

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 – 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>

The principal publication for which the AHS is widely known is *Antiquarian Horology*, published quarterly. It contains original scholarly articles as well as shorter notes. Beside these, the journal contains regular sections such as book reviews, as well as the Proceedings of the AHS.

The Editor can be reached as follows:

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Referee anonymity and selection

The review of material will not be blind in the sense that the referees will normally be informed of the identity of the author. It is however intended that the author will not know the identity of any referees, whose comments will be collated and made anonymous before being referred to the author for guidance.

The Editor is keen to select suitable referees. Should 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.

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. Referees are not expected to provide copy-editing advice.

The following guidelines should be helpful:

- Try and judge objectively the quality of any material submitted, with regards to originality, clear exposition, and the maintenance of high standards of scholarship.
- Be alert to a failure to cite important examples, or relevant sources or to explain any sources of information.

- Point out omissions that if corrected would improve the argument put forward, or make the account, explanation or description more thorough.
- Explain and support your judgements and comments sufficiently clearly in writing that the Editor will have no difficulty in understanding and communicating them to the author. Ideally, comments and judgements should be phrased in such a way that they can be quoted verbatim in any correspondence with the author, albeit in an anonymous format.
- Treat any material received for review as confidential and do 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.
- 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.
- Phrase any guidance on the improvement or correction of material in a supportive manner, designed where possible to facilitate improvement and eventual publication.

Turnaround

The Editor would be grateful if you could complete your review and send him your comments within four weeks of receipt of any material. Where this seems likely to cause difficulty, please advise the Editor as early as possible.

Acknowledgements

Each year, the Editor includes in the journal 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.