**Authors’ Guidelines**

Manuscripts should be submitted to the Editorial Office. Authors are requested to submit manuscripts, only in electronic form, by e-mail, using any of more popular word-processing packages. Manuscripts should be submitted via the JoCIH’s website platform.

Manuscripts should be prepared in accordance with the journal’s accepted practice, form, and content; they should be checked carefully to exclude the need for corrections in proof. The author should mark where figures and tables are to be inserted. Authors vouches that the work has not been published elsewhere and that the manuscript has not been submitted to another journal.

Contributions must be written in an acceptable linguistic style. Illegible articles will be automatically rejected.

**Format of manuscript**

All contributions should not exceed 20 printed pages, including tables, maps and figures. Manuscripts should be typed in Times 12, 1.15 spaced (including references, tables, etc.) on standard A4 paper. Footnotes should be typed in Times 10.

Please, follow the format of the document *JOCIH Template*.

The first page of the manuscript should contain only the following:

1. Title of the paper containing keywords pertaining to the subject matter. No abbreviations should be used in the title.
2. Names (including forenames) of the author and name of the institute.
3. Author’s email and ORCID number. If there is just one author, the email address and the ORCID should be in two separate lines. If there is more than an author, both elements should be in the same line (see *JOCIH Template*).
4. An abstract not exceeding 200 words, summarizing the manuscript's argument and major contribution.
5. Keywords (maximally 5), which will be used for compiling the subject index same way as notes to the text *(see Notes and bibliography)*.
6. A list of abbreviations or acronyms used in the paper, if they are not explained in the text.

**Notes and bibliography**

Use Chicago author-date style.

For non-edited classical works, use footnotes indicating the author, title, place of publication (if possible) and year. For already quoted works, indicate the author and the shortened title.

For archival references, use footnotes.

Add a final list of bibliographical references according to the following models:

**(a)     Books:** Genovese. E.  *Roll, Jordan, Roll: The World the Slaves Made*. Vintage Books, New York: Vintage Books, 1976.

**(b)     Articles:** Ledford, K. “German Lawyers and the State in the Weimar Republic”. *Law and History Review*, 13 (1995): 317-49.

If the pagination of a periodical is continuous throughout the year, it is not necessary to give the number or the season, only the volume and year.

Citation of articles that have appeared in electronical journals is allowed if access to them is unlimited and their URL or DOI is supplied.

**(c) Chapter in an edited book**(citation of pages same as articles): Klug, T.: “Employers' Strategies in the Detroit Labor Market, 1900-1929”. In: *On the Line: Essays in the History of Auto Wor.* Ed. Nelson Lichtenstein and Stephen Meyer. Urbana: University of Illinois Press, 1989, p. 41-72.

**(d) Non-edited classical works:** Ramon Martí. *Pugio fidei adversus mauros, et iudaeos*. Paris, 1651.

**(e) Internet resources:** use footnotes.

**Quotations**

Quotations within the text should appear between quotes marks. For example: As Jacob ben Sheshet stressed: “Everything that a man on the path of faith can devise anew in the Torah [that is, by studying the Torah] serves to propagate and glorify the Torah” (cfr. Scholem 1987: 380-81).

Cites quoted as an independent paragraph should be tabulated. Please, do not use quotations marks nor italics. For example:

As Gregory says, both Jews and Saracens must be called to the Christian faith with arguments, reasons and flattery, and they must never be compelled to do so, because coerced services do not please God (SdCP, I,4,2)*.*

For non-English cites, please, use italics.

Italics are not required for non-Latin alphabets, names of institutions and proper names.

**Tables, maps and figures, including photographs**

Tables, maps and figures must be numbered in the text consecutively with Arabic numerals and submitted separately from the text at the end of the paper. Tables may be edited to permit more compact typesetting. The publisher reserves the right to reduce or enlarge figures and tables.

Diagrams and photographs should also be submitted on separate pages at the end of the article (new page for each figure). Figures should be numbered consecutively with Arabic numbers in the order of their appearance. Photographs should be fine quality, large glossy prints suitable for reproduction. Figures should not be larger than the manuscript paper. Numbers and symbols inscribed must be large enough to be legible after reduction in size.

The publisher reserves the right to accept color illustrations.

**Proofs**

Proofs will be submitted to the author for the correction of printer's errors. It is essential that author return the corrected proofs as quickly as possible with minimum alterations. Proofreading is the responsibility of the author. Only typesetting errors should be corrected at this stage. The corrected page proofs must be returned by the date requested.

**Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in Microsoft Word, RTF, or WordPerfect document file format.
3. Where available, URLs for the references have been provided.
4. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](http://revistes.iec.cat/index.php/CHR/about/submissions#authorGuidelines), which is found in About the Journal.
6. If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.