



# Construction History Society

Sixth Annual Conference 5-7 April 2019



## Guidelines for Submission of Final Papers Deadline 14 January 2019

All papers **must** be submitted to [chs@aha.cam.ac.uk](mailto:chs@aha.cam.ac.uk)

**All those submitting must be prepared to attend the conference and present their papers in person.** This is a condition of inclusion in the proceedings. Presenters uncertain of their English are welcome to bring others to translate and/or present on their behalf as long as they are present to ask questions through such an interpreter.

### **Submission Deadline**

To allow publication at the conference all papers must be received by 5pm on the 14 January. Late papers will not be accepted.

## Registration

All those submitting a paper must have registered by 30 January and have booked accommodation. Proof will be required.

## Submission of final papers

The final papers will be no more than 5000 words (30 000 characters with spaces) in length in the proceedings including notes, references and legends, with a maximum of 10 figures.

## Language

All papers must be in good English. Do not use Google Translate. This will not produce English of a high-enough quality. We recommend you get a native speaker to check the English. Any papers that require excessive language correction will have to be rejected. The editors reserve the right not to publish any paper either through poor English or through poor content.

## Style Guide

All papers must follow the style guide. Failure to follow the style guide may mean your paper has to be rejected.

The style guide is the same as the Construction History.

Images – usually up to about 10. These will be printed in black/white. Images and text in the images must be legible when printed at the A5 size (the Journal format).

Note: Authors must obtain written permission to use any images or quotations subject to copyright in advance of submission.

The paper, to contain:

- title, author, affiliation
- Introduction – explaining the background and aims of the paper
- The body of the paper
- Conclusions – presenting the conclusions drawn from the information and argument in the paper.
- Acknowledgments (if any).
- Contact details of authors for correspondence (postal address and/or e-mail addresses)
- Notes and references (**Endnotes**) – these should normally contain only references to published or archival sources of information, not detailed asides and extra information. References must follow the style used in papers recently published in Construction History – see detailed guidance below.

## PREPARING THE MANUSCRIPT IN MICROSOFT WORD

Page size – A4. All margins 25mm.

Page number – centred, at the foot of the page.

Times Roman, 12 point, 1.5 line spacing, prepared in Word using minimum formatting.

Headings: Level one in bold; Level two in italic.

All figures and tables must be referenced in the appropriate place in the text.

Figures: insert (Fig. ##) at the appropriate place in the text and after a full stop. For several figures, insert (Figs ##-##). (NB Fig. with a full stop; Figs without). Thus:

... Steel and steel-reinforced concrete were both new materials (Fig. 9) which reached maturity at about the same time at the end of the nineteenth century. (Figs 10-12)

Captions to Figures should be placed after the Figure. They should not exceed to 30 words, including subject, location, designer and date, as well as the source & copyright details for images. – e.g. Figure 2. Centrale d'Allocation Familiales building, Paris. Architect, Raymond Lopez. Steel frame during erection, 1957. Photo: Henri Longepierre. Private Archives of Henri Longepierre.

Tables: insert '(Table ##)' at the appropriate place in the text.

Captions to Tables should be placed before the Table. They should not exceed to 30 words, including source & copyright details.

## PREPARING FIGURES FOR PUBLICATION

Authors must have the copyright owner's written permission to use all images. Some owners will charge for the use of their images and usually ask how many copies of Construction History will be printed – the answer is 300. You must pay any costs and provide proof that you have obtained permission. No proof is required for images out of copyright, drawn by yourself or taken by yourself.

Photographs: Jpg files of photos should usually be at least 500KB but no more than 1.1MB in size. They will be printed in **black/white or greyscale** no larger than 3 x 6 inches at 300 DPI.

Please convert your images to the correct size and to grayscale.

Line drawings: Files produced by graphics software such as AutoCad or Photoshop may be quite small in size (less than 100kB) but it is essential to check they are high resolution and remain sharp when viewed at magnified scale.

Labels and numbers within images (not captions under image): Any text or labels in the image must be legible when printed at approximately A5 size (maximum) – approx. 130mm wide. When printed at 130mm wide, the font size should be 8pt minimum and 14pt maximum. Use the same font (Times New Roman or Arial) and font size consistently in a paper.

Composite figures: When a figure has 2 or 3 adjacent photos, send both the composite image and the separate ingredients (to allow the printer to control the layout). Name the separate image files clearly (e.g. Fig04 left; Fig04 centre; Fig04 right or Fig06a; Fig06b).

## SUBMITTING THE FINAL MANUSCRIPT FOR PUBLICATION

Final versions of manuscripts submitted for publication which do not conform to the guidance provided in this document may be rejected.

Authors are expected to ensure that the quality of the English grammar and vocabulary are of a standard suitable for publication. Ensure the English UK dictionary in Word is used to check spelling.

