

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. For an overview of the society, its aims, activities and publications, visit <http://www.ahsoc.org>

Description of the Journal

Antiquarian Horology is the quarterly journal of the AHS. It contains original scholarly articles, usually illustrated, as well as Horological News, Letters to the Editor, Book Reviews and Further Reading, offering summaries of other horological journals published both in the UK and abroad. It also contains the Proceedings of the AHS, which consists primarily of announcements and reports of the meetings organized by the AHS and its various Sections and Groups.

Submission of articles

The AHS welcomes submissions from professional horologists and historians, as well as from collectors and amateurs. It is not exclusively a journal for academics, although it strives to set the highest standards of scholarship wherever possible. Submissions are sought which illuminate any aspect of horology. The journal strives to achieve a balance between a focus on objects and the interpretation of those objects within culture.

Some examples of suitable subjects for articles are: the makers, their products and their markets; horological collectors of the past and their collections; the development of horological science, including breakthroughs in design or thinking; particular genres such as marine chronometers, japanned clocks, pocket watches etc; 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. Material relating to good horological professional practice is also welcome; the topic of conservation is important, and where traditional restoration techniques are adapted, enhanced and updated, discussion of these practices may also be a suitable topic for coverage in *Antiquarian Horology*.

Submissions are ideally made in Microsoft Word format (any version, or as an *.rtf file). Documents and images may be submitted by post, but ideally electronically, as e-mail attachment or via Dropbox.

Anyone who considers submitting an article but is uncertain whether a subject is suitable or is looking for guidance can contact the editor for an informal discussion:

Dr Peter de Clercq
Editor *Antiquarian Horology*
13 Camden Square
London NW1 9UY
+44 (0)7394 061170
e-mail: peterdeclercq@btinternet.com

Conditions of submission

As a rule, the articles in the journal aim to contain new material, and the editor must be informed if an author has previously published the substance of the article in any form or language elsewhere.

Material that is widely available, for example published on the Internet, should generally not be reproduced in an article.

Submissions for *Antiquarian Horology* are invited on the understanding that the material is not also submitted for publication elsewhere. The author will of course be at liberty to offer it elsewhere if

- (a) the editor has explicitly rejected the submission, or
- (b) the author has decided to withdraw the submission, for example when the editor advises that the article needs substantial reworking to be acceptable for publication in *Antiquarian Horology*, and the author is unwilling or feels unable to undertake this; in that case the editor expects the author to inform him of that decision.

Membership of the AHS is not a condition for submitting, but authors may find it helpful, if only because it will give them access to the on-line archive of *Antiquarian Horology* from 1953 onward in the members-only area on the AHS website.

Length and format

As a guideline, articles will be between 2000 and 7000 words. Longer pieces are acceptable and may be published in parts split across several journals. Shorter pieces are very welcome, and may be published as Notes.

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. It should also include a brief note characterising the author, preferably including contact details (usually an e-mail address) to allow readers to contact the author directly with comments or questions.

Images

Images are preferably submitted in electronic form. For initial submissions it is acceptable to supply low-resolution images or to merge them into the text, but if the article is accepted for publication, they need to be supplied as separate files of sufficient resolution to allow reproduction at 300 dpi with a minimum width of 6.8 cm, the column width in *Antiquarian Horology*.

The Editor has access to scanning equipment and can assist authors who are not able to arrange such scanning for themselves.

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.

Copyrights

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, and it may also be very helpful to make clear the society is a registered charity. 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

Authors may expect to hear from the editor soon after submission with an initial opinion as to whether material appears suitable for publication in *Antiquarian Horology*. If that is the case, he will invite one or two relevant experts to review the submission. These reviews will probably not be blind in the sense that the referees will likely (but not always) know the identity of the author. It is however intended that the author will generally not know the identity of any referees, whose comments will be collated and made anonymous before being referred to the author for guidance.

Offprints

Article authors will receive an electronic version of their contribution in pdf format. If authors wish to have paper print-outs, we can provide a quote from the journal printers; alternatively, any local copy shop can produce copies as required.

Spelling and style

Spelling should follow the *Oxford English Dictionary* (freely available on-line for many public library card holders in the UK).

The journal adopts the style guide of the Modern Humanities Research Association (MHRA). It can be downloaded for free as a pdf or bought in book form, currently for £9.50; for details

visit <http://www.mhra.org.uk/Publications/Books/StyleGuide/index.html>. Some style elements that frequently occur are singled out below.

For **quotations**, within the text, single quotation marks should be used. Double quotation marks should only be used for the rare occurrence of quotations within quotations.

Numbers up to ninety-nine are 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 should be given as 23 December 1777 [not 23rd], the 1880s, the nineteenth century, 1910–12.

Footnotes

These are intended for references and for slight clarifications. They should not be used for sub-arguments or extensive discursions, which should be relegated to an appendix.

References to publications

In full when first cited; for later citations, do not use ‘*ibid*’ or ‘*op.cit*’, but clearly recognisable and understandable short forms.

The MHRA format for book citations is: Author(s) or editor(s), *Title of book*, (Place of publication, year of publication), page numbers. Name of publisher (optional) after place, preceded by a colon. 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. Later citation: Haswell, *Horology*, p. 45.

The MHRA format for journal articles is: Author(s), ‘Title of article’, *Journal*, volume/issue (date), page number(s). Example:

David S. Torrens, ‘Carriage Clocks and Chronometers’, *Horological Journal*, 88 (August 1946), 320–22.

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