

COMPARATIVE STUDIES IN SOCIETY AND HISTORY

NOTES FOR CONTRIBUTORS

HOW TO SUBMIT

CSSH welcomes submissions from authors in any academic field. Essays should be written in a way that makes complex issues intelligible and appealing to erudite readers who are not specialists in the subject under investigation. Submissions should be characterized by a comparative perspective in their theoretical, geographic, temporal, methodological, or disciplinary focus. The following guidelines are intended to help our authors prepare their articles for review; please read them carefully before submitting your manuscript, as papers which do not conform with these guidelines may be returned to their authors.

Format: Please submit an electronic version of the paper, an abstract, and full contact information, formatted in Microsoft Word for Windows. Documents created in other formats (e.g., WordPerfect) will not be accepted. Hard copies are not required. Authors may send their electronic files on a CD or a diskette, but we prefer to receive them by email attachment sent to: hist-cssh@umich.edu. In either case the review process will not begin until a complete set of materials has been received. If you send the file by email, you will receive written confirmation of receipt via a return message. If you do not receive such a message in due time, please contact the journal offices.

As always, electronic materials should be carefully checked for viruses before sending, and all macros should be disabled. Because of the risk of infection, journal staff will not open any attachment containing macros, but will delete it immediately. If macros are necessary to the integrity of your manuscript, then the file should be sent on diskette by standard post, accompanied by a letter explaining the name and purpose of each and every module. The editors will approve such requests at their discretion.

Please list the article's title, your full name and institutional affiliation, your email address, and a total word count (*including notes, references, and appendices*, but not your abstract) at the top of page one of your manuscript. Please do **not** post materials to us by a means that requires us to sign for receipt. Digital media or hard copies of editorial correspondence may be sent to:

David Akin, Managing Editor
Comparative Studies in Society and History
University of Michigan
1007 East Huron
Ann Arbor, MI 48109-1690 USA

Cover letter: Every submission should be accompanied by a cover letter providing the author's full name, institutional affiliation, and complete contact information (postal address, email, phone, fax, and URL, if available). You may also use the cover letter to describe your paper's relevance to the journal and its comparative focus. Please do not attach CVs, resumes, or other supporting materials to your cover letter.

Graphic images: For purposes of review, you need to submit only photocopies or printouts of any graphic material (figures, maps, etc.). Include two hard copies of each image, and two copies of any caption text, with the submission packet. The section entitled "Figures" at the end of this guide provides more detailed information on this subject. Camera-ready artwork is only required once an article has been accepted for publication. Electronic images are usually acceptable. Please note that we will not return materials sent to us as part of the submission process.

Prior publication: Only original, previously unpublished manuscripts are accepted for review. Publication of a manuscript in *CSSH* must precede its appearance in any other venue by at least six months. This includes publication in conference volumes or on public areas of the World Wide Web (the appearance of all or part of a manuscript on a *personal* Web page, however, is not prohibited under this rule). The failure to disclose facts of prior or pending publication may be considered cause for a manuscript's immediate rejection, without peer review. Prior publication in a series of working papers may be allowed if the series was produced for limited circulation. Authors should make note of any such circumstances in their cover letters. Please keep in mind that the submission of a single manuscript to multiple publications is not generally believed to be fair practice, and papers that have been simultaneously sent to other journals or publishers for consideration will not be reviewed.

PEER REVIEW

CSSH maintains an anonymous peer review process, in which most papers are reviewed by at least two independent scholars from fields relevant to the manuscript's subject area. Exceptions include papers which are judged to be clearly outside the journal's scope of interest, or which are clearly not up to the standards of academic publication: such manuscripts may be rejected by the editors at their discretion, without a full peer review. The reviewers' names or other identifying information will not be made known to the authors. Authors' names are revealed to the reviewers, however: if authorial anonymity is desired, please request this in the cover letter. Such requests are generally granted.