For authors whose first language is not English, it is ESSENTIAL that the final version of their manuscripts is corrected by a native English speaker who knows something about the subject of the paper, BEFORE it is submitted for copyediting. Neither Google Translate nor the grammar / spelling check in Microsoft Word can be relied upon to create English of a standard acceptable for publication.

## WHAT TO SUBMIT

Send the following files in an email or via WeTransfer or similar service:

- A Word file with text only – containing no figures or tables, or their captions. The file should be named as follows: Your surname.Final text.doc (or .docx).
- Figures must be prepared in high resolution as separate images. They will be printed in grey / black/white. Figures should be named sequentially as follows: Your surname. Fig01.jpg (or .tif etc.)
- Tables must be submitted both as separate tif or jpg images and also in their original format (e.g. Excel or Word), in case changes to layout are needed. They will be printed in black/white. Tables must be named sequentially as follows: Your surname.Tab01.tif

In addition, authors may also send a PDF of the whole paper with figures and tables and their captions in their correct places to show where they would like pictures to go. This will aid typesetting. The file should be named as follows: Your surname Final paper.pdf

Final manuscripts will not be accepted in other formats.

Manuscripts will be checked to ensure they conform to the guidelines in this document. This does not include revising or rewriting the text if it poorly written or if the quality of English grammar is not of a standard suitable for publication.

## STYLISTIC CONVENTIONS

### **Use Past Tense for past Events**

Do not use the pseudo present or historic present tense ie. describing past events as if in a television documentary, e.g. 'Brunel then moves from London to Bristol'. Use the past tense – "Brunel then moved from London to Bristol"

### **Numbers**

Figures to be used for measurement ( $\frac{63}{4}$  inches, 88 feet, 4.3 metres) but time to be in words (seven years, the eighteenth century). All other figures up to ten, in words (e.g. four reasons) and over ten in figures (e.g. 17 lorry loads). In the text, percentages are given in figures (e.g. 12.5 per cent); per annum is written in full. Decimals written with a stop, thus 4.35 (not 4,35) and thousands written with commas, thus 4,677,355 (not 4.677.355).

### **Years and Dates**

Time spans to include last two digits, except when crossing a century (1935-42; 1890-1905). Decades to be written as 'the 1930s'. Months to be spelt in full in the text and abbreviated in References.

### **Units**

Use metric measurements where possible. Provide conversions to metric when quoting original sizes or where discussion requires use of original units

### **Emphasising words**

Use single quotation marks (but sparingly!) – “The word ‘scantling’ is now used infrequently.”

### **Quotations**

Quotations to be given within double quotation marks (“...”). Quotations within quotations to be given with single quotation marks (“... ‘...’ ...”). Punctuation in a quotation should be exactly as the original. At the end of a quotation in a normal paragraph the closing quotation mark should precede the full-stop.

Omissions from a quotation to be indicated by three stops ... without brackets. Words inserted into a citation where text has been removed, in order to maintain sense, should be included within square brackets: “... the latest data [which] was available to the public ...” Quotations of more than two lines of text should be a new paragraph, indented left, and single spaced.

### **Upper case / lower case**

Lower case used for geographical divisions (the north-east of England), but upper case for political ones (South Africa).

### **Hyphens**

Hyphens to be used sparingly. But, when two words are used adjectively (provided one is not an adverb), they are hyphenated: thus ‘working-class housing’, ‘nineteenth-century urbanisation’ (but, ‘the working class’ and ‘very rapid growth’).

### **Foreign Languages**

Words or phrases in foreign languages used in English should be in italics – *ipso facto*, *per annum*, *raison d’être*, *Weltanschung*.

### **Abbreviations**

Acronyms to be explained at their first use; thereafter the initials only should be used, thus: “. . . of the Construction History Society (CHS) and was unable to . . .” and subsequently “. . . by the CHS.”

Well known abbreviations to be used when appropriate (Prof.; Co.), with a full stop, except with common titles (Mr, Mrs, Dr).

### **Academic Titles**

Scholars to be referred to by their academic titles in the first instance (Prof., Dr), but in subsequent references the surname only to be used.

### **REFERENCES IN ENDNOTES (DO NOT USE AUTHOR:DATE SYSTEM)**

The Construction History Society uses endnotes. Do not use an author:date system. Use an endnote number in the text and then notes at the end. All sources must be cited.

## **Books**

Author, Title (*italicised*). Place of publication: Publisher, Date. Page number(s) (if appropriate). Where there is a sub-title, it should be given an initial capital and be divided from the main title by a colon: eg

L. F. Salzman, *Building in England Down to 1540: A Documentary History*, London: Routledge, 1952.

First citation to be given as follows:

T. M. Charlton, 'Theoretical Work' in A. G. Pugsley, (Ed.) *The Works of Isambard Kingdom Brunel*, London: Collins, 1976. pp.183-202.

