

Notes for Referees

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. An overview of the society, its aims, activities and publications, can be gleaned at

<http://www.ahsoc.org>

The principal publication for which the AHS is widely known is *Antiquarian Horology*, a journal published four times 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. The journal is the flagship of the society and has deservedly built a reputation over the past sixty years as the premier scholarly journal published in the field of horology. The quality of the journal, and the high standards set for it, depend upon critical evaluation of the material submitted for publication. We very much hope you will assist us by lending your expertise to that critical review process. A secondary purpose is to secure constructive feedback that would enable an article that is not presently sufficiently rigorous or clear to be improved to an acceptable standard.

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. Submissions are sought which illuminate any aspect of horology, but 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, japanned 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. The journal strives to achieve a balance between a focus on objects and the interpretation of those objects within culture.

The Editor can be reached as follows:

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Referee anonymity

The review of material 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 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.

Copy-editing

Referees are not expected to provide copy-editing advice. It is the job of the Editor and his advisory board to suggest corrections at this level.

Feedback required

The most helpful feedback will comprise detailed comments outlining the strength and weaknesses of an article in terms of structure, content, critical analysis and overall presentation. In view of the importance of horological artefacts in most articles, it is very helpful to know of other examples of clocks, watches, archives, records or any material which it appears the author may be unaware of or have missed in some way.

We are concerned to ensure that we have selected the most appropriate referee and it is extremely likely that there is a very obvious reason that you will be asked to review a specific article. However, we are always conscious that other pools of expertise may lie untapped, and if you have a specific recommendation of another referee who would also be competent to review an article the Editor would be pleased to hear from you as early as possible.

The following guidelines should be helpful but are not intended to be exhaustive:

- (i) Referees should judge objectively the quality of any material submitted, with regards to originality, clear exposition, and the maintenance of high standards of scholarship.
- (ii) A referee should be alert to a failure to cite important examples, or relevant sources or to explain any sources of information.
- (iii) A referee should point out omissions that if corrected would improve the argument put forwards, or make the account, explanation or description more thorough.
- (iv) Referees should explain and support their judgements and comments sufficiently clearly in writing that the Editor will have no difficulty in understanding and communicating their comments to contributors. Ideally, comments and judgements should be phrased in such a way that they can be quoted verbatim in any correspondence with a contributor, albeit in an anonymous format.
- (v) Referees should treat any material received for review as confidential and should not share or disclose such material with other people except for the purpose of

securing expert opinions. In such cases, it would be helpful for the Editor to know of such consultations.

- (vi) Referees should be alert to any hint of plagiarism or the existence of material already published which bears a close similarity (either of subject or treatment) to the material under review.
- (vii) Guidance on the improvement or correction of material should be phrased in a supportive manner, designed where possible to facilitate improvement and eventual publication.

Turnaround

We would be very grateful if you could complete your review and send any comments to the Editor within four weeks of receipt of any material. Where this seems likely to cause difficulty, please advise the Editor as early as possible in order that other arrangements can be made.

Acknowledgements

The fact that you have been asked by the AHS to act as a referee is testament to the high regard in which your expertise is held. It is understood that experts will tend to be busy people for whom the added workload of peer review is burdensome, but we trust that you will share our view that the quality of scholarship can only be maintained through subjecting material to be published to the most rigorous assessment by those best qualified to judge it on its merits, and whose comments will ensure that errors are avoided and improvements made. The Editor expects to include in the journal on an annual basis an acknowledgement of the significant contribution made by referees and on that occasion you should expect your name to appear. If this is inappropriate for any reason, please advise the Editor.