Suggested and excluded readers: Authors are always welcome to suggest the names of possible reviewers, or to request the exclusion of specific individuals from the list of potential referees. Exclusion(s) should be clearly explained in the cover letter. When recommending potential readers, please include full contact information and carefully check the spelling of each name, since misspelling can hinder the editors' ability to contact these individuals. Author recommendations and exclusions are regarded as suggestions only, and are not binding upon the editors or journal staff.

General criteria for acceptance: The criteria for acceptance of a paper for publication are stringent: *CSSH* publishes approximately one out of every ten manuscripts submitted. During processing, each submission is carefully reviewed for its relevance to the journal's mission, and its potential appeal to our readership. The list of a paper's potential reviewers is drawn up based on author suggestions, and recommendations from *CSSH* editorial committee members and consulting editors. We ask readers to evaluate the importance of a paper's theoretical contribution, the rigor of its analysis, the author's deployment of evidence in support of their arguments, and the relevance of the paper to a comparative perspective. Additional factors such as the quality of writing and the thoroughness of references to relevant literatures often play a subtle but important role in the final decision.

Common reasons for rejection: Papers are commonly rejected for the following reasons, among others: lack of comparative perspective (we typically receive a high number of submissions that should actually be sent to specialist journals); emphasis on policy recommendations, rather than theoretical analysis; failure to make an original contribution to the field (manuscripts which simply summarize an existing body of literature without contributing new evidence or analysis are particularly common); and prior publication.

Turnaround: The journal strives to provide a decision on every manuscript within five months, dating from the time when a complete submission packet has been received. This time frame may be extended if circumstances hinder the effort to find a full complement of reviewers.

Anonymity: Under no circumstances will journal staff disclose the names of *CSSH* reviewers without their prior consent. Authors should not request reviewers' names or contact information; any concerns about the review process should be directed to the editors.

FORMAT

Length: Manuscripts for review must be fourteen thousand words or less in length, *including* notes and bibliography (but not the abstract). Essays exceeding this limit will not be accepted for review. The majority of articles accepted for publication in *CSSH* are under twelve thousand words in length, and the editors may suggest that an article be shortened as a condition of acceptance. Recommendations for specific cuts may be made at the copyediting stage as well, even in manuscripts that were accepted at their current length.

Style: All manuscripts must be double-spaced throughout, *including* extracts, notes, and bibliography, with one-inch margins on all sides. Use twelve-point Times New Roman font for all body text *and* endnotes, footnotes, and References sections. Please **do not** double-space after periods: modern word-processing software automatically adjusts the spacing between sentences.

The journal's style is based on *The Chicago Manual of Style* (15th ed.); *Merriam-Webster's Collegiate Dictionary* (11th ed.) is regarded as the authoritative guide to spelling and usage. These sources may be consulted on all questions of style and grammar. Please note that the journal now standardizes all spellings to the American variant, rather than allowing authors to choose the British style (use "utilize" not "utilise," periods and commas within quotation marks, etc.). We will still accept papers employing British spellings for the purposes of manuscript review; but spellings must be changed at the copyediting stage in any paper accepted for publication.

Non-standard fonts and symbols: When providing an electronic copy of the manuscript, authors must also supply copies of any non-standard fonts or characters (such as diacritica) used in their essay. “Non-standard” is defined as any font or character not provided by Microsoft Corporation with their Word 2007 academic software package. Please keep in mind that such materials must be provided in full compliance with existing copyright law: unauthorized or pirated copies of fonts or other software will not be accepted. We expect authors to provide proof of authorization when submitting the files. Note that most fonts designed for Mac computers will not work on our PC computers.

References and bibliography: The journal does not enforce a house style for references or bibliographic citations: authors are free to utilize almost any style accepted for work in their own discipline, though they must be consistent throughout. This is done out of consideration for the widely varying disciplinary backgrounds of journal contributors. This lack of standardization makes proofreading more difficult, however, and authors should check the consistency of their citations *very* carefully. Within any particular reference style, we may adjust certain aspects of references to bring them in line with *CSSH*'s use of that style. Do not put your full references in both the notes *and* a Reference section, though abbreviated citations in the notes and text that refer to a References section are fine (Smith 2005: 125–28). Or, you may include your full references in notes only and not use a References section at all. However, authors must not use both styles and thereby duplicate their references. Notes should be numbered in a single continuous sequence, from the beginning of the paper to its end. Acknowledgements must be formulated in a single, unnumbered note appearing at the top of the notes section. If a manuscript is published, the unnumbered note will appear as a footnote at the bottom of the article's first page. Please start both endnotes, and then the References section, on new pages—do not make them continuous with the main text, or with each other. Endnote sections should appear before the bibliography. Our default style is to convert the endnotes to footnotes at publication.

