Instructions for authors

The instructions below are specifically directed at authors who wish to submit a manuscript to Parliaments, Estates & Representation. For general information, please visit the Publish with Us section of the Taylor and Francis website.

Parliaments, Estates & Representation considers all manuscripts on the strict condition that they have been submitted only to Parliaments, Estates & Representation, that they have not been published already, nor are they under consideration for publication or in press elsewhere. Authors who fail to adhere to this condition will be charged with all costs which Parliaments, Estates & Representation incurs and their papers will not be published.

Contributions to Parliaments, Estates & Representation must report original research and will be subjected to review by referees at the discretion of the Editorial Office.

Manuscript preparation

Parliaments, Estates & Representation 41, July 2021. Published for the International Commission for the History of Representative & Parliamentary Institutions by Routledge/Taylor & Francis. © 2019 International Commission for the History of Representative and Parliamentary Institutions/Commission Internationale pour l’Histoire des Assemblées d’États. https://doi.org/10.1080/02606755.2019.1613064

1. General guidelines

- Papers may be submitted in English, French or German. British or American spellings will be accepted.
- Contributions should be typed in double-spacing with wide margins (c.3 cm), preferably on A4 paper. English-language contributions should be presented in accordance with the MLA Style Manual (US) or the MHRA Style Guide (UK).
- Papers are normally expected to be within the range 4,000 to 10,000 words, including footnotes.
- Please supply a short biographical note for each author.
- When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol® or TM.

Authors are asked to observe the following guidelines when preparing their text:

- Use the same typeface throughout.
- Number pages consecutively in the top right-hand corner.
• The first line of each new paragraph should be indented, except after a heading, indented quotation, figure or table.
• No extra space should be made between paragraphs unless a text break is wanted.
• Sub-headings should be left unnumbered.
• Leave additional spaces above and below section headings and above and below indented quotations.
• Type all headings, both main and sectional, with initial capital for the first word only and without full stops at the end.
• Single quotation marks should be used, with double only for quotes within quotes.
• For quotations/extracts, follow the original spelling exactly, using single quotation marks for those of less than 50 words; for longer extracts use indentation from the left margin, but no quotation marks. Omissions are indicated by three dots, followed by a full stop if they occur at the end of a sentence.
• Abbreviations are given without full stops between letters, for example USSR. Contractions ending with the same letter as the original word do not have full stops, for example edn, eds, Dr, but ed., ch. and so on.
• Dates should be given as 18 August 1990; 1914–18, 1898–99, twentieth century, and decades as 1990s without an apostrophe.
• Initial capitals distinguish the specific from the general – for example, ‘she is Professor of Economics at Vienna University’, but ‘she is a professor at a university’. In general, use capitals as sparingly as possible.
• Where dictionaries give alternatives for words ending in -ise, -ize, use the -ize suffix.
• Numbers up to ten should be written in full unless indicating a unit of measurement – for instance, 3 kg, two girls, 2 per cent (not %, except in tables). At the start of sentences, spell out numbers. Otherwise only spell out numbers from ten if used in a generalized way – for instance, ‘about a hundred people’. Figures with four or more digits should have commas, as in 4,000. Decimal points appear as a full stop on the line.
• A successful author will be asked to supply a summary of around 250 words.

Please also observe carefully the following requirements for notes and references:

• Footnotes should be used to give references or convey information which comments briefly on, or explains, the text.
• Parliaments, Estates & Representation as a scholarly journal does however expect references for quotations and information and as an indication of the main primary and secondary sources used.
• Notes should be provided at the bottom of the page.
• Notes should be indicated by numbers superscribed AFTER punctuation (except within brackets).
• Rather than ibid., idem, op. cit., use a short title for subsequent references.
• Book reference: R.C. Small, Crusading Warfare (1097–1193), 2 vols (Cambridge, 1956), vol. II, p. 16. (Later references: Small, Crusading Warfare).
• Journal reference: J.R. Young, ‘The Scottish Parliament and Witch-hunting in Scotland under the Covenanters’, Parliaments, Estates and Representation 26, (2006), pp. 60–61. (Later references: Young, ‘Scottish Parliament’).
• Chapter in book: H.J. Cohn, ‘The Electors and Imperial Rule at the End of the Fifteenth Century’, in S. MacLean and B. Weiler (eds), *Representations of Power in Medieval Germany 800–1500* (Turnhout, 2006), p. 295. (Later references: Cohn, ‘Electors’).

• Contributors are especially asked to note that the initials (or first name) of an author should come before the surname, and that the surname should not have any kind of capital letter except for the initial.

• Book references require place and date of publication, but not the publisher; journal references require both volume number and date of publication, but the number of the journal part only if pages are numbered separately from the beginning for each part.

• In papers published in French or German, references should also follow these general guidelines. Places of publication should be given in the language used in the text, not that of the publication referred to.

• Page ranges follow the house style: 1–9, 11–19, 20–29, but 21–9; 100–109 but 101–9.

• Titles of archive materials, source collections and journals must be given in full at the first reference, accompanied by abbreviations to be used later, if wanted.

• Usage within a paper should always be consistent; typescripts which diverge considerably from these guidelines may be returned to the author for correction.

Authors may be asked to consider corrections by the Editor or copy-editor, and will be required to sign a contract, and to return proofs within a few weeks when requested to by the publisher.

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It is in the author’s interest to provide the highest-quality figure format possible. Please be sure that all imported scanned material is scanned at the appropriate resolution: 1200 dpi for line art, 600 dpi for greyscale and 300 dpi for colour.

• Figures must be saved separately to the text. Please do not embed figures in the paper file.

• Files should be saved as one of the following formats: TIFF (tagged image file format), PostScript or EPS (encapsulated PostScript), and should contain all the necessary font information and the source file of the application (e.g. CorelDraw/Mac, CorelDraw/PC).

• All figures must be numbered in the order in which they appear in the paper (e.g. Figure 1, Figure 2). In multi-part figures, each part should be labelled (e.g. Figure 1(a), Figure 1(b)).

• Figure captions must be saved separately, as part of the file containing the complete text of the paper, and numbered correspondingly.

• The filename for a graphic should be descriptive of the graphic, e.g. Figure1, Figure 2a.

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4. Supplementary online material

Authors are welcome to submit animations, movie files, sound files or any additional information for online publication.

5. Manuscript submission

Contributors are asked to send their text to the Editor, Dr John R. Young: john.r.young@strath.ac.uk.

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