

Guidance for Contributors

The Antiquarian Horological Society (AHS) is a learned society formed in 1953. It exists to promote the study of clocks and watches and the history of time measurement in all its forms – in essence the study of the history and material culture of timekeeping. An overview of the society, its aims, activities and publications, can be gleaned at

<http://www.ahsoc.org>

Description of the Journal

Antiquarian Horology is the journal of the AHS. There are four issues each year. Issues are arranged into volumes, which comprise six issues each. Each journal contains several original scholarly articles, often illustrated; the AHS programme and meeting reports; news; letters; a picture gallery and reviews of other journals and horological books.

How to submit

The AHS welcomes submissions from professional horologists and historians, as well as collectors and amateurs. It is not exclusively a journal for academics, though it strives to set the highest standards of scholarship wherever possible. Clocks – their form, history, development, indeed in any aspect – are at the heart of the journal. Submissions are sought which illuminate any aspect of horology, although issues of restoration and repair are more suitable for the *Horological Journal* (published by the British Horological Institute) or other specialist publications. An exception would be the subject of conservation, which might well be suitable for *Antiquarian Horology*. In general, journal articles are likely to focus on individual clock-makers, their families, guilds, workshops, the cities in which they worked, their products, the markets for those products, the development of horological science, breakthroughs in design or thinking, particular genres (i.e. marine chronometers, japped clocks etc), and any allied topics, including the interaction between horology and the world, in the sense of timekeeping as a crucial element of any practice, industry, science or other undertaking. Analysis of the life of a particular watch or clock to show how it has been changed or been used through its history is welcome. The journal strives to achieve a balance between a focus on objects and the interpretation of those objects within culture.

It is important to note that you do not need to be an expert or experienced writer in order to be able to contribute an article. The Editor and the editorial advisory panel are very willing to provide advice to any author on how to turn original ideas, research and material into an article. In addition, there are members of the AHS who may in certain circumstances (dependent on geography, timing etc) be able to assist with high-quality photography. In general you should not be discouraged from contributing through any lack of previous experience or writing skill – help is probably available. Finally, in certain circumstances there may be financial assistance available, for example in facilitating travel to (or access to) archives or other sources of information, although such resources are limited and there is a rigorous application procedure. The Society's aim is to promote original research and

publication of that research and it will work closely with potential authors to achieve that goal. Anyone considering an article but uncertain how to progress should first contact the Editor for an informal discussion. The Editor can be reached as follows:

Dr Peter de Clercq
Editor Antiquarian Horology
13 Camden Square
London NW1 9UY
020 7428 0268
e-mail: peterdeclercq@btinternet.com

Format

Submissions should ideally be made in Microsoft Word format (any version, or as an *.rtf file). Documents (and images) may be submitted on disc and by post, but ideally (where size permits) they should be sent by e-mail and attachment. When choosing a title, please bear in mind that the journal is indexed and articles should be easy to find. Generally the style of the journal allows for headings, sub-headings and sub-sub headings. The first page should include the title of the article, the name of the author and an abstract of preferably not more than 150 words which will be printed along with the text.

Please provide a brief author's note which will appear as an asterisked note at the foot of the first page of an article. You are encouraged (but not obliged) to include contact details, usually an e-mail address, to allow readers to contact you directly with any comments or questions.

Graphic images

In addition to a regular photo gallery, the journal aims for articles to be well-illustrated with appropriate pictures, diagrams, tables and so forth. The journal aims to use illustrations of the highest quality which are as faithful as possible to life, to convey the most accurate possible representation of horological artefacts, both as illustrations for the present and as permanent records. For review purposes, you need only send images, or graphic material, of a limited resolution, since this will be sent to referees. Higher-quality images will be required if the article is accepted for publication, and electronic images are ideal. The Editor has access to high-quality scanning equipment and can assist authors who are not able to arrange such scanning for themselves.

