RECORDS OF SOCIAL AND ECONOMIC HISTORY

GUIDELINES FOR VOLUME EDITORS

The British Academy's Records of Social and Economic History (New Series) exists to publish primary sources that aid the study of social and economic history. It has proved particularly valuable as a means of publishing material that does not fall within the scope of any one local record society.

1   Background

The original series, 'Records of the Social and Economic History of England and Wales', was embarked upon as 'a great national undertaking' and consisted of nine volumes published between 1914 and 1935 (mainly on medieval themes) under the successive direction of Vinogradoff, Tout and Stenton. In 1970 the Academy reconstituted the Committee to supervise a New Series of 'Records of Social and Economic History', in the light of the increasing interest in this type of history. The series title was abbreviated to permit the publication of material other than that relating only to England and Wales. By the end of 2011, 46 volumes had been published.

2   Scope of the series, and guidance on eligible projects

2.1   The series already includes a wide variety of documents (charters, revenue-rolls, censuses, accounts, personal diaries, correspondence) relating to agricultural, urban, domestic, industrial, commercial and demographic subjects. Other documents, including governmental sources, will willingly be considered.

2.2   Periods covered so far range from the 11th to the 20th centuries.

2.3   Though the series has an emphasis on British topics, the Committee welcomes proposals for the publication of important comparative material from foreign sources, where there is some British orientation.

2.4   The collection of documents to be edited should be homogeneous, e.g. by topic, family, period or institution, so that they are valuable to scholars concerned with such an entity.

2.5   The document(s) should normally be publishable in a single volume. In the case of a very large source, the Academy may consider spreading publication over two or more volumes, or publishing only a representative selection. By way of guidance, the edited texts in recent volumes have ranged from 156 to 612 pages.

2.6   For sources of a quantitative or repetitive nature, e.g. tax returns or censuses, consideration may be given to publication of the documents themselves on electronic media, with a printed introduction.

2.7   All documents should normally be published in their original languages.

2.8   The introduction should be confined to such length and detail as will enable scholars to make use of the document(s). It should not constitute an original study of the subject more appropriately published elsewhere, and it should not normally be more than approximately one quarter of the total length of the volume.

2.9 The text (introduction, edited text, index/es) will be submitted on disk with an accompanying print-out.

2.10 The volume editor will be expected to compile an index or indexes to his/her volume, after consultation with the Committee Link Member on form and coverage, from the page proofs.

3 Before submitting a formal proposal

Prospective volume editors are encouraged to discuss their interest in editing a volume in the series informally with a member of the RSEH Committee, who will be able to advise on the likely suitability of the suggestion and on framing a formal proposal. However, it is also possible to submit a formal proposal to the Chairman of the Committee without preliminary discussion. Proposals submitted directly to the Academy's Publications Officer will be referred to the RSEH Committee.

4 Procedure for submitting a proposal

4.1 Proposals should be submitted to the Chairman of the RSEH Committee, c/o The British Academy, 10 Carlton House Terrace, London SW1Y 5AH.

4.2 A proposal should give details of the character and length of the text and the reasons for publishing it. A specimen of the material should be included.

4.3 The proposal should also give details of the lengths of the introduction and index(es), and details of any tables, illustrations, or other editorial matter such as genealogical tables or a glossary, that might be envisaged.

4.4 Most proposals originate from the archival research which the prospective volume editor has undertaken for other purposes, and while the preparation of the volume may involve varying amounts of further research it is to be understood that these are not suitable projects for volume editors to break into completely fresh ground. The proposal should indicate, as a preliminary estimate, how much further research the preparation of a volume will require, and how it is proposed to meet the costs of such research. More detailed cost estimates will be needed should the proposal be accepted.

4.5 A provisional date for the completion of the script should be given.

4.6 A brief c.v. (including details of comparable work already published) and the names of two referees should be supplied.

4.7 The RSEH Committee meets twice a year, in April and October. Decisions may therefore take some time, but it would help the procedure if proposals were submitted well before a meeting to allow papers to be circulated and references to be taken out.

4.8 If the RSEH Committee approves the proposal it will recommend its adoption by the Academy's Publications Committee, which may be able to offer advice on publication problems, may accept the title as a commitment, and, where appropriate, may issue a contract to the editor. (In exceptional circumstances the Publications Committee may require the final text to be submitted as print-ready PDF files, prepared to a given specification.)

5 Procedure after acceptance of a proposal

5.1 A member of the RSEH Committee (Committee Link Member) will be assigned the role of liaising with the editor, and should be the channel for all questions on editorial style. The

Committee Link Member will also liaise with the General Editor, whose role includes ensuring consistency across RSEH publications.

