

CONSTRUCTION HISTORY: NOTES FOR CONTRIBUTORS

These notes give the main literary and typographical conventions used in Construction History. Only typescripts conforming to them can be considered for publication.

PRESENTATION

1. Two copies (non-returnable) of articles to be submitted, with an abstract of about 100 words.
2. Length not to exceed 8000 words, including references. The number of words to be stated on the first page.
3. Articles to be typed and double spaced throughout, on A4 paper, with a wide (5cm.) margin. Submission in electronic format is encouraged.
4. References to be typed (double spaced) separately from the text. Additional information not to be put in references, and references not to contain more than a single sentence.
5. Articles to be divided into sections, with short sub-titles.
6. Acknowledgments (if any) and Address for Correspondence to be given at the end of article and references.
7. Any photographs to be sent with the text. All necessary copyright clearances must have been obtained in advance by the author. Photographs to be glossy, with good definition, and at least postcard size. Material cut from printed sources cannot be accepted.
8. Photographs to be numbered consecutively (marked in pencil on reverse) and cross referenced to a list of captions on a separate sheet. Captions not to exceed 30 words in length. The source of the illustration to be given in brackets at the end of the caption. The preferred position of the illustrations in the text to be shown.
9. Any tables to be double-checked for content, form and clarity.

REFERENCES

Consistency of both content and style is most important. Titles to be underlined and NOT *italicised*.

BOOKS

Place of publication to be given in all cases except London.

Where there is a sub-title, it should be given an initial capital and be divided from the main title by a colon: eg

L. F. Salzman, Building in England Down to 1540: A Documentary History (1952).

First citation to be given as follows:

J. Abram, Perret et l'Ecole du Classicism Structurel (2 vols., Nancy, 1985), 2, pp.69-78.

T. M. Charlton, 'Theoretical Work', in A. G. Pugsley, ed. The Works of Isambard Kingdom Brunel (1976), pp. 183-202.

L. G. Mouchel & Partners Ltd., Mouchel-Hennebique Ferro-Concrete: List of Works Executed in the UK 1897-1919 (n.d., c. 1920), pp. 23-7.

Subsequent citations to be abbreviated: eg
Abram, Perret, 2, p.82.

Charlton, Brunel, p. 191.

ARTICLES

First citation:

V. J. M. Rankine, 'Principles of the Equilibrium of Polyhedral Frames', London, Edinburgh and Dublin Philosophical Magazine, 27 (1864), p. 92.

A. Perret, 'Architecture, Science et Poesie', La Construction Moderne, 48 (2 Oct. 1930), pp. 2-3.

Subsequent citations abbreviated: eg

Rankine, 'Principles', London, Edinburgh & Dublin Phil. Mag., p. 90.

Perret, 'Architecture', Const. Mod., p. 3.

PARLIAMENTARY PAPERS

Name of committee or commission, year, command number (in brackets), volume, page or question number eg

Select Committee of House of Commons on Import Duties, Parl. Papers 1840 (601) V, Q. 2815

NEWSPAPERS

Citations of short reports in newspapers and periodicals to be given as follows:

Independent (7 March 1995), p.3.

Building, 248 no. 11 (15 March 1985), p.23.

Longer reports and articles to be cited as articles, even if unsigned: eg

'A Reinforced Concrete Factory in Portobello, Scotland', Concrete and Constructional Engineering, 2 no. 6 (Jan. 1908), pp. 459-61.

THESES

First citation:

B.Finnimore, 'The Industrialisation of Building' (Ph.D. thesis, University of London, 1986), pp. 29-30.

Subsequent citation:

Finnimore, thesis, p. 89.

MANUSCRIPTS

It is important that MS references can be followed by any future researcher, even if citations become clumsy. The only standard abbreviations are P. R. O. (Public Record Office) and B. L. (British Library). Examples:

P.R.O., CAB 124/476, Ministry of Aircraft Production, 'Draft Note on Estimated Costs of Aluminium House', 6 Dec. 1944, p. 2.

Scottish Record Office, Airlie Papers, G. D. 16, section 38/82, 5 April 1844.

Mouchel Papers (kept at L. G. Mouchel & Partners Ltd., 38 Victoria St., London), 'Project Record No. 1'.

Private Collection, letter of P. Webb to W. Estcourt, 3 Jan. 1882.

Subsequent citations to abbreviate only as appropriate: eg

P. R. O., CAB 124/476, 'Draft Note on Estimated Costs of Aluminium House', p.2.

S. R. O. Airlie Papers, G. D. 16, section 38/82, 5 April 1884.

Mouchel Papers, 'Project Record No.1'.

P.C., letter of Webb to Estcourt, 3 Jan. 1882.

SUBSEQUENT CITATIONS

Do not use loc. cit, or op. cit. Use *ibid.* only when re-citing a work cited in the immediately preceding reference, when that previous reference cited only a single work eg:

²⁰ R.C.O. Matthews, C. H. Feinstein & J. Odling-Smee, British Economic Growth 1856-1973 (Oxford, 1982), p. 236.

²¹ *ibid.*, p.82.

LITERARY CONVENTIONS

FIGURES

Figures to be used for measurement (6 inches, 88 feet) but time to be in words (seven years, the eighteenth century) except when the century is included (1937, the 1930s).

All other figures up to ten in words (four reasons) and over ten in figures (17 carloads).

In the text, percentages are given in figures (per cent); per annum is also given in full.

YEARS AND DATES

1801-4 means the years 1801 to 1804; 1801/2 means a period of 12 months or less within the 24 months between January 1801 and December 1802. Months to be spelt in full in the text and abbreviated in References.

QUOTATIONS

Quotations to be given within double quotation marks (“...”). Quotations within quotations to be given with single quotation marks (“...’...’...”). Punctuation in a quotation to be exactly as the original: thus the closing quotation mark should precede the full-stop unless the full-stop was in the original.

Omissions from a quotation to be indicated by three stops, without brackets (...); omissions that include a full-stop to be marked by four stops (....). Quotations of more than five lines of type should be indented, but still double spaced.

CAPITALS

Lower case used for geographical divisions (the north-east of England), but upper case for political ones (South Africa).

HYPHENS

Hyphens to be used sparingly. Prewar, interwar and postwar do not require hyphens. But, when two words are used adjectively (provided one is not an adverb), they are hyphenated: ‘working-class housing’, ‘nineteenth-century urbanisation’ (but, ‘the working class’ and ‘very rapid municipalisation’).

ABBREVIATIONS

Well-known abbreviations to be used when appropriate (Prof.; Co.), with a full stop except with common titles (Mr, Mrs, Dr).

ACADEMIC TITLES

Scholars to be referred to by their academic titles (Prof., Dr), but in subsequent references the surname only to be used.