

Preparing your article for *Family and Community History*

Sections

1. **Structure**
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1/ Structure

Manuscripts should be compiled in the following order:

Title page.

This should include

- Name of author

All authors of a manuscript should include their given and surnames and, if appropriate, affiliation and ORCID identifier. One author will need to be identified as the corresponding author, with their email address normally displayed in the article. No changes to affiliation can be made after your paper is accepted.

- Abstract. No more than 200 words.
- Keywords. No more than eight.

Main text.

This should start on a new page.

Word count.

Including references and tables but not appendices or any figure list.

Disclosure statement.

This is to acknowledge any financial or non-financial interest that has arisen from the direct applications of your research. If there are no relevant competing interests to declare please

state this within the article, for example: *The authors report there are no competing interests to declare*. Please include any funding associated with the work using the below format

For single agency grants: This work was supported by the [Funding Agency] under Grant [number xxxx].

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Author's biographical note

75 words maximum per author.

References.

These should start on a new page.

Appendices.

Tables.

Each table should be on a separate page and captioned

List of figure captions and acknowledgements.

It is the responsibility of the author to ensure that material submitted conforms with copyright legislation.

2/ Word limit

10,000 words (including references and tables but not appendices).

3/ Style guidelines

General

Times New Roman 12 is the preferred font for all text, except the title which may be in a larger size.

The text should be double-spaced.

Do not leave a line between paragraphs or indent paragraphs. There should be a line left at the end of each section.

The examples provided may not cover all the sources that you employ. The general rule is that you be consistent and provide sufficient information in references for readers to be able to locate the sources.

The first-time abbreviations and acronyms are used they should be explained in full, unless they are in everyday use such as PM or DIY. Avoid abbreviations such as ‘viz.’, ‘c.f.’, ‘etc.’, ‘e.g.’ and ‘i.e.’

Spelling should be standardised as far as possible to follow *Oxford English Dictionary* usage.

Please use British -ise spelling style consistently throughout your manuscript.

Use single quotation marks, except where ‘a quotation is “within” a quotation’. Quotations of 40 words or more should be indented without quotation marks.

Avoid excessive use of the first person.

Avoid starting sentences with ‘And’ or ‘But’.

Nouns ending in –s should have their possessives in –s’s.

Dates

Presented as follows: 29 August 1974. In referring to a century use the form: twentieth century.

Ellipsis

Use three full points, except where the part omitted includes a full stop, when four points should be used.

Tables. figures illustrations and numerals

Units of measurement and all numbers of 10 and over should be given in figures; 10,000 and above with a comma, i.e. 5000 but 50,000. Numbers below 10 should be given in words (e.g.

nine schools), except in passages where many statistics are discussed where it is obviously desirable to use figures.

Figures should be high quality (1200 dpi for line art, 600 dpi for grayscale at the correct size).

Figures should be supplied in one of our preferred file formats: PS, JPEG, TIFF, or Microsoft Word (DOC or DOCX) files are acceptable for figures that have been drawn in Word.

It should be indicated in the text where tables should be placed. Tables should have a title, be numbered if more than one, and indicate the source of the data used. Tables should present new information rather than duplicating what is in the text. Readers should be able to interpret the table without reference to the text. Please supply editable files.

You must obtain the necessary permission to reuse third-party material in your article. The use of short extracts of text and some other types of material is usually permitted, on a limited basis, for the purposes of criticism and review without securing formal permission. If you wish to include any material in your paper for which you do not hold copyright, and which is not covered by this informal agreement, you will need to obtain written permission from the copyright owner prior to submission. This includes illustrations.

Endnotes

Used in the main to give necessary references (although technical details that cannot be easily incorporated into the text may also be given). Endnote numbers should always be positioned at the end of the sentence to which they apply and after the full-stop.

References

It is essential to acknowledge the ideas, words and information upon which you have built your argument and to offer readers a way to assess your sources. References in the notes should be set out as follows:

Books and pamphlets

Initial, (or name as it appears on title page) Surname, Title, [in italics] Publisher, Date of publication. Specific page numbers should be provided. Some books have DOIs (see *Readings in the Anthropocene* below). Please cite this if available. For example:

L. Radzinowicz, *Ideology and Crime. A study of crime in its social and historical context* (Heinemann Educational Books, 1966), p.19.

Note that lower case is used in the sub-title other than for proper nouns.

Essaka Joshua, *Physical disability in British romantic literature* (Cambridge University Press, 2020), p.123.

Naomi Tadmor, *Family and friends in eighteenth-century England: household, kinship and patronage* (Cambridge University Press, 2001).

Edited books

The names of up to three authors should be given in full; for works by more than three authors the name of only the first should be given, followed by 'and others'. Do not use 'et al.'.