J. Abram, *Perret et l'Ecole du Classicisme Structurel* (2 vols), Nancy: Gaspard, 1985. Vol.2, p.69.

Subsequent citations to be abbreviated, with reference to location of first citation: eg

Charlton, Brunel, (Note 3) p. 191.

Abram, Perret, (Note 4) Vol.2, p.82.

Do not use loc. cit, or op. cit. Use *ibid.* only when re-citing a work cited in the immediately preceding reference, when that previous reference cited is only a single work eg:

L. G. Mouchel & Partners Ltd., *Mouchel-Hennebique Ferro-Concrete: List of Works Executed in the UK 1897-1919* (n.d., c. 1920), pp.23-7.

*ibid.*, p.82.

## **Journal papers**

Author, Title of paper (between single inverted commas), *Journal title* (in italics), vol. no. date, page number(s).

V. J. M. Rankine, 'Principles of the Equilibrium of Polyhedral Frames', London, Edinburgh and Dublin Philosophical Magazine, vol.27, no.3, 1864, pp. 92-105.

A. Perret, 'Architecture, Science et Poesie', *La Construction Moderne*, vol.48, 2 Oct. 1930, pp.2- 5.

Subsequent citations – as for books.

## **Conference proceedings and collections of papers**

Identify editor by (Ed.) – with stop, or editors (Eds) – with no stop.

S. Huerta, (Ed.), Proceedings of the First International Congress on Construction History, Madrid 2003, Madrid: Instituto Juan Ferrera, 2003.

J. Campbell, , (Eds), Proceedings of the Second International Congress on Construction History, Cambridge 2006. Cambridge: University Press, 2006.

Subsequent citations – as for books.

### **Papers in conference proceedings**

Where the conference proceedings have not been referred to:

W. Addis, ‘The history of design calculations for room acoustics’ pp.23-41 in S. Huerta, (Ed.), Proceedings of the First International Congress on Construction History, Madrid 2003, Madrid: Instituto Juan Ferrera, 2003.

Where the conference proceedings have already been referred to:

W. Addis, ‘The history of design calculations for room acoustics’ in Huerta, Proceedings (Note 12) p.29.

### **Websites**

Give the full address, but excluding the www. prefix, and give the date when it was consulted: e.g.

Some of Ove Arup’s well-known structures can be seen at his entry in the Structurae website <http://en.structurae.de/persons/data/index.cfm?id=d000129> (Consulted on 25th June 2011).

### **Newspapers**

Citations of short reports with no named author, e.g. in newspapers and periodicals, to be given as follows:

Independent (7 March 1995), p.3.

Building, Vol.248, No.11 (15 March 1985), p.23.

Longer reports and articles to be cited as articles, even if unsigned: eg

‘A Reinforced Concrete Factory in Portobello, Scotland’, Concrete and Constructional Engineering, Vol.2, No.6, (Jun.), 1908, pp.459-61.

### **Theses**

First citation:

B.Finnimore, ‘The Industrialisation of Building’ (Ph.D. thesis, University of London, 1986), pp. 29-30.

Subsequent citation:

Finnimore, thesis, (Note 27) p. 89.

## Manuscripts

It is important that MS references can be traced by any future researcher, even if citations become clumsy. The only standard abbreviations are P. R. O. (Public Record Office) and B. L. (British Library). Examples:

National Archives, CAB 124/476, Ministry of Aircraft Production, 'Draft Note on Estimated Costs of Aluminium House', 6 Dec. 1944, p. 2.

Scottish Record Office, Airlie Papers, G. D. 16, section 38/82, 5 April 1844.

Mouchel Papers (kept at L. G. Mouchel & Partners Ltd., 38 Victoria St., London), 'Project Record No. 1'.

Private Collection, letter of P. Webb to W. Estcourt, 3 Jan. 1882. Subsequent citations to abbreviate only as appropriate: eg

N.A., CAB 124/476, 'Draft Note on Estimated Costs of Aluminium House', (Note 38) p.2. 58 S. R. O. Airlie Papers, G. D. 16, section 38/82, 5 April 1884 (Note 42).

Mouchel Papers, 'Project Record No.1' (Note 43).

P.C., letter of Webb to Estcourt, 3 Jan. 1882. (Note 45)

## SEPARATE BIBLIOGRAPHY NOT ALLOWED

You must not put in a bibliography or list of references. All necessary citations must be in the endnotes.

## ACKNOWLEDGMENTS PERMITTED

You may include a short set of acknowledgements at the end of the paper before the endnotes, entitled Acknowledgments.