

CONSTRUCTION HISTORY

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DETAILED GUIDELINES ON PREPARING MANUSCRIPTS

Bill Addis and Hermann Schlimme: Co-editors. October 2014

THE PAPER

Papers must conform to the following guidelines.

- The paper must be submitted in English of a standard suitable for publication. Authors whose first language is not English must ensure that the English grammar and vocabulary in the paper is corrected by a native English speaker who knows something about the subject of the paper, before it is submitted for peer review. Ensure the English UK dictionary in Word is used to check spelling.
- Length at least 5000 words, up to about 8000 words (excluding references).
- Images – usually up to about 12. These will be printed in black/white. Images and text in the images must be legible when printed at the A5 size (the Journal format).
Note: Authors must obtain written permission to use any images or quotations subject to copyright in advance of submission.
- Page 1 to contain:
 - title, author, affiliation
 - an **Abstract** of 150-200 words. This must be a précis of the whole paper, including the conclusions. It is, effectively, an advertisement for the paper, not an introduction.
 - up to 8 **keywords** to facilitate searching in electronic databases – include at least the subject, name of significant person, location and date (usually the century or decade)
 - the number of words and images
 - contact details of author (e-mail address)
- The paper, to contain:
 - **Introduction** – explaining the background and aims of the paper
 - The body of the paper
 - **Conclusions** – presenting the conclusions drawn from the information and argument in the paper.
 - Acknowledgments (if any).
 - **The Author** – a biography of the author, up to 100 words,
 - **Contact details** of authors for correspondence (postal address and/or e-mail addresses)
 - **Notes and references** (Endnotes) – these should normally contain only references to published or archival sources of information. References must follow the style used in papers recently published in Construction History – see detailed guidance below.

PREPARING THE MANUSCRIPT IN MICROSOFT WORD

- Page size – A4. All margins 25mm.
- Page number – centred, at the foot of the page.
- Times Roman, 12 point, 1.5 line spacing, prepared in Word using minimum formatting.
- Headings: Level one in **bold**; Level two in *italic*.
- Notes, including references, should not exceed 50 in number and be given as endnotes (not footnotes), numbered sequentially. Use the ‘Endnote’ facility in Word, placing the reference at the appropriate place in the text, either after the appropriate word within a sentence, or at the end of a sentence, after the full stop. Thus:
... Steel and steel-reinforced concrete were both new materials⁵ which reached maturity at about the same time at the end of the nineteenth century.⁶ or
- All figures and tables must be referenced in the appropriate place in the text.
- **Figures:** insert (Fig. ##) at the appropriate place in the text and *after* a full stop. For several figures, insert (Figs ##–##). (NB Fig. with a full stop; Figs without). Thus:
... Steel and steel-reinforced concrete were both new materials (Fig. 9) which reached maturity at about the same time at the end of the nineteenth century. (Figs 10-12)
- **Captions to Figures** should be placed after the Figure. They should not exceed to 30 words, including subject, location, designer and date, as well as the source & copyright details for images. – e.g. Figure 2. Centrale d’Allocation Familiales building, Paris. Architect, Raymond Lopez. Steel frame during erection, 1957. Photo: Henri Longepierre. Private Archives of Henri Longepierre.
- **Tables:** insert ‘(Table ##)’ at the appropriate place in the text.
- **Captions to Tables** should be placed before the Table. They should not exceed to 30 words, including source & copyright details.

PREPARING FIGURES FOR PUBLICATION

Authors must have the copyright owner’s written permission to use all images. Some owners will charge for the use of their images and usually ask how many copies of *Construction History* will be printed – the answer is 600.

Photographs: Jpg files of photos should usually be at least 700kB in size. They will be printed in black/white or greyscale.

Line drawings: Files produced by graphics software such as AutoCad or Photoshop may be quite small in size (less than 100kB) but it is essential to check they are high resolution and remain sharp when viewed at magnified scale.

Labels and numbers in images: Any text or labels in the image must be legible when printed at approximately A5 size (maximum) – approx. 130mm wide. When printed at 130mm wide, the font size should be 8pt minimum and 14pt maximum. Use the same font (Times New Roman or Arial) and font size consistently in a paper.

Composite figures: When a figure has 2 or 3 adjacent photos, send both the composite image and the separate ingredients (to allow the printer to control the layout). Name the separate image files clearly (e.g. Fig04 left; Fig04 centre; Fig04 right or Fig06a; Fig06b).

SUBMITTING THE PAPER IN PDF FORMAT, FOR PEER REVIEW

- The full paper should be submitted as a single pdf file, with all images and tables and their captions in situ. The total file size of the pdf documents must not exceed 6MB (so that it can be emailed to reviewers).
- The file should be named as follows: 'name' CH paper, e.g. Collins CH paper.pdf
- Papers will not be accepted in other formats.
- After review, authors will be sent feedback from the independent peer reviewers.
- Unless rejected, authors should revise their paper in accordance with the reviewers' comments. Depending on the scale of revisions required, the paper may be sent to the reviewers again for further comments, or be reviewed by the Editorial Panel.

