

## *Cultural and Social History*

*Cultural and Social History* aims to contribute to the reinvigoration of the discipline in the wake of the epistemological challenges that have brought into question many of the foundational assumptions of historians. Approaching society and culture as mutually constitutive and inextricably linked enables a fuller understanding of both. An appreciation of the constellation of cultural forces that confer meaning on the lives of historical actors is necessary if we are more fully to understand the social experience of individuals and groups in the past. Similarly, 'culture' is understood not as an entity distinct from 'society', but as a product of social practice, and therefore at the heart of society itself.

The journal seeks to make connections across the broad territory of cultural and social history and across chronological and geographical boundaries. It also aims to make links across the neighbouring sub-disciplines of History (economic, social, cultural and political) and between History and closely related disciplines which concern themselves with the history of culture (primarily Literature, History of Art, Anthropology, Cultural/Media Studies) and between History and the Social Sciences.

The editors of *Cultural and Social History* believe that the journal should reflect and encourage a wide range of perspectives, provided that the pieces are not sexist, racist, homophobic, or otherwise discriminatory. Opinions expressed in articles, features and reviews are those of individual authors and do not represent editorial policy. Please avoid excess jargon specific to a particular approach or discipline area, in the interests of accessibility to the widest possible readership. The journal welcomes unsolicited submissions. Manuscripts are reviewed blind: neither authors nor expert readers know one another's identities. Manuscripts do not need to be submitted in English. The journal has a limited budget for translation of works written in other languages. Please send an abstract in English along with the manuscript in electronic form.

### **Submission Guidelines**

Submissions to *Cultural and Social History* should be sent in electronic format. To submit a manuscript electronically, please send it either in WORD or in RICH TEXT FORMAT to **culturalsocialhistory@bergpublishers.com**. All submissions should include a 100 word abstract and four to five keywords.

Copies of any statistical tables, maps, or illustrations that cannot be sent electronically should be sent to Jill Greenfield, *Cultural and Social History*, c/o Centre for Contemporary British History, Institute of Historical Research, Senate House, Malet Street, London WC1E 7HU, UK. Provide your name(s), address(es) and contact information on a separate title page. Articles should be no more than 9,000 (inclusive of notes). The total word count should be added at the end of the manuscript.

Reviews and review articles should be submitted direct to the Book Review Editor.

## **Layout**

All material should be formatted for A4 or quarto paper, in double-spaced typing. Ample margins should be left. Each page of the typescript should be numbered. Notes should be kept to a minimum, and supplied as endnotes. They should be numbered consecutively and double-spaced, beginning on a new page at the end of the article. **Please do not use any endnote/footnote formatting which may be available with your software.** Please avoid cross-references as far as possible.

In Reviews, all material should be incorporated into the text: there should be no endnotes. In Reviews, the author's name should appear at the end of the review, together with the name of his/her institution.

## **Conventions and Notes for Authors**

### **Spelling**

Please use UK English spelling and punctuation. In general, *The Concise Oxford Dictionary* is our arbiter of spelling, especially for hyphenated words, words in italics, etc. Use 'z' spelling for all words ending in '-ize', '-ization' (organize, organization). However, alternative spellings in quoted material, book and article titles should not be changed. We also recommend *The Oxford Dictionary for Writers and Editors* and *Hart's Rules* (both published by Oxford University Press) as useful reference works.

### **Punctuation**

#### *Paragraphs*

Indent the first line of a new paragraph consistently (except immediately after a heading, when the paragraph should start flush with the left-hand margin). There is no need for extra space between paragraphs. Avoid too many short paragraphs, as these have a disjointed effect on the printed page and may not be necessary to the sense. Over-long paragraphs, however, tend to look tedious.

#### *Quotations*

Use single quotes except for a quotation within a quotation:

He remarked: 'This charge of "fraudulent conversion" will never stick.'

The full point precedes the closing quotation mark **ONLY** if the quotation contains a grammatically complete sentence starting with a capital letter.

He said: 'We must be leaving now.'

He told them that a small proportion 'may be available for distribution'.

Quotations over 60 words should be indented and separated from the main text by a space above and below. They should not be set within quotation marks:

I take far, far more pains than would go to the set composition of a lecture, both by varied reading and by meditation; but for the words, illustrations, etc., I know almost as little as any one of the audience ... what they will be five minutes before the lecture begins. This keeps me on my toes, and occasionally, I surprise even myself.