Mark Rothery and Carol Beardmore (eds.), *Running the economy better than Rachel Reeves* (Nosuch Press, 1952), p.xi.

Sabine Wilke and Japhet Johnstone (eds.), *Readings in the Anthropocene: the environmental humanities, German studies, and beyond* (Bloomsbury, 2017), p.2,
doi:10.5040/9781501307782.

Renate Bridenthal, Susan Stuard, and Merry E. Wiesner-Hanks (eds.), *Becoming Visible: women in European history* (Houghton Mifflin, 1998).

Steven King, 'I love swans', in Carol Beardmore (ed.), *Birds I have known* (Booby Press, 2026), pp.69-70.

Translated books

Eleonora Fonseca Pimentel, ed. and trans. Verina R. Jones, *From Arcadia to Revolution: 'The Neapolitan Monitor' and other writings* (Iter Press and Arizona Center for Medieval and Renaissance Studies, 2019), p.54.

Subsequent editions

Max Weber, *The Protestant ethic and the spirit of capitalism* trans. Talcott Parsons (Allen & Unwin 1930, Routledge, 1992) <gpde.direito.ufmg.br/wp-content/uploads/2019/03/MAX-WEBER.pdf> [accessed 6 March 2026].

Note that references to ebooks include the URL and the date when the text was accessed.

Chapters in books

Sabine Nöllgen, 'The Darkness of the Anthropocene: Wolfgang Hilbig's *Alte Abdeckerei*', in Sabine Wilke and Japhet Johnstone (eds.), *Readings in the Anthropocene: The environmental humanities, German studies, and beyond* (Bloomsbury, 2017), pp.148–66 (p.155).

When a second item from a volume previously mentioned is to be listed, use an abbreviated form of the volume details.

Sean Ireton, 'Adalbert Stifter and the Gentle Anthropocene', in Wilke and Johnstone (eds.) *Readings in the Anthropocene*, pp.195–221.

Articles

E. J. T. Collins, 'Harvest technology and labour supply in Britain, 1790 – 1870', *Economic History Review*, 22, 3 (1969), pp.453-73 (p.455).

Subsequent References to Books and Articles

A subsequent reference should be cited as a shortened version with page number. For example Radzinowicz, *Ideology and Crime*, p.81.

Collins, 'Harvest technology', p.472.

Parliamentary Papers

BPP, 4th *Report of the R.C. on the Employment of Children and Young Persons in Trades and Manufacturers*, 1865 (3548), XX, 124-5.

BPP, R.C. *upon the administration and Operation of the Contagious Diseases Acts*, 1871 (c.408), II, Minutes of Evidence, Qs. 12903-9.

HC Deb, 3 December 1953, vol 521, c1296, <<https://api.parliament.uk/historic-hansard/commons/1953/dec/03/sexual-offences1up>> accessed 9 March 2026.

Manuscript Sources

British Museum (subsequently BM), Add. Mss., 269.

The National Archives (subsequently TNA), *State Papers, Domestic*, Elizabeth I, vol, 245, no. 24.

Sheffield City Libraries, Edward Carpenter Mss., 269.

The Public Morality Council (London) 48th *Annual Report 1947*, A/PMC/98/17, The London Archives, pp.12, 8, 6.

Newspaper articles

Richmond Herald, 8 July 1950 p.14.

Thesis

P. S. Gupta, 'History of the Amalgamated Society of Railway Servants, 1871-1913' (D.Phil., Oxford, 1960), p.123.

John Howard Smith, 'They suffer only for righteousness sake: the Glasite-Sandemanian Movement in the British American Atlantic World 1720-1790' (PhD, State University of New York at Albany, 2003).

Websites

Amel Mukhtar, 'How Failure Freed Coco Jones, R&B's Soulful New Star', *British Vogue*, 28 March 2023 <<https://www.vogue.co.uk/arts-and-lifestyle/article/coco-jones-interview>> [accessed 4 April 2026].

‘Welcome to the MHRA Style Guide Online’, MHRA, n.d. <<https://www.mhra.org.uk/style>> [accessed 1 December 2025].

‘What’s On At Tate’, Tate, n.d. <<https://www.tate.org.uk/whats-on> [accessed 6 October 2025].

4/ Artificial intelligence policy

AI tools that make suggestions to improve language, grammar or structure, are considered assistive AI tools and do not require disclosure by authors.

Authors are required to disclose upon submission the use of AI tools and large language models that produce content such as references, text, images, or any other content that directly impacts the research methodology, analysis results or conclusions. If the editors or the reviewers become aware that GenAI was inappropriately used in the preparation of a submission without disclosure, they reserve the right to reject the submission at any time during the publishing process. For further information see <https://taylorandfrancis.com/our-policies/ai-policy/>

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