SUBMITTING THE FINAL MANUSCRIPT FOR PUBLICATION

- Final versions of manuscripts submitted for publication which do not conform to the guidance provided in this document will be returned to their authors for correction.
- Authors are expected to ensure that the quality of the English grammar and vocabulary are of a standard suitable for publication. Ensure the English UK dictionary in Word is used to check spelling.
- For authors whose first language is not English, it is **ESSENTIAL** that the final version of their manuscripts is corrected by a native English speaker who knows something about the subject of the paper, BEFORE it is submitted for copyediting. Neither Google Translate nor the grammar / spelling check in Microsoft Word can be relied upon to create English of a standard acceptable for publication.
- When an author is ready to submit the final manuscript, he/she should inform the editors who will send a paper number (e.g. 023) and a link to a Dropbox folder into which the paper, captions, figures and tables should be uploaded. Final papers or images will not be accepted if sent by email.
- The paper should be uploaded as various separate files for copy editing and to be sent to printers, as follows:
 - A Word file with text only – containing no figures or tables, or their captions. The file should be named as follows: 023 Collins Final text.doc (or .docx).
 - A Word file with captions for all Figures and Tables. The file should be named as follows: 023 Collins Captions.doc (or .docx).
 - Figures must be prepared in high resolution as separate images. They will be printed in grey / black/white. Figures should be named sequentially as follows: 023 Collins Fig01.jpg (or .tif etc.)
 - Tables must be submitted **both** as separate tif or jpg images and also in their original format (e.g. Excel or Word), in case changes to layout are needed. They will be printed in black/white. Tables must be named sequentially as follows: 023 Collins Tab01.tif
- Authors should also send a pdf version of the whole paper with figures and tables and their captions in their correct places. This will aid typesetting. The file should be named as follows: 023 Collins Final paper.pdf
- Final manuscripts will not be accepted in other formats.
- Manuscripts will be checked to ensure they conform to the guidelines in this document. This does not include revising or rewriting the text if it poorly written or if the quality of English grammar is not of a standard suitable for publication.
- Authors will be sent a copy-edited version of their paper for checking before it is sent to the printer.
- Authors will be sent proofs of their paper after type setting by the printers. Authors will have a very short time to check proofs (typically two days).

STYLISTIC CONVENTIONS

Tenses

Do not use the pseudo present tense describing past events as if in a television documentary, e.g. 'Brunel then moves from London to Bristol'. Use the past tense – "Brunel then moved from London to Bristol"

Figures

Figures to be used for measurement ($6\frac{3}{4}$ inches, 88 feet, 4.3 metres) but time to be in words (seven years, the eighteenth century). All other figures up to ten, in words (e.g. four reasons) and over ten in figures (e.g. 17 lorry loads). In the text, percentages are given in figures (e.g. 12.5 per cent); *per annum* is written in full. Decimals written with a stop, thus 4.35 (not 4,35) and thousands written with commas, thus 4,677,355 (not 4.677.355).

Years and Dates

Time spans to include last two digits, except when crossing a century (1935-42; 1890-1905). Decades to be written as 'the 1930s'. Months to be spelt in full in the text and abbreviated in References.

Units

These need to be consistent and appropriate. Where possible these units be metric – 23.7 m, 50 cm, 6 mm, 1750 kg, 22.5 kN/m², etc. Where original units were non-metric, these may be used, followed by approximate metric equivalents in brackets – the panels were 4 ft by 6 ft (1.2 m by 1.8 m). When using Imperial measures be careful to distinguish between British and US gallons and pints. Also do not confuse metric tonnes (1000 kg) and Imperial tons (2240 lbs).

Emphasising words

Use single quotation marks (but sparingly!) – "The word 'scantling' is now used infrequently."

Quotations

Quotations to be given within double quotation marks ("..."). Quotations within quotations to be given with single quotation marks ("... '...' ..."). Punctuation in a quotation should be exactly as the original. At the end of a quotation in a normal paragraph the closing quotation mark should precede the full-stop.

Omissions from a quotation to be indicated by three stops ... without brackets. Words inserted into a citation where text has been removed, in order to maintain sense, should be included within square brackets: "... the latest data [which] was available to the public ...". Quotations of more than two lines of type should be a new paragraph, indented left, and single spaced.

Upper case / lower case

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. But, when two words are used adjectively (provided one is not an adverb), they are hyphenated: thus 'working-class housing', 'nineteenth-century urbanisation' (but, 'the working class' and 'very rapid growth').