FIGURES

While we welcome images, we can only publish a limited number in each volume, and so we have to be selective. Two hard copies of each figure should be provided with the submission packet, even if this means simply printing out copies of computer files. Clearly number the figures in the desired sequence, and indicate where you would like them to be located in the text. *Do not embed images in the text.* Please supply two copies of any caption text as well (for details on how to format caption text, see below), numbering each caption to correspond with one figure. Photocopies of illustrations and figures are acceptable when submitting an essay for review, but authors *must* furnish camera-ready copy (high-quality digital copies are usually acceptable) and any necessary permissions before publication of their manuscript. *CSSH* will not publish copyrighted images or figures until the necessary permissions are on file in the journal office: failure to provide permissions will delay or prevent publication of the manuscript.

Camera-ready formats: Camera-ready copy may be submitted in the form of high-quality photographs or TIFF files, Microsoft Excel files (preferred for tables and charts), or—when the image is strictly in line copy (black-and-white only, with no shading, as a pen-and-ink drawing or a bar graph)—high-quality paper copy. No other formats (e.g., PDF, EPS, or JPG files) are accepted for publication purposes. This is a common problem for authors whose articles employ maps, since professional cartographers often design their work in formats not accepted by the *CSSH* typesetter. Because of schedule and professional restrictions, the journal staff cannot assist authors with file conversions: please convert your materials into one of the accepted formats *before* sending the electronic files to the journal. Note that if you are sending a large number of images digitally, you should submit them to *CSSH* on a CD rather than as an email attachment, unless you make prior arrangements with the managing editor. *Be sure and retain your own high-quality copies of any images that you send to us.*

Sizing: Images authors supply should not be more than ten percent larger than the size at which they will ultimately appear in the journal. Production editors at Cambridge University Press will do any necessary resizing.

Caption text: Caption text should *not* be written on either the image itself or the sheet of paper upon which the image is mounted. Rather, please provide all captions and legends on a separate sheet (or sheets) of paper, making sure that each caption clearly corresponds to a numbered figure. Include an acknowledgment to the source of each image; even in cases where this is not legally required, since for images in the public domain the custom is nonetheless to note the source in the following fashion: Courtesy [name of the archive or other source]. Authors should supply electronic copies of all caption text *within the same electronic file as the manuscript itself*, on a separate page at the very end of the manuscript after the notes and References section. Please mark the first page of caption text clearly.

Digital images: Cambridge has now instituted a service to allow *CSSH* to publish images in color online without cost to the author. In most cases these would be images that are also published in black and white in the journal itself. The same service allows us to publish supplementary materials online. Both require agreement from *CSSH*, and the same copyright rules will be followed as for images and materials published in the journal. For further details on this, contact the managing editor.

Sending artwork: When providing hard copies of camera-ready artwork please enclose them in a sturdy protective envelope, thoroughly segregated from any manuscripts or other materials contained in the larger package. Make sure there are no staples or paper clips in the envelope of artwork. Do not make crop marks or otherwise write on the fronts of the images: instead, write lightly on the back, using the softest lead pencil available. Please be sure to mark the desired placement of all figures within the manuscript, and include any special formatting instructions for tables or appendices.

COPYEDITING

Scheduling: Manuscripts accepted by the journal will be copyedited three to four months prior to their final date of publication. Authors typically receive notice of their article's scheduling five to six months before it is published.

