



BRITISH HOROLOGICAL INSTITUTE

Instructions for contributors to *The Horological Journal*

The purpose of these instructions is to help contributors to *The Horological Journal (HJ)* submit their articles.

The *HJ* is the official journal of the British Horological Institute Ltd (BHI). It is a prestigious monthly magazine that has appeared like clockwork since 1858.

The BHI is a membership organisation of people who make, repair, restore, conserve, collect and sell clocks, watches and other instruments that keep and tell the time. The BHI is the voice of British horology, and promotes the needs and interests of the industry. It also supports study, training and education in horology.

Articles in the *HJ* are written and illustrated in a specific format. For example, when referring to *The Horological Journal*, we capitalise the T in *The* and italicise the three words that make up *The Horological Journal*. When we abbreviate the title, we do so as *HJ* or the *HJ* – not capitalising the, but we keep the use of italics in *HJ*.

We expect contributors to the *HJ* to follow this example and the instructions below. They are about where and how to submit your contribution, the preparation of the text, references such as endnotes and bibliography, and illustrations such as photos, drawings, graphs and other illustrations – in the bodytext of the *HJ* refer to all illustrations as figures.

These instructions are not about spelling, syntax and grammar. You will find help on these issues in the *Style guide for The Horological Journal*. When you have a question and this style guide does not answer it, you may find help in the *The New Shorter Oxford English Dictionary* or the online *Oxford English Dictionary*.

We only accept complete and final articles. A complete article consists of the following elements in this order: title, subtitle, name(s) of the author(s), text, endnotes (if needed) and bibliography (if appropriate), and figures.

If you send us an article and you also send it to other publications speculatively, you must tell us.

Please note that your contribution will not be accepted for publication in the *HJ* if you do not follow these instructions.

Length of the article and number of illustrations

- The article should not be longer than 3000 words. In exceptional cases the Editor may decide to accept a longer article and publish it as a series.
- The article should be illustrated. The average number of illustrations is four per 1000 words. For example, a technical how-to-do article may require this number of illustrations or more, while an article that is of general interest may need less illustrations. The Editor decides on the total number of illustrations for a specific article.

- The author has to submit all the illustrations with the text of the article or make suggestions for illustrations when submitting the article.

Where and how to submit an article

- Send your article in digital format to editor@bhi.co.uk. All text must be in Word format and attached to your email (not in the text of the email itself). For illustrations, see below.
- In your email, state the title of your article, your name, address and contact details; a short summary and if appropriate, a list of figures, which you must attach too.
- If you have not been given or completed one, download a copyright licence agreement form from the BHI website, complete, sign, scan and attach it to your email. If you cannot scan it, you can send it by post to: The Editor, *The Horological Journal*, Upton Hall, Newark NG23 5TE, United Kingdom. If you post the form, you must say so in your email.

Preparation of the text

- The text must be double line-spaced in the Times New Roman font, size 12 points.
- Submit the text unjustified, set full left with an uneven right-hand margin.
- The first line of text below all headings must be typed without a paragraph indent. After that, indent the start of each paragraph with a tab after a single return.
- Use italics when you mention a publication. Otherwise, do not format the text.
- Do not hyphenate words at the end of a line – this will be done at the editing stage.
- Do not use footnotes and use endnotes only to help readers find a source of information (see referencing below).
- Do not use double spaces between words or after full stops.

Preparation of figures

- Send each figure, whether it is a photo, drawing, graph or other illustration, in its original digital format (for acceptable formats, see below). Put each illustration in a separate file and number them.
- The digital format must be at least 300 dpi and have a minimum format of 10 x 15 cm. TIF, EPS and JPG files are all suitable, but PDF files will not be accepted. The Editor will determine the usability of figures.
- Indicate in text of the article where you want the figure to be inserted.
- Produce a list of the numbered figures, each with its own caption, in a separate Word document.

Referencing a book

When you make reference to a book in either your endnotes or your bibliography, use this order: author's initials, surname, *Full book title in italics* (Place of publication: Publisher, year of publication) page sequence or chapter number (if appropriate).

For example:

R.T. Gould, *The Marine Chronometer* (London: The Holland Press, 1976) 34-37.

Referencing an article in a journal

When you make reference to a book, use this order: author's initials, surname, 'Title of article', *Title of journal in italics*, volume number of journal (year of publication) page sequence or number.

For example:

M. Vandyck, 'The temperature compensator of H1', *The Horological Journal*, 118 (2003) 60-62

Referencing online material

When you refer to online materials, use the following.

Online databases

Name of database (web address and access date) Subject reference

For example:

Oxford Dictionary of National Biography (www.oxforddnb.com accessed 22/05/2015) Owen Manning

Websites

Link

Access date

For example:

<http://www.durtnall.org.uk/DEEDS/Surrey%20501-600.htm>

Accessed 1 July 2014.

Last updated 18 September 2015