Images should be of good quality and can be submitted in virtually any form. They can be photographic prints or transparencies (slides). Photographic prints should be true photographs – inkjet prints should be avoided as these can be sent as copies of the original digital images. Scans of half-tone images (from newspapers, magazines etc) can also be used. Good quality photocopies are also acceptable when originals cannot be found.

The size of digital images needs to be sufficient for reproduction. They will be used at 300 dpi with a minimum width of 6.8 cm (the column width in *Antiquarian Horology*). Normally a JPG file of 2 Mb or more will suffice for full-page reproduction. Images can also be sent as TIFF files (on CD). When photographing objects it is preferable to use a plain, smooth surfaced, grey card or paper as background and allow an area around the object for cropping during page layout. White card or paper can be used as an alternative.

Captions to images commence with 'Fig. 1.' and must be numbered sequentially.

Prior publication

Generally the Editor expects to publish material that has not been previously published. Occasionally it may further the dissemination of horological knowledge to publish material in the journal which has previously only been published or available in some very limited way (thus ledgers, shop books, catalogues and so forth may be reproduced with minimal additional comment). Where such circumstances do not apply, it would be expected that the bulk of any article would represent the results of new research, or the re-interpretation or explanation of existing facts. Material that is generally widely available (for example, published on the Internet) should generally not be reproduced in an article.

Conditions of submission, copyright and permissions

A condition of publication in the journal is the assignment of copyright to the AHS. In assigning copyright, authors shall retain the right to republish the article (in whole or in part) in a work of their own without the need to seek permission from the AHS, provided full acknowledgement and disclosure is made of the original article and its reference.

Authors are responsible for obtaining permission to reproduce any material, including illustrations and images, in which they do not hold copyright and for ensuring that appropriate and correct acknowledgements are made within the article. Institutions from which you may need to seek permission for the reproduction of material should be advised that *Antiquarian Horology* is a scholarly or academic journal. Publishing rights are required for English, and single country use.

In the context of quotations from other published sources, 'fair use' tends to limit direct quotations to a maximum of 200 words.

Peer review

It is the intention of the journal that all articles should be anonymously reviewed by relevant experts before publication. Inevitably, given the intense specialisation that exists in antiquarian horology, it is possible that an author is the only genuine expert in the relevant topic, but the Editor will seek to secure a review of each article by at least one other expert, and two where possible. These reviews will not be blind in the sense that the referees will

know the identity of the author. It is however intended that the author will generally not know the identity of any referees, whose comments, if any, will be collated and made anonymous before being referred to the author for guidance.

Whilst it is intended that the identity of referees should remain anonymous, there is no objection to an author suggesting to the Editor the names of suitable potential referees.

General criteria for acceptance

There is a generally high expectation that material submitted to the journal will be published, albeit with assistance from the Editor and referees in making suggested changes and improvements. It is not intended to be difficult to achieve publication in the journal and nobody should in any way be discouraged by the fact that material will be reviewed. It will be reviewed with a view to ensuring publication, as opposed to being reviewed as a way of eliminating surplus material.

If an article comprises original work and research then any arguments laid out or conclusions drawn should be clearly understandable from the material presented. Speculation should be avoided, unless it is appropriately signposted and where the audience could reasonably be expected to want the expert author to provide an informed opinion. Avoid ‘weasel words’, so that statements are adequately supported by the facts presented and a balanced account is given. For example, it is better to avoid constructions such as ‘Some people think that . . .’ or ‘It is believed that . . .’ It is important that readers can clearly understand the author’s own viewpoint, and if any other views are expressed, who these views are held by, illuminated by clear referencing.

Turnaround

The Editor and his advisory board have a long-term plan to build towards occasional issues of the journal with specific themes. This may possibly delay the publication of an article in order that it appears in the most appropriate issue. It is also the case, as the review panel broadens over time to include referees with limited time available, that the review process may take longer. In general, authors should expect to hear from the Editor very soon after submission with an initial opinion as to whether material appears suitable for publication. If an article is accepted for review, there will also probably be an indication at this stage as to how long is anticipated for a first review, and this may range from a month to several months, depending on the referees selected.