Goals: The copyeditor's primary obligation is to bring each paper into conformity with conventions of style and form. In this spirit, he may make recommendations of varying scopes. The editors view the copyediting process as a collaborative one, which will hopefully help the author to enhance the readability of their manuscript at the same time that it attunes the journal to the subtleties and nuances of the author's arguments. The journal is sensitive to the proprietary rights of an author over his or her creative efforts.

We hope that you will find the collaboration a productive one.

All editorial correspondence should be sent to:

David Akin, Managing Editor
Comparative Studies in Society and History
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1007 East Huron
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CSSH GUIDE TO ON-LINE EDITING

CSSH has now moved to an on-line editing process. So far our contributors have been overwhelmingly enthusiastic about the switch, which makes it much easier to track and respond to the copyeditor's changes. Once an article is scheduled for publication, the edited manuscript will be sent to the author by attachment (or by diskette, if necessary).

A set of detailed instructions for using the system follows here. We are always happy to answer questions about the process, or even to talk an author through the steps by phone.

It is our current policy to allow authors seven days to review edited materials and return them to our office. As soon as we have received these responses and made the necessary adjustments, the copyedited materials are sent on to our publisher, Cambridge University Press, for typesetting. Cambridge will send page proofs directly to the authors approximately one month thereafter as a pdf file email attachment, along with instructions for making any corrections. Since the journal staff provides Cambridge's production editor with each author's contact information for this purpose, please be absolutely sure to let us know if you will require the proofs to be mailed to an alternative address. We will need this information well in advance.

INSTRUCTIONS FOR EDITING IN WORD FOR WINDOWS

A set of thorough instructions for the on-line editing system follows. These guidelines are best regarded as a reference tool—read them through, but don't let the level of detail scare you.

Appearance of Changes

Once an article has been copyedited, we will send the file to the author by email attachment. You should scan such documents carefully for viruses, then open and inspect them immediately. Let us know right away if you have any trouble opening your attachment, or if you believe that the contents have been corrupted. Although we employ the most recent versions of industry standard anti-virus software, it is always advisable to check any file sent across the Internet.

Word 97 (or later) is required in order to use the editing system. Unfortunately, it is not possible to convert the edited file into an earlier version of Word, or into WordPerfect. The edited file can, however, be used on either PC or Macintosh platforms (though we cannot read Macintosh diskettes).

Once you have determined that the file was transmitted properly, you should immediately save it to your local hard drive or other dedicated filespace.

Please do not change the name of the file!

If the attachment works properly, you will see the editing changes in the following forms:

- (1) Any characters added by the copyeditor will appear in blue with a double underline.
- (2) Any characters deleted by the copyeditor will appear in red with a strikethrough.
- (3) Any instance in which the copyeditor has reformatted your text (by italicization, etc.) without changing the content will appear in green with a double underline.
- (4) All changes can be easily located by the presence of a vertical red line in the left margin of the document, directly adjacent to the line of text that has been altered.

Some passages may also be annotated with comments or queries, about which more in a moment.

Problems?

If your document does not appear as described, please try the following: Choose “Options” on the Tools menu. In the Options box, select the tab labeled “Track Changes.” If necessary, use this box to change the tracking settings so that they match the description above. Word will automatically reformat the entire paper according to your instructions. Once you have made any necessary changes, you may close the Options box.

The Reviewing Toolbar

You will also want to bring up a Reviewing toolbar underneath the normal Word toolbars. If the Reviewing toolbar did not automatically appear when you opened the paper, you can display it by selecting “Toolbars” on the View menu, and then selecting the “Reviewing” option on the submenu.

The Reviewing toolbar consists of four sections. Moving from left to right, the first section has buttons for reviewing comments. The second has buttons for reviewing changes. The third has a button for using Word’s highlighting function. *CSSH* copyeditors rarely use the comment function, and do not use the fourth section. A description of any Reviewing button can be obtained by resting the pointer over that button. A flag will pop up with the name of the button’s function.

Reviewing Changes

To review the copyeditor’s changes, use buttons seven and eight on the Reviewing toolbar, counting from the left side of the screen. These buttons each have a picture of a page of text overlaid with a pencil and a blue arrow, which points either left or right.