Be sure to indicate by the indentation, or lack of it, of the first word of the matter following the quotation whether it is a new paragraph or a continuation of the paragraph containing the quote.

#### *Abbreviations and Contractions*

Avoid unnecessary abbreviations. If many are used, provide a list of them at the end of the preliminary pages. If there is no explanatory list, explain unusual abbreviations on their first occurrence, e.g. REM (Rapid Eye Movement).

Omit the full point after contractions, i.e. abbreviations including the first and last letter of the word:

Mr Mrs Dr St Ltd edn eds (but: ed.)

Some other abbreviations drop the full point, including most units of measurement:

n (note) per cent mm lb ft (also note: 65 lb; but 'hrs', 'qrs', 'yds' take an 's' plural)

Full points are required after 'vol.' (but: 'vols'), 'seq.' and 'no.', even though the last is a contraction of *numero*. Note 'ibid.' but 'idem'.

No full points in sets of upper-case initials:

UN, USA, NATO, UK, EEC, NY

The plural form does not take an apostrophe except in the lower-case forms, which might otherwise be confusing (see Apostrophes on page 5):

NCOs but e.m.f.'s

#### *Capitalization*

Avoid over-use of capitals. They are often unnecessary.

*Titles:* King John. The King says, but a king must. The Minister of Information; the minister of a church. The Foreign Secretary, the Leader of the Opposition, the Duke of Buccleuch, but a duke, a bishop.

Hyphenated titles are capitalized in both parts: Major-General, Vice-President, etc.

*Geographical:* North, South, East, West if part of a political division, e.g. South West Africa, Western Europe, Western Capitalism. But the south of Scotland, southern Scotland, western winds; sun, moon and earth lower case.

*Brand Names:* Thermos, Vaseline, Spitfire. No inverted commas.

*Institutions:* The State (i.e. the body politic), the Church (if an institution; lower case if a building); also the Roman Catholic Church, the Church of England; Parliament but parliamentary behaviour, parliamentarians.

*Political:* Political subjects are tricky. Political parties take capitals but communism, fascism, capitalism, social democracy, socialism do not. The following style uses capitals in titles, but not in back reference, in the case of political parties:

Mr Blair, the Leader of the Labour Party, said in Parliament today that the Bill backed by his party and mentioned in the Labour Party programme, had no chance whatever of receiving government backing. Although passed at the party conference with the support of party leaders, trade unions and the labour movement in general, Mr Blair insisted that Cabinet Ministers, including the Minister for Agriculture, who is also party Secretary, would ignore the conference decision in order to keep the Labour government in power. It mattered not what ten party conferences might say, nor a hundred local Labour parties.

*Further examples:* The Conservative Party, but the party; the Tory government and the government, government policy. The First World War (not World War I), also known as the Great War, was seen as the war to end all wars. The British Army, the officer corps, army ways, the army fought to the death. The Treaty of Versailles was in many ways a flawed treaty. A coalition was formed, the Lloyd George Coalition Government. The Left of the party, left-wing politics. The British Empire, the politics of the Empire, British Imperialism. The Ministry of Defence, the Ministries of Defence and Agriculture.

NB. Radical/radical; Liberal/liberal. The author should make his or her meaning clear by using upper case for Radical and Liberal when meaning a political party and lower case when these words are used in a general political sense.

#### *Commas*

The comma should usually be omitted before the 'and' in lists of three or more items, especially if each item is a single word or short phrase:

red, white and blue.

Do not use a comma with a parenthetical dash. The dash in itself indicates a sufficient pause:

the 'Howard Project' -- originally rather a speculative venture -- crystallized in 1932.

Do not use a comma before the opening of parentheses:

He wrote a letter (not the first one) to his solicitor.

Commas should be omitted after 'that is' or 'i.e.':

He shot his grandmother, i.e. his mother's mother.

Commas should precede conjunctions (especially 'and', 'but') when joining two main clauses:

The sky was blue, and the sun was shining.

Commas should precede adverbs in the following type of construction:

She loves me, not him.

First catch the criminals, then charge them.

#### *Colons and Semi-colons*

A colon introducing a list or other displayed material should never be followed by a dash.

