

Business and Industrial History: A Journal of Archival Research

Aims, Scope and Manual of Style, 2027

Aims and scope

This journal accepts submissions in two broad forms: ‘notes or perspectives’, short pieces which may summarise a recent development or discuss an archival collection, and traditional academic research-based articles. Notes and perspective pieces should be a maximum of 3,000 words including references, while articles will be in the range of 6-8,000 words including references. For anything substantially over 8,000 words, we suggest contacting the editorial board *before* submission.

This journal is primarily for historians and archive professionals, and thus *requires* its pieces to be steeped in archival research. In other words, any piece of research should discuss the nature of, or heavily use, historical archival holdings. These need not be physical – digital archive use is encouraged – but we expect an engagement with history via primarily qualitative methods, and thus will **not** accept pieces that use **only** quantitative data gleaned from published material. While we recognise not all potential authors will be working in history departments or as professional archivists, we wish to stress that this is not an economics or management science journal. Thus, while some blend of quantitative and qualitative methods and sources may be permissible, again we strongly suggest discussing your piece with the editors prior to submission if you feel it does not fall neatly into the categories above.

This journal accepts all pieces which pertain to or discuss the history or archives of industries, businesses or sectors in any geographic or time period, so long as such pieces meet the outlines above. We accept that recent periods, including the global financial crisis of 2008, are commonly treated as history, and as such would accept pieces on this nature – though again we stress the need for the usage of archive-based research, which typically preclude research that is exclusively on very recent issues. Thus, while a narrative that runs until the 2010s or later is potentially acceptable, there should be significant space and effort afforded to a study which utilises archival holdings and thus is likely to begin in earlier periods. As always, however, the editors are happy to field discussions on prospective submissions where the boundaries between history and contemporary studies are blurred.

Submission requirements

Submissions should be prepared double-spaced in Times New Roman typeface, with the font sized at 12, and left justified. A single space should follow full-stops within paragraphs. Paragraphs of text should be separated by an extra space rather than indented. Sub-sections and sub-headings are permitted, but these should be titled (e.g. ‘From Poverty to Progress, 1960-80’ and **not** numbered (e.g. ‘Section 1.1.2: 1960-80’). A short introductory abstract to the article should be provided.

Manual of style

References

This journal uses British English throughout and generally observes the [Oxford OSCOLA referencing style](#). Oxford style uses in-text footnotes with a reference list at the end of the document.

Page numbers, as either p.5 or pp.5-8 when denoting a run of pages, should be used **unless** the entire publication is being cited as indicative of its place in the wider literature or for its overall argument. After first usage, a short title should be substituted for the full title, or *ibid* (when the citation is otherwise identical to the citation immediately above).

Footnotes should be added in Times New Roman typeface, with the font sized at 9, left justified, single-spaced and ending with a full stop. Within the text footnote numbers should be placed after the full stop at the end of a sentence unless they refer to a specific word within the sentence.

Below gives an example of the footnoting style:

Type	Citation of footnote example
Book with one author, first time of usage	¹ C.W. Miller, <i>Planning and Profits: Naval Armaments Manufacture and the Military Industrial Complex</i> (Liverpool: Liverpool University Press, 2018).
Book, later usages	² Miller, <i>Planning and Profits</i> , pp.22-6.
Book with two to three authors	³ T.C. Kinner and J.R. Taylor (eds), <i>Marketing Research: An Applied Approach</i> (New York: McGraw-Hill Companies, 1987), p.12.
Book with more than three authors	⁴ N.G. MacKenzie et al., <i>Varieties of Capitalism over Time</i> (London: Routledge, 2022), p.14.
Chapter in a book	Zoi Pittaki, 'No Mutiny will be Allowed: Business, the Tax System and the Greek Version of Mediterranean Capitalism during Dictatorship, 1967-1974' in N.G. MacKenzie et al., <i>Varieties of Capitalism over Time</i> (London: Routledge, 2022).
Journal	⁵ Tony Woodall, 'New Marketing, Improved Marketing, Apocryphal Marketing' (2007) 41, <i>European Journal of Marketing</i> , p.654.
Online newspaper article	⁶ Kerry A. Dolan, 'African Billionaire Fortunes Rise on Forbes 2018 List of Continent's Richest' (<i>Forbes</i> , 10 January 2018), < https://www.forbes.com/sites/kerryadolan/2018/01/10/african-billionairefortunes-rise-on-forbes-2018-list-of-continents-richest > accessed 11 January 2025.
Web document	⁷ Wilderness Society Australia, 'Greenhouse Gases - Choking the Planet', <i>The Wilderness Society</i> , Hobart, TAS, Author, 2011, p.6, < https://www.wilderness.org.au/news > accessed 24 February 2024.

The style for bibliographies at the end of each article is below (note that this a different format to the footnote references):

Type	Reference list
Book with a single author	Jonathan, H. <i>Criminal Law</i> , London: Macmillan, 2011.
Book with 2+ authors	Kocis, J.M., Bachman, J.C., Long, A.M., and Nickels, C.J. <i>Inside Private Equity: The Professional Investor's Handbook</i> , New York: John Wiley & Sons, 2009.
Journal (note need for entire page range)	Woodall, Tony. 'New Marketing, Improved Marketing, Apocryphal Marketing' (2007) 41 <i>European Journal of Marketing</i> , pp.642-63.
Online newspaper article	Dolan, Kerry A. 'African Billionaire Fortunes Rise on Forbes 2018 List of Continent's Richest' (<i>Forbes</i> , 10 January 2018), < https://www.forbes.com/sites/kerryadolan/2018/01/10/african-billionairefortunes-rise-on-forbes-2018-list-of-continents-richest > accessed 11 January 2023.