Pressing the button with the right-pointing arrow will automatically highlight the next change in your manuscript. Use this button to move from one change to the next, without having to worry about whether you may have missed any small changes, as deletions of single commas or periods are easily overlooked. Clicking the button with the left-pointing arrow will return the cursor to the preceding change in your paper. It is possible to work backwards through the whole paper if you wish. Accepting and rejecting changes

To accept a specific change, place your cursor anywhere within a passage of blue, red, or green text. Then click on the “Accept Change” button. (This button shows a page of text overlaid with a check mark.) If a blue passage (signaling an addition by the copyeditor) is accepted, the added text will turn black, thus becoming indistinguishable from the rest of the paper. Any deletion in red that you accept will simply disappear. Green text will automatically be formatted according to the copyeditor’s changes.

To undo a change, click the “Reject Change” button (showing a page of text overlaid with a red “x”). Word will automatically erase the copyeditor’s change and revert to your original version. If you reject a change, please call this to the copyeditor’s attention with [CHANGE REJECTED] in bracketed ALL CAPITALS just after it, with an explanation if necessary.

To accept or reject a series of consecutive changes, highlight them all at once and then click the “Accept Change” or “Reject Change” button, as appropriate. This may help you to move more quickly through the text. The changes need not be directly adjacent to each other: if not, simply highlight any intervening sections of normal text along with the edited passages, and then choose the “Accept” or “Reject” button. All changes within the area you highlight will be accepted or rejected, and the rest of the text will remain unaltered.

There is virtually no limit to the length of the text area that can be treated in this way. It is theoretically possible to accept or reject every change in a manuscript by highlighting the entire document, with the following exception: endnote text cannot be selected at the same time as regular text; it must be addressed separately by the same method.

All of the changes in a paper (including endnotes and comments) can be cleared at once by selecting the “Track Changes” option on the Tools menu, and then choosing “Accept or Reject Changes.” This will open a box in which you can click on the “Accept All” or “Reject All” button, and thus clear all changes. If you do this, you will be prompted to confirm your decision before Word executes the command. We advise that you not use this function, or highlight the entire document to accept all the changes globally, since we want you to approve of the individual edits. Furthermore, once you have committed to this decision there will be no way to locate and reverse the changes.

Reversing Your Decisions

If you change your mind immediately after accepting or rejecting a change, you can hit CTRL-Z (or select “Undo” on Word’s Edit menu) to reverse your last action. Repeating this procedure a second time will cancel the preceding action. This process can in fact be repeated as many times as necessary: it is possible to move backwards through the entire paper, one change at a time. However, once you have moved a considerable way into the manuscript it can be very difficult and time-consuming to track down and reverse a decision made earlier in the process. To conserve time and effort, please be sure of each decision before proceeding to the next.

Reading and Responding to Comments and Annotations

If the copyeditor has a question or a comment, they will place it in [BRACKETED BLUE ALL CAPITALS]. There is a comment function in the Word Track Changes function but we do not use it. We find that it confuses some authors, and Word unfortunately does not permit editors to attach comments within endnotes, where we often need to use them. Whenever necessary, please respond to a comment by appending your answer directly to it, also in [BRACKETED ALL CAPITALS]. Please respond to all bracketed comments, even if only to say that no action is required. Otherwise, the copyeditor will have no way of knowing whether you have actually read and reviewed each query. Once you have responded to a query of this sort, please *do not delete the query*. The copyeditor will remove it after you have returned the manuscript to *CSSH*.

These instructions are meant as a guide. Although the system may sound a bit complicated, authors will find the process much clearer in practice. The new system avoids both the need to wrestle with obscure editing marks, the expense of overnight packages, and the danger of papers being lost in transit. If these instructions seem unclear, the help function on Word is quite useful. Just search help for the section titled “Incorporate reviewers’ comments and changes.”

Thank you again for taking the time to read these guidelines. We hope that they will be helpful as we begin the steps leading up to publication of your article. If you have any questions or suggestions about how we could improve this process, please don’t hesitate to let us know. We look forward to hearing from you.