Semi-colons or full points, not commas, should be used to separate main clauses that have different subjects and are not introduced by a conjunction:

He was trying to write a book; the ideas would not come.

#### *Full Points*

There should be no full point at the end of items in a list of tables, plates, figures, etc.

*With Parentheses:* Keep the full point with the sense. Only when a whole sentence is in parentheses does the full point come before the closing parenthesis:

He looked pale. (He had been ill.)

He looked pale (he had been ill).

#### *Double Punctuation*

There is no need for double punctuation at the end of a sentence, either after an abbreviation or after a punctuation mark in inverted commas or a book or article title:

The article was called 'The Potteries, Staffs.'

He was the editor of *Which?*

Only when the punctuation mark is within parentheses is a final punctuation mark required:

He looked forward to his trip (France, Spain, Malta, etc.).

### *Apostrophes*

Use 's for the possessive case in English names and surnames wherever possible: Charles's, Jones's, St James's Square, Thomas's.

In ancient classical names use s': Mars', Venus' (also Jesus'). No apostrophe in: All Souls, Earls Court, Golders Green, Johns Hopkins University, St Albans, St Andrews, St Ives. Do not use 's for plurals of capitalized abbreviations: NCOs, the 1960s (or the Joneses). Do use for lower-case abbreviations: e.m.f.'s, dotting his i's. **NO** apostrophe for: phone, bus, flu.

### *Hyphens*

Be consistent in the use of hyphens. Introduce them to avoid ambiguity:

best-known example	best known example
deep-blue sea	deep blue sea
four-year-old children	four year-old children
a little-trodden path	a little trodden path

Note the use of the hyphens with nouns used as adjectives (noun-attributes):

in the long term	long-term fall in value
the grass roots	grass-roots policy
the middle class	middle-class values
the nineteenth century	nineteenth-century history

*Hart's Rules* has a useful section on hyphens.

In all headings, the second word in a hyphenated phrase should be lower case, e.g. Short-term Policies.

### *Parentheses and Brackets*

( ) are called parentheses. Brackets are square: [ ]. Reserve square brackets for interpolations within quotations or round uncertain data in references (e.g. if the date or place is ascertainable but does not appear in the book). Do not use them to avoid having parentheses within parentheses.

Material within square brackets in quotations does not affect the punctuation of the outer sentence. Material within square brackets or parentheses can have its own punctuation independent of the outer sentence:

They [the enemy?] rose like one man.

### *Ellipses (...)*

Omit ellipses at the beginning and end of quotations unless necessary for the sense. Use ellipses to indicate that material is missing within the quotation. Use three points only.

Casca said: 'There was more foolery yet ...'

### **Numbers and Measurements**

In general, use words for numbers one to ninety-nine (except for a series of quantities). From 100 upwards use figures.

### *Exceptions*

Round numbers above 100 may be expressed in words when not part of a series. When there is a series of round millions, '2m' can be used; with a pound or dollar sign '2 million' is acceptable. If two series of quantities are being dealt with it may be clearer to use words for one and figures for the other, e.g. 'Ten wards held 16 beds each, but fifteen others contained as many as 40.'

Hyphenate spelt-out numbers: twenty-one, two-thirds. But use figures to avoid too many hyphens, e.g. 62-year-old man.

Use a comma in thousands and larger numbers: 6,580.

No commas or spaces in dates or reference numbers.

Figures, not words, must be used before abbreviations: 5 kg, 6 km.

Figures are always used in percentages except when starting a sentence. Per cent should always be spelt out in the main text; % should be used in tables and notes.

Write 0.5, not .5.

Elide numbers except in measurements: 21-4, 130-3, 115-19. Note that numbers from 11-19 retain the first '1', i.e. 11-18, rather than 11-8. Do not say 2-3,000 if you mean 2,000-3,000.

For numbered paragraphs use (1), (2), (3), etc.

Distinguish ambiguous numbers: capital O and zero; roman and arabic one. If you use a billion, make it clear whether it is a British or US billion (Br. million million, US thousand million).

### **Dates**

Write 1 May 1975. No commas.

Spell out century numbers: 'the fourteenth century'.

Hyphenate the adjective: 'fourteenth-century castles'.