Style conventions

Numbers

Write numbers up to ten in words (six elephants), and over ten in figures (27 apples), **unless** they occur at the start of a sentence or with units: 6 inches; 5 miles. For larger numbers (including financial sums), rounded figures up to ten given in words and after in figures (six million, £200 million) OR in figures where it would be ungainly to write out (£375,500).

Percentages to be given in figures and in full ('50 per cent').

Money expressed in pounds, shillings, and/or pence should appear as £117 10s. 5d. If shillings or pence are used alone write in full (11 shillings). See above for other sums.

Years

Use 1901-4 when from 1901 to 1904 is meant; use 1901/2 when a calendar year (or part thereof) over those two years is meant.

Dates

Wherever possible give dates in full, as 30 January 1938.

BC (Before Christ) appears after a date (55 BC) and AD (Anno Domini) appears before a date (AD 197). CE (Common Era) and BCE (Before Common Era) are not used.

Centuries should be written in full: seventeenth century not 17th century.

Date ranges should be minimised (use en dashes) as e.g. 1922–7, not 1922–27 or 1922–1927, or 1850–80, not 1850–1880.

Punctuation

Avoid redundant punctuation where possible. There should be minimum use of the dash (–) for punctuation purposes, but do use the en dash not the hyphen.

Quotations and quotation marks

Should generally be within single quotation marks thus ‘. . .’. Quotations within a quotation should be within double quotation marks ‘abc “. . .” xyz’. Quotations of more than 25 words should be broken off from the text and set in single spacing. Spelling and punctuation in quoted matter should remain as in the original.

Spelling

British English must be used, minimizing the use of z. For example, where there is an alternative use ‘-ise’ as in plagiarise, not ‘-ize’ as in plagiarize and use ‘organisation’ not ‘organization’.

Italics

Commonly used abbreviations should be roman type, thus et al., i.e., e.g.

Foreign words and phrases should be in italics (e.g. *sisu*) and **not** inverted commas, but never names of foreign services or organisations (e.g. Kriegsmarine) or when words are in common English usage (e.g. ad hoc).

Names of journals, newspapers and books should be in title case and italics but not unpublished theses.

Capitals

Use minimal capitals. Use initial lower case for ‘south-west England’, with upper case in proper nouns (Northern Ireland).

Use initial lower case when referring to titled people generally, but capitals when referring to one specific individual by title. Thus ‘captains’, ‘admirals’, ‘mayors’ but ‘the Prince of Denmark’, ‘King Alexander III’, ‘Admiral Beatty’, etc.

Business job titles like chairman, director and chief executive officer should be in lower case.

Military operations should have only the first letter capitalised: Operation Torch not Operation TORCH.

Hyphens

In general, hyphens should be used as sparingly as possible. However, when two words are used attributively (provided one of the two is not an adverb) the two words should be hyphenated, thus, ‘working-class housing’, ‘nineteenth-century urbanisation’, but ‘very rapid municipalisation’. The compound words should be hyphenated: ‘pre-war’, ‘inter-war’, ‘post-war’ (but still ‘macro-economic’). Reserve the use of hyphens in the text for these kinds of hyphenated words.

Abbreviations

Well-known abbreviations and should be used where appropriate. Abbreviated words should be followed by a full stop except in cases where the abbreviation comprises the first and last letters. Thus ‘prof.’, ‘Co.’ and ‘ed.’, but ‘Dr’ ‘jr’ ‘eds’, ‘pt’ ‘Mr’ and ‘Mrs’.

For business names, use ‘&’ **only** in titles of firms according to their usage, e.g. Simon & Schuster. When referencing limited companies and private limited companies, these abbreviations should be used as follows Ltd – title case and no full stop – and plc – all lower case no full stop.

WWI, WW2, WWII should not be used. Use First World War and Second World War.

Use UK and US rather than United Kingdom or United States.

Acronyms

Define acronyms at their first occurrence in the abstract and main text. After this, use the acronym only.

Do not use an acronym if the definition or phrase is used only once. The definition should be lower case, unless it is a proper noun, e.g. Business Archives Council of Scotland (BACS), Greenwich mean time (GMT) or heavy goods vehicle (HGV).

Acronyms that are very familiar to readers of business or historical journals do not need to be expanded. e.g. NATO, TNA, BL. However, examples like AGM should be in full as annual general meeting. Some words in common usage as acronyms (spam, laser, scuba, radar) do not need to be in all-caps.

Illustrations and figures

Any photographs or other illustrations provided for inclusion must be high-quality jpeg or tiff files. These must be accompanied by precise captions and full copyright acknowledgements. It is the contributor’s responsibility to ensure appropriate reproduction permissions are secured and proof of this must be provided to the journal’s editors. Poor quality images cannot be accepted.

Any figures like tables or other charts provided for inclusion must be properly designed, consistent and print-ready and accompanied by precise captions. If figures are copied from another source reproduction permissions must be secured and proof of this, and full copyright acknowledgements, must be provided to the journal’s editors.

If in doubt refer to the previous 2026 edition of the journal for style guidance.