

Lives and Letters

a journal for early modern archival research

Submission Guidelines

General

1. The aim of Lives and Letters is to publish articles based on archival research concerning the period 1500-1800 or the subsequent perception of that period. It is interdisciplinary in approach and articles on any aspect of the period are welcome, provided that they are firmly rooted on archival sources. The interdisciplinary nature of the journal means that authors should ensure that their articles are fully contextualised and that jargon particular to their academic specialization is avoided. Lives and Letters is an open access journal, which hopes to attract a general readership.
2. Articles should not normally exceed 10,000 words. An abstract of up to 200 words should be submitted with the article. Shorter communications accompanying transcriptions of documents are welcome.
3. Authors are encouraged to provide illustrations as appropriate, particularly images of the archival documents on which their article is based. It will be the responsibility of the author to ensure the clearance of copyright for all relevant material. The author will also be responsible for reproduction costs, where these apply. If the author is uncertain about these responsibilities, they should seek the advice of the editor on submission.
4. All articles must be submitted in English. Articles and communications concerning documents in languages other than English are welcome, but translations must be provided by the author.
5. All articles and communications will be read by referees chosen by the editor in consultation with the editorial board. Authors may be asked to revise their article in the light of a referee's comments. No article or communication will be accepted for publication until it has undergone peer review. We aim to complete this process within two months, but an article will not be finally accepted until agreed revisions have been made by the author and checked by the editor.
6. The journal will be published twice a year and an accepted article will appear in the next issue (unless this is designated a themed issue). The time delay between acceptance and publication should therefore normally be a maximum of six months and never more than twelve months.
7. Once an article or communication has been accepted and prepared for publication, the author will be expected to proofread the article online. Minor corrections may be made at this time, but substantial alterations must be agreed with the editor and may require confirmation from a referee.
8. Submission of an article or communication is taken to imply that it has not been previously published. Authors may submit articles that are being considered for publication elsewhere, but this should be brought to the attention of the editor. Such articles may be read by the editor or member of the editorial board, but will not be sent to an external referee until the author has confirmed that they have not been accepted for publication elsewhere.
9. All articles must be submitted electronically by e-mail to the editor. Texts should be submitted as Word .doc files (not .docx) or RTF. The author will be required to provide high resolution JPEGs for all images before final acceptance of the article, although lower quality or indications of the desired images are acceptable at initial submission. The revisions required before final acceptance of an article may include a request for the provision of images.

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Conventions

1. Titles should be in sentence case.
2. Headings (if used), should use minimal capitalisation.
3. Capitals should be used sparingly and consistently (bishop of Toledo, earl of Worcester, protestant, parliamentarian, but Count Olivares, Archbishop Sheldon).
4. Short quotations should be surrounded by single quotes ('). Double quotes should only be used for quotations within quotations.
5. Long quotations should be extracted into a separate, indented paragraph.
6. Quotations from sources should be given in the original language, with a translation following (in parentheses) or in a footnote.
7. Dates: 8 November 1640 and 1640s (not 1640's).
8. Numbers under a hundred, round numbers and ordinals should be expressed in words: fifty-six, a thousand, sixteenth century.
Except:
percentages (10%),
precise sums of money (£2 6s 4d)
numbers in long sequences (10 tenants held less than 2 acres; 4 tenants held between 3 and 10 acres; and 2 tenants held more than 10 acres).
9. Numbers should be elided to minimum digits (233-4, 160-1 but 812-16 not 812-6), but dates should be elided to 2 digits (1624-26).
10. Hyphenation should be used sparingly (but seventeenth-century society).
11. Note: men, women and children not men, women, and children.

Footnotes

The submitted article should have footnotes (not endnotes), indicated in the text by superscripted arabic numerals. Full details should be given on first citation, with the author's surname and title (shortened as appropriate) thereafter. Latin abbreviations (*idem*, *loc. cit.*, *op. cit.* etc.) should not be used.

1. Books:
Daniel Woolf, The Social Circulation of the Past (Oxford: Oxford University Press, 2003), chapter 4
George Whetstone, A Mirour for Magestrates of Cyties (London: Richard Jones, 1584)
2. Editions:
C. R. J. Currie & C.P. Lewis (eds), A Guide to English County Histories (Stroud: Alan Sutton, 1994), 208-10
John Smyth, The Berkeley Manuscripts ed. Sir John Maclean, 3 volumes (Gloucester: Bristol & Gloucester Archaeological Society, 1883-85), vol. 2, 99-104
3. Book chapters:
Kevin Sharpe, 'The Personal Rule of Charles I' in H. Tomlinson (ed.), Before the English Civil War (London: Macmillan, 1983), 53-78.

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4. Journal articles:

Christopher Hill, 'Sex Marriage and the Family', Economic History Review 2nd series 21 (1978), 450-63.

5. Manuscripts:

British Library, Add MS 46702, fol. 12

Bodleian, Eng Misc e 1, fols 3v-4r

Leicestershire Record Office, D/DT P 14

If an archive is cited more than once: British Library (hereafter B.L.)

6. Unpublished Theses:

Joyce Tresunkof Freedman, 'Anthony Bacon and his World' (PhD, Temple University, 1979), 79-86