5.2 At an early stage after acceptance of a proposal the volume editor should discuss with the Committee Link Member a more detailed estimate of how much further research is needed, what facilities may be needed (photocopying, microfilms, scanning, etc.), and how this is to be funded, bearing in mind that the RSEH works on a small budget which can meet no more than modest research costs. Where substantial sums are involved the volume editor should make a personal application for research funding. Volume editors resident in the UK are eligible to apply for an Academy small research grant, and in cases approved by the Chairman of the RSEH Committee such applications can be accorded RSEH endorsement.

5.3 The volume editor should discuss editorial style and principles with the Committee Link Member as soon as possible, so that the correct conventions can be applied from the outset. Editorial principles will vary according to the material, but relevant published volumes in the New Series may be studied as a guide. In the case of medieval volumes the special 'Guidelines for Editors of Medieval Volumes', available on the British Academy website, should be followed. The house style of Oxford University Press generally applies, as detailed in 'Notes to OUP Authors' (a copy of which may be obtained from the Academy's Publications Officer). Editors may also find useful the latest editions of the following works:

> *New Oxford Dictionary for Writers and Editors: The Essential A-Z Guide to the Written Word*
> *New Hart's Rules: The Handbook of Style for Writers and Editors* (Oxford University Press)
> R. F. Hunnisett, *Indexing for Editors* (British Records Association)
> R. F. Hunnisett, *Editing Records for Publication* (British Records Association).

5.4 The principles of annotation should also be agreed. Footnote references should be provided where necessary to identify individuals or events for the benefit of the non-specialist reader. Levels of annotation will inevitably vary from one work to another, but editors should avoid self-indulgence.

5.5 When the points referred to under 5.3 and 5.4 have been discussed and provisionally agreed, a specimen consisting of about 20 pages of fully edited and annotated text should be sent to the Committee Link Member. This will make it possible to see how the conventions work out on the page and, if necessary, to revise them early rather than late in the preparation of the volume. The General Editor will advise on these matters as necessary.

5.6 The volume editor should give the Committee Link Member a progress report twice a year, in March and September, prior to each meeting of the RSEH Committee.

5.7 Volumes should be structured in the following sequence:

> Contents
> List of illustrations/maps
> Preface/acknowledgements
> Abbreviated references/other abbreviations
> Introduction (which may be in several sections)
> Editorial method
> TEXTS
> Appendices
> Genealogical tables
> Glossary
> Index(es).

5.8 Scripts should be submitted on disk (using a recent version of Microsoft Word) and with an accompanying print-out on A4 paper with double spacing and generous margins. (If PDF

files are to be prepared, detailed instructions will be given by the Academy's Publications Officer.)

5.9 Scripts should be submitted to the Committee Link Member.

5.10 Scripts (introduction and texts) will be read for their scholarly content by the Committee Link Member and either by another committee member or by an independent reader if thought appropriate. The Committee may request changes before accepting the final version of a text.

5.11 Although the Committee Link Member, the General Editor, and possibly other Committee members will read the submitted text and offer comments, the Committee does not expect to sub-edit volumes systematically to correct errors of typing or style. Volumes will *not* be copy-edited, and responsibility for the accurate and consistent application of agreed editorial conventions rests with the volume editor.

5.12 It is the volume editor's responsibility to obtain permission to publish from owners, libraries or other interested parties, and to pay any reproduction fees.

5.13 When the work has been completed to the satisfaction of the Committee, it will be passed to the Academy's Publications Committee for publication.

5.14 The volume editor should discuss with the Committee Link Member the identification of possible specialist interest in and markets for the volume, and the best means of arranging appropriate publicity.

6 Production

6.1 Volumes are marketed and distributed for the Academy by Oxford University Press, but all production matters are handled by the Academy's own Publications Department.

6.2 There are normally two stages of page proofs. The volume editor is wholly responsible for the completeness and accuracy of proof corrections.

6.3 Printer's errors should be marked in red ink, and all other corrections should be marked in blue or black. 'Author's corrections' (i.e. any amendments or rewritings of the text by the editor at proof stage) are extremely expensive. The script as it is submitted for press should be in its final form, and only corrections of spellings or of facts that will mislead readers should be made to the proofs. Any other improvements to the text may be disallowed or charged for. The completion of a cross-reference in a proof counts as an author's correction, and these should therefore be kept to a minimum in the script. (The above remarks about proofs are irrelevant where the editor is supplying PDF files.)

6.4 The volume editor should normally return the corrected proofs to the General Editor, c/o the British Academy.

6.5 The volume editor will work from the page proofs of the volume to prepare the index(es). The volume must be indexed for subject entries as well as proper names. The editor should discuss with the Committee Link Member (who will liaise with the General Editor) whether there should be separate indexes of Persons, Places, Commodities, Subjects, etc.

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