Write: 'the mid-fourteenth century' (noun) but 'an early-fourteenth-century prelate' (adjective). Pairs of dates: 1970-1, 1972-3, but 1915-18, 1809-1903. (BC dates cannot be elided.) Decades should be 1930s, not 1930's, thirties or Thirties.

No apostrophe in plurals: 1890s.

Use an oblique stroke for a year, such as a financial or academic year, covering more than one calendar year: 1898/9; the years 1895/6-1897/8.

Write 'from 1924 to 1928' not 'from 1924-8' and 'between 1924 and 1928' not 'between 1924-8'.

'18 September to 19 January' is better than '18 September - 19 January'.

Avoid beginning a sentence with a numeral. Spell the number out or turn the sentence round.

Months can be abbreviated in tables and footnotes, but always use the name of the month and not the number.

### **Time**

Express as follows: six months, 8.00 a.m., eight o'clock, half-past eight, a five-minute break, but five minutes' start (no hyphen).

Use words for periods of time such as 'it took him six months', but figures for exact measurements and series of numbers.

### **Money**

In a list, write '£6.00' and '£0.25', not '£6' and '25p'. Similarly, write '\$6.00' (US) and '\$0.25' (US), not '\$6' and '25¢'. For sums of money, s, d, p are roman and do not take full points, e.g. '£3 11s 4d'; use '4s 11d', not '4/11d'.

### **Foreign Languages**

All submissions should be in English, including quotations from foreign language sources. The original language text can be included in footnotes, where necessary.

Foreign words that are not in common usage should be italicized. Make sure all accents are marked in the typescript, though accents on capital letters in French can be omitted.

*French* Spell out Saint or Sainte. Mark cedillas in 'garçon' etc.

*German* All nouns have capital initial letters. Use 'ü' rather than 'ue' in 'The Führer', etc. Use 'ß' rather than 'ss' in 'groß', etc. Make sure this is done consistently.

Berg Publishers cannot and will not typeset text that uses Greek or Russian characters. If such characters are essential to your article they should be supplied as artwork to be scanned. Please note, however, that this will increase the costs of production and so should be kept to an absolute minimum.

### **Proper Names**

The names of foreign persons, places, institutions, etc. should not be italicized in the main text.

Use United States rather than America where there is a possibility of ambiguity.

Use Great Britain only when you mean England, Scotland and Wales; United Kingdom for Great Britain and Northern Ireland; British Isles for United Kingdom and the Irish Republic.

Holland is, strictly speaking, only two provinces of the Netherlands.

Anglicize place names consistently, e.g. Munich not München, Brunswick not Braunschweig, Vienna not Wien, Marseilles not Marseille. Likewise be sure to be consistent when referring to foreign names where variation is possible, e.g. Franz Joseph and Franz Josef, Kaiser Wilhelm II and William II. Note that you should always use Habsburg not Hapsburg.

### **Italics**

Please type *in italics* those words that are to be printed in italics. Italics must be used for the following:

1. titles of published books, though not the Koran, the Bible or the books of the Bible. Titles of periodicals, long poems, plays, films, operas and oratorios, but not television or radio programmes, which should be in roman and quotes;
2. names of ships: HMS *Valiant*, SS *Oriana*;
3. foreign words or phrases in an English sentence; but roman and quotes for foreign quotations;
4. to identify letters: 'the letter *t*';
5. for *passim*.

Use italics for emphasis sparingly. It is usually possible to make your point without special emphasis.

The following do not use italics: titles of articles; chapters; short stories (use roman and quotes for these); apostrophes; possessive 's' following an italicized word, i.e. 'the *Discovery's* home port'; *ibid.*; *idem*; *id.*; e.g.; i.e.; cf.; viz. and others (see *The Oxford Dictionary for Writers and Editors*).

In italic headings it is not necessary to distinguish foreign words or phrases by the use of quotes.

## **Lists**

Lists of points should be numbered, indented and with a space above and below as shown:

There are several factors at work here:

1. A steady growth in the population. In part this may be traced to improvements in the food supply as a result of agricultural innovations. This is, however, open to dispute.
2. The growth of credit facilities. Banks had mushroomed in the early decades of the century, as had insurance houses, etc.
3. Increased government involvement in housing. There were several statutory measures passed in the period. Von Brandt's influence was notable here as was that of Schmidt.