Foreign Languages

Words or phrases in foreign languages used in English should be in italics – *ipso facto*, *per annum*, *raison d'être*, *Weltanschung*.

Abbreviations

Acronyms to be explained at their first use; thereafter the initials only should be used, thus: "... of the Construction History Society (CHS) and was unable to" and subsequently "... by the CHS."

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.

REFERENCES

Books

Author, Title (*italicised*). Place of publication: Publisher, Date. Page number(s) (if appropriate). Where there is a sub-title, it should be given an initial capital and be divided from the main title by a colon: eg

- 2 L. F. Salzman, *Building in England Down to 1540: A Documentary History*, London: Routledge, 1952.

First citation to be given as follows:

- 3 T. M. Charlton, 'Theoretical Work' in A. G. Pugsley, (Ed.) *The Works of Isambard Kingdom Brunel*, London: Collins, 1976. pp.183-202.
- 4 J. Abram, *Perret et l'Ecole du Classicism Structurel* (2 vols), Nancy: Gaspard, 1985. Vol.2, p.69.

Subsequent citations to be abbreviated, with reference to location of first citation: eg

- 6 Charlton, Brunel, (Note 3) p. 191.
- 7 Abram, Perret, (Note 4) Vol.2, p.82.

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 is only a single work eg:

- 9 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.
- 10 *ibid.*, p.82.

Journal papers

Author, Title of paper (between single inverted commas), Journal title (in italics), vol. no. date, page number(s).

- 19 V. J. M. Rankine, 'Principles of the Equilibrium of Polyhedral Frames', *London, Edinburgh and Dublin Philosophical Magazine*, vol.27, no.3, 1864, pp. 92-105.
- 20 A. Perret, 'Architecture, Science et Poesie', *La Construction Moderne*, vol.48, 2 Oct. 1930, pp.2-5.

Subsequent citations – as for books.

Conference proceedings and collections of papers

Identify editor by (Ed.) – with stop, or editors (Eds) – with no stop.

- 12 S. Huerta, (Ed.), *Proceedings of the First International Congress on Construction History, Madrid 2003*, Madrid: Instituto Juan Ferrera, 2003.
- 14 J. Campbell, , (Eds), *Proceedings of the Second International Congress on Construction History, Cambridge 2006*. Cambridge: University Press, 2006.

Subsequent citations – as for books.

Papers in conference proceedings

Where the conference proceedings have not been referred to:

- 16 W. Addis, 'The history of design calculations for room acoustics' pp.23-41 in S. Huerta, (Ed.), *Proceedings of the First International Congress on Construction History, Madrid 2003*, Madrid: Instituto Juan Ferrera, 2003.

Where the conference proceedings have already been referred to:

- 17 W. Addis, 'The history of design calculations for room acoustics' in Huerta, *Proceedings* (Note 12) p.29.

Websites

Give the full address, but excluding the www. prefix, and give the date when it was consulted: e.g.

- 22 Some of Ove Arup's well-known structures can be seen at his entry in the Structurae website <http://en.structurae.de/persons/data/index.cfm?id=d000129> (Consulted on 25th June 2011).

Newspapers

Citations of short reports with no named author, e.g. in newspapers and periodicals, to be given as follows:

- 23 *Independent* (7 March 1995), p.3.
- 24 *Building*, Vol.248, No.11 (15 March 1985), p.23.

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

- 25 'A Reinforced Concrete Factory in Portobello, Scotland', *Concrete and Constructional Engineering*, Vol.2, No.6, (Jun.), 1908, pp.459-61.

Theses

First citation:

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

Subsequent citation:

- 36 Finnimore, thesis, (Note 27) p. 89.

Manuscripts

It is important that MS references can be traced 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:

- 38 P.R.O., CAB 124/476, Ministry of Aircraft Production, 'Draft Note on Estimated Costs of Aluminium House', 6 Dec. 1944, p. 2.
- 42 Scottish Record Office, Airlie Papers, G. D. 16, section 38/82, 5 April 1844.
- 43 Mouchel Papers (kept at L. G. Mouchel & Partners Ltd., 38 Victoria St., London), 'Project Record No. 1'.
- 45 Private Collection, letter of P.Webb to W. Estcourt, 3 Jan.1882.

Subsequent citations to abbreviate only as appropriate: eg

- 55 P. R. O., CAB 124/476, 'Draft Note on Estimated Costs of Aluminium House', (Note 38) p.2.
- 58 S. R. O. Airlie Papers, G. D. 16, section 38/82, 5 April 1884 (Note 42).
- 60 Mouchel Papers, 'Project Record No.1' (Note 43).
- 64 P.C., letter of Webb to Estcourt, 3 Jan. 1882. (Note 45)