

Reprint:

Bain, A. (1882). *John Stuart Mill: A Criticism with Personal Recollections*. Reprint, New York: Augustus M. Kelley, 1969. [Note: the publisher's full name, as it appears on the title page, is given.]

Chapter in a volume:

Biddle-Perry, G. and S. Cheang (2008). 'Introduction: thinking about hair', in Biddle-Perry, G. and Cheang, S. (eds), *Hair: Styling, Culture and Fashion*. Oxford: Berg, pp. 3–12.

Online resource:

Lockley, T. and E. Cooper (2017). *The Life of a Soldier in the West India Regiments*, British Library. [www.bl.uk/west-india-regiment/articles/the-life-of-a-soldier-in-the-west-india-regiments](http://www.bl.uk/west-india-regiment/articles/the-life-of-a-soldier-in-the-west-india-regiments). Accessed 21 August 2021.

Translation:

Baudrillard, J. (1996). *The System of Objects*, trans. J. Benedict, London: Verso.

More than one author:

Nevill, R. and C. E. Jerningham (1909). *Piccadilly to Pall Mall: Manners, Morals, and Man*. New York: E. P. Dutton & Co.

More than one editor:

Nielsen, H., I. M. Okkenhaug and K. H. Skeie (eds.) (2011). *Protestant Missions and Local Encounters in the Nineteenth and Twentieth Centuries: Unto the Ends of the World*. Leiden: Brill.

Single volume of a multivolume work:

Moore, T. (1984). *The Journal of Thomas Moore: Vol. 2, 1821–1825*, ed. W. S. Dowden, B. G. Bartholomew and J. L. Linsley. Newark: University of Delaware Press.

Multivolume works:

In the reference list, each volume cited should be listed separately. Within the text, each volume used should be cited parenthetically by year and page number.

Essay in a periodical (volume and issue number):

Anon. (1846). 'Art of dress', *Quarterly Review*, 79 (158), pp. 372–98.

Revised edition:

Himmelfarb, G. (2004) [1987]. *The New History and the Old: Critical Essays and Reappraisals*, rev. edn, Cambridge, MA: Belknap–Harvard University Press.

Essay in a periodical (no issue number):

Morley, J. (1866). ‘George Eliot’s novels’. *Macmillan’s Magazine*, 14 (August 1866): 272–9.  
[In this example with no issue number, the month is used and the year is repeated.]

An excessively long title:

*Cassell’s Universal Portrait Gallery: A Collection of Portraits of Celebrities . . .* (1895).  
London: Cassell and Company, Ltd.

Newspaper article:

‘Private correspondence’ (1877, Jan. 8). *The Birmingham Daily Post*, n.pg.

Note: in this example, there is no page number (which should be indicated by using n.pg) and the article the of the title is included (e.g., *The Birmingham Daily Post* not *Birmingham Daily Post*)

Archival source:

The following template should be used (and modified as needed):

Surname, Given Name(s). (Year, Month Day). Title of material. [Alternatively, a description may be used.]. Repository, name of Collection, call number, box number, file name or number.

Example:

Lemann, K. (1904, November 8). Letter to W. Hall Griffin. British Library, Hall Griffin Papers, Add MS 45564, fol. 91.

**Note:** The reference list should be alphabetized. When two works by the same author are cited, the author’s name is listed twice, with the oldest publication appearing first. For books, major words are capitalized. For articles, only the initial letter of the first word (other than names) is capitalized.

### **Citing multiple works by the same author in the same year:**

If you cite an author who published multiple works in the same year, use a lower-case letter after the date to distinguish between them in both the parenthetical citation and the reference list.

Reference list example:

Wordie, J. R. (2000a). ‘Introduction’, in J. R. Wordie (ed), *Agriculture and Politics in England, 1815–1939*. Basingstoke: Macmillan Press Ltd, 2000, pp. 1–32.

Wordie, J. R. (2000b). ‘Perceptions and reality: the effects of the Corn Laws and their repeal in England, 1815–1906’, in J. R. Wordie (ed), *Agriculture and Politics in England, 1815–1939*. Basingstoke: Macmillan Press Ltd, 2000, pp. 33–69.

### **Parenthetical citation of more than two sources:**

If you refer to two or more sources in the same parenthetical citation, use a semi-colon to separate them: (Wordie, 2000a; Wordie, 2000b).