Once the Editor has gathered any review comments, he will forward these to the author, together with any suggested stylistic and/or copy-editing changes.

Length

Journal articles vary in length and depend in part upon the Editor's choices in order to construct an edition of appropriate economic and overall length. However, as a guideline, the principal three or four articles in a journal are likely to fall in length between 2000 and 7000 words. In the case of larger pieces of work, it is not uncommon to split these across several journals. All articles will be judged on their own merits, and cuts in size will not be required purely for the ease of assembling each edition of the journal. Rather the Editor may require articles to be edited or reduced in size solely to improve their clarity.

Style

The journal generally adopts the style guide of the Modern Humanities Research Association (MHRA). The style-guide is downloadable as a pdf file from the MHRA web-site at <http://mhra.org.uk/> A printed copy in book form is available from MHRA at relatively small cost (£6 – January 2010).

References

A general aim is that any references or citations should allow for a 'one-stop-shop' for the reader or referee. It is vital that sources of information in any article are adequately referenced, and in the most convenient way possible. It should not be necessary to flip backwards and forwards in an article to understand the source being used by a contributor.

Citations:

These should in general follow the format set out in the MHRA style guide. References should be stated in full when first cited. For later references, do not use terms such as '*ibid*' or '*op.cit*'. Instead, use clearly recognisable and understandable short forms. For example:

First citation: J. Eric Haswell, *Horology: The Science of Time Measurement and the Construction of Clocks, Watches and Chronometers* (London: Chapman & Hall, 1928), pp. 17–19.

Second Citation: Haswell, *Horology*, p. 45.

In the case of journals, the MHRA format is as follows:

Author(s), 'Title of article', *Journal*, volume/issue (date), page number(s).

Footnotes:

Notes should be presented in a single continuous series. On publication, these will normally appear at the foot of the relevant page, but authors are free to submit drafts either with footnotes or endnotes. Sentences should generally be drafted to allow for footnote references to appear after the full-stop – they should not appear mid-sentence unless the relevance of the note would otherwise be compromised. Footnotes are intended for references, and possibly for very slight clarifications. They should not be used for sub-arguments or extensive discursions (which should instead be relegated to an appendix, if strictly necessary).

Quotations:

Within the text, single quotation marks should be used. Double quotation marks should only be used for quotations within quotations. Longer quotations, over about fifty words in length, should be indented and printed without quotation marks.

Copy-Editing

Referees will probably not provide copy-editing suggestions, though the Editor and his advisory panel may do so. At all times the Editor will be striving to achieve the most accurate, yet readable, form of an article, adhering to the grammatical and stylistic norms that have been developed for the journal (and similar publications) over time, using, for example, norms established in guides such as Fowler's *A Dictionary of Modern English Usage*.

Spelling

Spelling should follow the *Oxford English Dictionary*. Note that for many public library card holders an edition is available on-line for which your library card may provide access. Note the MHRA conventions on words ending *-ise* and *-ize*. A prime goal is consistency.

Foreign Words or Phrases

Where a foreign word or phrase is clearly in common currency in English, it requires no distinctive formatting. Where a word remains unusual and some degree of emphasis is therefore sought by the author, it is appropriate to italicize.

Numbers

Numbers up to ninety-nine should be spelled out in full where the context is not statistical or a percentage is being indicated. Use 'per cent' not '%'. Numbers above this should appear as 250, 550 etc. Numbers up to 9999 do not take a comma, but thereafter do, e.g. 12,345.

Dates

Dates should be set out as 2 December 1777 [not 23rd], the 1880s, the nineteenth century, 1910–12.

Offprints

It is presently general policy to arrange for the printers of *Antiquarian Horology* to provide twenty off-prints of each article, and these are sent directly to authors.