



BRITISH
HOROLOGICAL
INSTITUTE

The Horological Journal

Author Guidance Notes & Style Guide

*The World's Oldest Monthly Technical Journal
published continuously since September 1858*



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Author Guidance Notes

The Horological Journal (HJ) contains leading articles on historical and contemporary clock and watch making, servicing, repair, restoration and conservation. We aim to maintain a good balance of theory and practice, covering clocks, watches, turret clocks, and electric and electronic timepieces. Although technical in nature, these articles and the news we bring from the industry are also of interest for collectors and other horology enthusiasts.

The *HJ* is the oldest continuously published technical journal in the world. First published in September 1858 it has appeared monthly ever since – without fail.

Members of the BHI receive a copy of the *HJ* every month free of charge. Indeed, the *HJ* is available only to members of the BHI.

Instructions for Contributors to the *HJ*

The purpose of these instructions is to help contributors to the *HJ* prepare and submit their articles.

- All articles are subject to a peer review process before being accepted for publication. Submission alone does not guarantee publication.
- 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 accept only complete and final articles. A complete article consists of the following elements in this order: title, subtitle, name(s) of the author(s), text, references comprising of endnotes (if needed), bibliography (if appropriate). Images, for example photographs, drawings and graphs should also be included when necessary.
- If you send us an article while also sending 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.

How to Submit an Article

Send your article in digital format to rachel@bhi.co.uk. Please include the following (where appropriate):

- **Article Details:** In your email, state the title of your article, your name, address and contact details as well as a short summary.
- **Text:** All text must be in a separate text document such as Word or ODF and attached to your email (not in the body of the email itself).
- **Figures:** All the figures should be numbered and submitted with the text of the article. See the *HJ* Style Guide for notes on Figures and Preparation of Figures.
- **Figure Captions:** Attach a list of figure captions, ensuring that they are clearly numbered.
- **Copyright Licence Agreement:** Please complete, sign and return the *HJ* Copyright Licence Agreement with your submission.



HJ Style Guide

The Horological Journal (HJ) employs a house style based on the *Oxford Style Manual*, Edited by R. M. Ritter, 2003 edition. There is a later (2012) edition, but it is condensed and not as comprehensive, and therefore the Editorial Board of the *HJ* has found the 2003 edition to be the most useful.

The OSM gives a great deal of useful information as to the reasons that certain formats are to be preferred in print – the whys and wherefores. However it's a lot for the occasional contributor to get to grips with.

HJ has therefore prepared this summary. Please refer to the following sample formats.

The Editor or Technical Editor can assist with further style enquiries relating to the submission of material to the *HJ* if required.

Figures

- Figures is the term used for all photographs, drawings, graphs and other illustrations within an article.
- Illustrated articles are preferable. The average number of figures is four per 1000 words. For example, a technical how-to-do article may require this number of images or more, while an article that is of general interest may need fewer.
- The Editor will determine the usability and total number of figures used for a specific article.

Preparation of Figures

- Send each figure in a separate file and number them to correspond with their reference in the text.
- Produce a list of the numbered figures, each with its own caption.
- Digital photographs must be a minimum of 1500 pixels high/wide and be saved as a high resolution TIFF or JPEG.
- Other illustrations should also be saved in the above format, although it may be more appropriate to save some illustrations in a vector format (EPS or AI).

If you would like to discuss your images in more detail or need help in preparing them to the correct format please contact Sam Bartle, BHI Graphic Designer: sam@bhi.co.uk • 01636 817605

Text Preparation

- The text must be Times New Roman font, size 12 points, unjustified and left-aligned.
- Use italics for non-English terms or for emphasis.
- Do not use hard line breaks or hyphenate words at the end of a line – this will be done at the editing stage.
- Try not to use footnotes and use endnotes only to help readers find a source of information. See below for house style for citations and references.
- Do not use double spaces between words or after full stops.
- Include all endnotes and footnotes at the end of the document, avoiding the use of automated footnotes.
- In the body text of the *HJ*, use textual cues to refer to figures (capitalise the F and make Figure and reference number bold). For example,

The escapement was then finished, **Figure 5**.

Citations and References

The purpose of references in academic work is to help substantiate published material; they can also serve as cues for further reading. Whatever the purpose, the way they are presented should allow readers to easily look up the cited information themselves.

When following this guide in preparing your references, please carefully observe details such as the placement of commas, full stops, italic and Roman type, etc. They have been put there for a reason; it can take an inordinate amount of time for the Journal staff to fix these, especially when multiplied by a number of articles, and subsequent checking with to-and-fro communication with the authors.

- All published works, including books, periodicals, films, music etc, are to have their title italicised.
- Capitalise all main words in the title, omitting conjunctions, prepositions, etc.
- Subtitles to appear after the title, separated by a colon.

In the examples below, the information between square brackets (including the brackets themselves) should simply be replaced with the relevant information, and the reference will be correctly displayed.

Author Names

Author names are to be listed as they appear in the work being cited:

- If the full name is used (e.g. Donald de Carle), then list the full forenames and surname, in that order.
- If only the initials and surname are recorded in the work, then the citation should have surname first, followed by initials (e.g. Baillie, G. H.)

Books

Simple Form

[Author name], [Title of the Book italicised] ([Place published]: [Publisher name], [Year published]), [page range separated by an en-rule].

Example A:

Donald de Carle, *Complicated Watches and Their Repair* (London: N.A.G. Press, 1977), p157.

