

## Instructions for Authors:

**Note to Authors:** please make sure your contact address information is clearly visible on the **outside** of all packages you are sending to Editors.

*Immigrants & Minorities* is a refereed journal.

Articles submitted to *Immigrants & Minorities* should be original contributions and should **not** be under consideration for any other publication at the same time. If another version of the article is under consideration by another publication, or has been, or will be published elsewhere, authors should clearly indicate at the time of submission.

**Manuscripts.** Each manuscript should be submitted in **triplicate** with a version on disk, preferably in Word format). Articles should be typewritten on A4/Letter paper, on one side only, **double-spaced** and with ample margins. All pages (including those containing only diagrams and tables) should be numbered consecutively. Manuscripts should be sent to David Mayall, Department of History, Division of Education and Humanities, Sheffield Hallam University, Collegiate Crescent Site, Sheffield, S10 2BP. [d.w.mayall@shu.ac.uk](mailto:d.w.mayall@shu.ac.uk). All books for review should be sent to Gavin Schaffer, School of Social, Historical and Literary Studies, University of Portsmouth, Milldam, Burnaby Road, Portsmouth. HANTS PO1 3AS

There is no standard length for articles but 8,000 words (including notes and references) is a useful target. The article should begin with an indented and italicised summary of around 100 words, which should describe the main arguments and conclusions of the article.

Details of the author's institutional affiliation, full address and other contact information should be included on a separate cover sheet. Any Acknowledgements should be included on the cover sheet as should a note of the exact length of the article.

Following acceptance for publication, articles should be submitted on high-density 3 ½ inch **virus free** disks (IBM PC or Macintosh compatible) in rich text format (.RFT) together with a hard copy. To facilitate typesetting, notes should be grouped together at the end of the file. Tables should also be placed at the end of the file and prepared using tabs. Any diagram or maps should be copied to a separate disk in uncompressed .TIF or .JPG formats in individual files. These should be prepared in black and white. Tints should be avoided, use open patterns instead. If maps and diagrams cannot be prepared electronically, they should be presented on good quality white paper. If mathematics are included 1/2 is preferred to ½. Each disk should be labelled with the journal's name, article title, lead author's name and software used.

**Language.** Authors are requested to keep British or American spelling consistent throughout an article and also capitalisation.

**Key Words.** Provision of up to six key words is much appreciated by indexing and abstracting services.

**Notes and References.** The journal uses Chicago Humanities style of referencing, with a reference list. This uses short endnotes, with the full reference in a List of References. This is a system that allows for extensive endnotes, and references to archive sources, but it can consume a great deal of space.

**Endnotes.** Please use no more than 50 endnotes; neighbouring references should be bunched into a single endnote. Endnotes are to enlighten the reader, not to demonstrate the erudition of the author. Explanatory endnotes are welcome.

### *Endnote style*

In the text superior figures are used, for example<sup>1</sup>  
At the end, the notes will read:

- [1] Bennett, *The Birth of the Museum*, 64.  
[2] Ohara, 'The Image of "Ecomuseum" in Japan', 26–27  
[3] English Heritage, [www.english-heritage.org.uk/socialinclusion](http://www.english-heritage.org.uk/socialinclusion), 9 October 2003.  
The use of abbreviations such as 'ibid' and 'op.cit' is encouraged.

**Reference List.** The reference list should include only material cited in the endnotes. Therefore, if the author wishes to include in a reference list some material of 'further reading' that the article has not specifically cited, then this should be done by a special endnote. The reference list contains works to which a reader could reasonably be expected to make reference, mainly books and articles. Do not include websites, newspapers, archive records etc.; the endnote will suffice for these.

Reference List is in alphabetical order of surname, as follows:  
Bennett, T. *The Birth of the Museum: History, Theory, Politics*. London and New York: Routledge, 1999.  
Ohara, K. 'The Image of "Ecomuseum" in Japan.' *Pacific Friend*, 25, no.12 (1998): 26–27.

The reference list should be given in alphabetical order, with the names of the authors inverted. Provide the full, unabbreviated title of books and periodicals.

For a more detailed guide, please click [here](#).

**Tables.** Tables, diagrams, charts should be referenced in the text as figures. All tables should be typed double-spaced on separate sheets in the same font size as the text and numbered sequentially with Arabic numerals. Each table should have a descriptive title as well as informational column headings. It is assumed that all graphics will be computer-generated.

Maps, graphs, and photos should convey ideas efficiently and tastefully. Graphics should be legible, clean, and referenced in the text. A fine neat line defining the graphic field is preferred as a visual boundary between the text and graphic.

**Quotations.** Quotations should be in single quotation marks, double within single. Long quotations of several lines should be indented without quotes.

**Early Electronic Offprints.** Corresponding authors can now receive their article by e-mail as a complete PDF. This allows the author to print up to 50 copies, free of charge, and disseminate them to colleagues. In many cases this facility will be available up to two weeks prior to publication. Or, alternatively, corresponding authors will receive the traditional 50 offprints. A copy of the journal will be sent to the first named author after publication. Additional copies of the journal can be purchased at the author's preferential rate of £15.00/\$25.00 per copy.

**Copyright.** Authors must sign a copyright transfer agreement before their paper can be published. In accordance with copyright law, the manuscript must not duplicate substantial portions of previously published material. If a manuscript incorporates previously published material (in the form of text, tables or figures), the author is responsible for obtaining written permission from the holder of the copyright and for any costs associated with the use of the copyrighted materials. It is the authors' responsibility to ensure that where copyright materials are included within an article the permission of the copyright holder has been obtained. Confirmation of this should be included on a separate sheet included with the disk. Copyright in articles published in *Immigrants & Minorities* rest with the publisher.

**Author biography.** Authors should provide brief biographical details to include institutional affiliation and recent publications for inclusion in the Notes on Contributors section.

### Authors Checklist