## **Tables**

Tables that are to be integrated with the text should be typed with the text, and any on separate sheets should have their position indicated in the text thus: (Table 2.3 here). It will not always be possible for the typesetter to place them exactly where you indicate, so refer to each table by number and not as 'the table above', 'the following table', etc. For the same reason, any explanatory notes should appear beneath the table (numbered as a, b, c, etc.) rather than being styled as footnotes or endnotes.

Tables that are to go at the end of the article should be typed on separate sheets of paper and placed before the endnotes.

Table headings should be typed using upper case for the first letter of each main word and lower case for the rest. There should be no full point.

The source of the table should go beneath the notes. The word 'Source' should be followed by a colon.

## **Figures and Illustrations**

It is the author's responsibility to clear any necessary permissions for artwork they wish to include.

If your article is heavily illustrated, please liaise with the Assistant Editor in advance of submission to discuss how many images can be accommodated in the final text.

Artwork **MUST** be submitted with the final draft of the article. Please note that while Berg Publishers will make every effort to ensure that your artwork is carefully handled and returned to you as soon as possible, artwork must, of necessity, be sent out of house and we can accept no responsibility for loss or damage. Therefore, we suggest that you if your artwork is irreplaceable **DO NOT** send us the originals.

Instead images should be submitted on disk or via email as either TIFFS or JPEGS (scanned at 300 dpi for photographs/half tones and 600 dpi for maps, line drawings or artwork containing text). Images embedded in Word documents can NOT be used. Similarly, graphics downloaded from Web pages are not acceptable for print reproduction. These graphics are low-resolution images (usually 72 dpi) that are suitable for screen display but far below acceptable standards for print reproduction.

The numbering on the artwork must be clearly marked, as must its position on the manuscript. Keep artwork separate from the text, with the figure number penciled in on the back of each figure. A separate list of captions and copyright information etc. should also be included. Although the print version of the journal will ordinarily only reproduce images in black and white, authors are encouraged to submit artwork in colour, since images will be available in colour in the online version of the journal. There is, however, a small budget for reproducing colour illustrations in print. Authors should liaise with the editors about any plans to include illustrations in colour in the print version of the journal.

If you have any questions about the artwork you are sending, please contact the Assistant Editor or the Berg Production Department direct.

#### *Photographs*

##### *Disc/mailed images*

Berg Publishers prefer images to be submitted on disc or via email (as JPEGS or TIFFS). The images MUST be scanned at 300 dpi (for photographs) or 600 dpi (for maps, line drawings or artwork containing text) and should be as near the final published size as possible (i.e. approximately 11.5 cm wide). If Berg have to manipulate the artwork to achieve the above measurements and the variant is greater than 10 % then quality will suffer when the images are printed. Please note: the images need to be scanned using the above measurements; do not take images already scanned (at say a higher dpi but smaller) and manipulate them yourself.

A run-out of the images submitted in this way should also accompany the manuscript (with the figure number clearly marked) so the publishers are aware of what artwork they should be receiving.

*Black and white illustrations:* All photographs submitted should be black and white and clear enough for reproduction as we will not be able to improve on the quality and in some cases the printing process may cause the quality to deteriorate slightly (especially if submitted as colour). Photocopies are not acceptable.

*Slides/transparencies:* Berg Publishers will accept both black and white and colour slides/transparencies (though these will be printed as black and white) but these will be sent directly to the printers to be screened and positioned. Berg, therefore, will accept no responsibility for the final printed quality of any illustrations submitted through this method. If possible a photocopy of the image should be submitted along with the slide or transparency so that a positional image can be put in the proofs.

*Photographic prints from magazines:* We DO NOT accept photographic prints from magazines, newspapers etc or photocopies of photographic prints from magazines or newspapers.

#### *Line Art*

All line drawings should be drawn with black ink on a white background. Berg Publishers will not undertake any redrawing and are unable to 'clean up' images. If line art is submitted as a slide or transparency then the publishers will be unable to accept any responsibility for the final printed quality.

#### **Notes and References**

Use the short-title system of referencing for endnotes. Provide a full reference in the form of a note in the first instance, and thereafter a shorter version of the title should be used. Do not use 'op. cit'.

1. Mary Hamer, *Writing by Numbers: Trollope's Serial Fiction* (Cambridge, 1987), p. 25.

...