Example B:

Kathleen H. Pritchard, *Swiss Timepiece Makers 1775-1975* (West Kennebunk, Maine: National Association of Watch and Clock Collectors, Phoenix Publishing, 1997), pp55–60.

Multi-volume Works

[Author name], [Title of the Book italicised], vol. [volume number in lower-case roman numerals] ([Place published]: [Publisher name], [Year published]), p/pp[page range].

Example:

John Culme, *The Directory of Gold & Silversmiths: Jewellers & Allied Trades 1838–1914*, vol. ii (Woodbridge, Suffolk: Antique Collectors' Club, 1987) pp84–86.

Specific Editions

These are formatted as follows:

[Author name], [Title of the Book italicised], [Abbreviated edition number] edn. [followed by any further edition data that would help somebody find a copy of the SAME edition] ([Place published]: [Publisher name], [Year published]), p/pp [page range].

Example 1:

Britten, F. J., *The Watch & Clockmakers' Handbook, Dictionary and Guide*. 11th edn. new impression (Woodbridge, Suffolk: Barron Publishing Ltd, 1972).

Example 2:

Donald de Carle, *Watch & Clock Encyclopedia*, 2nd edn. reprinted with Supplement (London: N.A.G. Press 1975).

Example 3:

François Lecoultrre, *A Guide to Complicated Watches*, 3rd edn. (Neuchatel: Simonin A., 2004), pp15–23.

In the third example, *A Guide to Complicated Watches* had already existed in two preceding editions in French. However it is not necessary to mention the language of this edition, as it is apparent from the language of the title.

Multiple Authors

Sometimes, chapters within a book are the work of different authors. In this case, cite the name of the chapter-writer, the chapter name in single quotes, followed by a comma and the word 'in', followed by the rest of the citation as normal.

[Name of the chapter's author], '[Chapter Title]', in [The name of the compiler/editor/translator of the volume] ([ed./trans.]), [Title of the Book italicised] ([Place published]: [Publisher name], [Year published]), p/pp[page range].

Example 1:

Carol Aiken, 'Imperial Easter Eggs: A Technical Study', in G. Von Habsburg, M. Lopato, et al, *Fabergé Imperial Jeweller* (London: Thames and Hudson, 1993), pp76–80.

In the preceding example, the book's multiple authorship has been condensed by listing just the names of the first two, followed by 'et al'.

Example 2:

John McGonigle, 'Bridging the Horological Divide', in British Horological Institute, *BHI 150: A Seminar Celebrating the 150th Anniversary of the British Horological Institute. June 7–9 2008*, (Newark: BHI, 2010), pp133–138.

The preceding example also demonstrates that when the work is product of an organisation and not a single author, the organisation should be treated as the author.

Periodicals

Authors' and editors' names in periodicals are treated the same as those for books. The following general structure is to be followed:

[Author], '[Article Title]', [Periodical Title italicised], vol. [volume number, in ARABIC numerals] ([Month, abbreviated to usual 3 or 4 letters if a long name] [year]), p/pp[page range].

Example 1:

Douglas Bateman, 'The Schroder clock, Properties of the Pendulum and its Timekeeping', *Horological Journal*, vol. 124 (March 1982), pp12–14.

This example also illustrates that the leading definite article (or indefinite article, as the case may be) in the periodical name is not used.

Example 2:

Jonathan Hird, et al, 'The Diamond Pallets of John Harrison's Timekeeper – H4', *Annals of Science*, vol. 65, issue 2 (April 2008), pp171–200.

Here, only the leading author's name of a multi-author paper is cited, followed by 'et al'.

Short References

For short references in parentheses, such as used in the Letters pages of *HJ* when an article or paper is being referred to, the following format should be used:

...([Periodical Title italicised], [Month] [year])...

Example:

‘Jonathan Betts’s letter replying to Nick Woods (*HJ*, June 2015) comes at an opportune...’

Note that there are no commas preceding or following the reference.

Theses, Dissertations and Monographs

Most universities and other academic institutions in the English-speaking world do *not* publish theses and dissertations as a matter of course. As a consequence, the titles of these works are listed between single quotes and are not italicised when referenced.

Please take care to accurately record the usage by the particular university as to the type of work (thesis or dissertation), as these are not consistent from one university to another. The safest way is to reproduce the term as given on the title page, noting also that some universities use D.Phil., and others Ph.D.

[Author Name], ‘[Title of the work]’, [type of work – thesis or diss.] ([name of Institution], [year]) p/pp[page range or section, as appropriate].

Example:

Samantha Cavell, ‘A Social History of Midshipmen and Quarterdeck Boys in the Royal Navy, 1761–1831’, Ph.D. thesis (University of Exeter, 2010), Appendix G4.

DVDs and Other Electronic Media

The format of such works varies widely, and the referenced material should be listed in a way that makes it easy to find, while sticking as closely to the strict format of the printed styles as possible.

Example 1:

Moorhouse, Farmer and Phillips, *The Anatomy of a Singing Bird Box*, (DVD, Private release from the authors, 2012).

Example 2:

John Redfern, ‘The Rochat Brothers’ Singing Bird Pistol’, *Patek Philippe Museum* (DVD, Geneva: Patek Philippe, 2004).

Online Material

When you refer to online materials, use the following formats. Online pages and content can change quickly, so we ask that you include your date of access.

Online Databases

[Name of database] [web address] ([access date]) [Subject reference].

Example:

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

Websites

[URL] [Access date].

Example:

<http://www.durtnall.org.uk/DEEDS/Surrey%20501-600.htm> (accessed 1 July 2014).