3. Hamer, *Writing by Numbers*, p. 27.

Ibid. should only be used in consecutive notes to indicate the same reference:

3. Hamer, *Writing by Numbers*, p. 27.

4. Ibid., p. 406.

5. Ibid., chs 5 and 6.

Note that the short title should be used again if another reference intervenes:

6. Hazel, *Cotton Trade*, vol. 4, p. 135.

7. Hamer, *Writing by Numbers*, p. 250.

All notes should be typed double spaced and should be placed at the end of each article (please do not use any endnote/footnote formatting which may be available with your software). They should be numbered consecutively, i.e. 1, 2, 3 (1, 2, 2a, 2b, 3, etc. is not acceptable). Each superscript number in the text may only refer to one note. If you wish to use the same reference twice use two notes. All notes end with a full point. Endnote numbers should follow the end of a sentence unless there is a need to endnote a particular word. Please try to avoid sentences with numerous endnote numbers within them.

Use italics for titles of books, journals and newspapers.

Book citations should follow this pattern, citing the author's name as it appears on the title page:

Judith Butler, *Gender Trouble: Feminism and the Subversion of Identity* (New York, 1990), p. 3.

A. J. P. Taylor, *The Habsburg Monarchy, 1809-1918: A History of the Austrian Empire and Austria-Hungary* (London, 1972), ch. 4.

Edited collections are indicated by (ed.) for single editors and (eds) for multiple authors. For collections edited by three or more authors, give the first author and indicate the others as follows: et al. If the collection is part of a series, list the number of volumes after the title and the volume number in Roman numerals after the date:

Bonnie G. Smith (ed.), *Women's History in Global Perspective*, 3 vols (Urbana, 2004), I, pp. 23-8.

Jonathan Barry and Christopher Brooks (eds), *The Middling Sort of People: Culture, Society and Politics in England, 1550-1800* (Basingstoke, 1994), pp. 12-15.

Chapters in edited collections should follow this pattern:

Keith Wrightson, 'The Politics of the Parish in Early Modern England', in Paul Griffiths et al (eds), *The Experience of Authority in Early Modern England* (Basingstoke, 1996).

Journal articles should be cited using the following pattern, with the volume number in Arabic numerals, and the page number(s) of any direct citation:

Peter Mandler, 'The Problem with Cultural History', *Cultural and Social History*, 1 (2004), p. 98.

For subsequent citations, use the surname of the author(s) and a short title:

Butler, *Gender Trouble*, p. 12.  
Barry and Brooks (eds), *Middling Sort*.  
Wrightson, 'Politics of the Parish'.  
Mandler, 'Problem with Cultural History', pp. 111-13.

Unpublished dissertations should be cited as follows:

Claude Kanaan, 'The Historical Background to Twentieth-Century Cultural Politics in the Lebanon', unpublished PhD dissertation, University of London, 1996.

For web references, list the title of the website, the url, and the date of access:

The Proceedings of the Old Bailey, London 1674 to 1834,  
[www.oldbaileyonline.org](http://www.oldbaileyonline.org), accessed 1 April 2004.

For pamphlets or occasional papers which are part of a series, put the name of the series and the number of the paper in brackets after the title, along with the publisher, place and date of publication). British official publications should be listed under the name of the department, or as Parliamentary Papers (abbreviated after first citation to PP), and for foreign official papers, place the name/abbreviation of the country before the department.

For references to newspapers, give the title of the newspaper, followed by the date and the page number (if available):

*The Times*, 7 June 1871, p. 10.

Manuscript references should always be cited by place of repository, repository and reference code, with the repository name abbreviated after the first citation. Where all manuscripts are in one repository, the repository title need only be given at the first citation. Reference codes should follow the conventions used in the relevant repository.

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Any amendments or corrections should be sent to the Editors (or Review Editor) as soon as possible after any author receives notification of acceptance for publication of his/her article. Because of the high cost of correction, the Editors reserve the right to reject alterations in proof. To avoid delays in the production of the journal, contributors will be asked to return their proofs promptly. Proofs are not sent to authors of reviews.

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This is for the final versions of accepted papers. The data should be copied onto a clean newly-formatted disk. Each disk should be identified by the first author's name and article title and give details of the hardware and software used. At this stage, authors will also be asked to provide electronic copy of a brief biographical summary, giving institutional affiliation etc.