Business History Review
Style Guidelines for Accepted Manuscripts

We are pleased to be publishing your article in *Business History Review*. As you prepare your final version, please follow these Guidelines as closely as possible. If you have any questions, please contact the Editorial Office at bhr@hbs.edu. **Please submit your files at the Manuscript Central submission site accessed through the link in your acceptance letter or by email attachment to the Editorial Office.**

WORD COUNT: 10,000 words—including notes
FILE FORMAT: WORD
LINE SPACING: 1.5
FONT: Times New Roman

BHR uses the 18th edition of *The Chicago Manual of Style* (2024) and spells and hyphenates words according to *Merriam-Webster's Collegiate Dictionary*.

ARTICLE STRUCTURE:

- **Title Page:**
  - Please include and make sure the following information is up to date: article title; all author names (as you would like them to appear in print); institutional affiliation, and location of institutional affiliation for all authors; article abstract (125-150 words); Keywords (maximum of 5, all lower-case); author bios (1-2 sentences)**.**
  - Please email bhr@hbs.edu to let the editors know if you have changed any of this information from when the title page was originally submitted.

- **Text:**
  - Font: 12 pt.
  - Justified
  - US English spelling except for titles, proper names, and quoted text: e.g., British Labour Party does not change to British Labor Party.
  - Serial comma before "and"—always.
  - Country abbreviations—do not use periods, e.g., US, UK, USSR.
  - Quotations:
    - double quotation marks for journal articles and direct quotations.
    - single quotation marks for quoted material inside quotations.
    - block quotations: indented 5 spaces left and right; single-spaced; justified; double-space before and after quotation.
  - Section titles: Left-justified; Bold; Double-space before and after section title; Title case. We do not use asterisks or other separators. Phrases and sentences only.
  - Subsection titles: Left-justified; Bold italics; Title case.

- Date format: Month DD, YYYY: e.g., February 26, 2013 [except for citations—see footnotes].
- Use en dashes between date series and number ranges: e.g., 1900–1910; 10–35
- Place all footnote numbers at the END of the sentence, not in the middle. Maximum 1 footnote per sentence.
- For non-English/foreign language words and phrases:
  - If listed in a standard English dictionary (Merriam-Webster's), do not italicize (e.g., de facto)
  - If a proper noun, do not italicize (e.g., Banque de France, Magna Carta)
  - Isolated foreign language words or phrases that do not appear in standard English dictionary should be italicized
  - Quotations from a language other than English should be translated into English, with the original form placed in quotes, not italicized, following the translation.
  - See Chicago Manual of Style sections 11.3, 11.4, and 11.11.

Author Bios:

- After acceptance, include all author bios following the conclusion, preceding footnotes
- Each bio should contain 1-2 sentences and can include affiliation, recent publications/areas of research, or other professional experience.
- Do not include publisher information when citing books or articles in the bio.
- You may include the date in parentheses following the title of the publication.

Acknowledgments:

- Place at the end of the article
- Do not number
- Font: 10 pt.
- Justified

Footnotes:

- Do not include a bibliography or reference page.
- Font: 10 pt.
- Indent: 5 spaces first line of each footnote.
- Justified
- Arabic numerals
- US states format:
  - Use the two-letter postal codes
  - Examples: PA, OH, KS
  - See use in **Sample Book** citation below.
- Date format:
  - abbreviate Jan.–Apr.; spell out May–July; abbreviate Aug. –Dec.
  - DD Mon. YYYY: e.g., 25 Feb. 2013
- Use en dashes between date series or page series (e.g., 1900–1910; 235–245)

Citations:

- Do not include the publisher in book citations (see Sample Book citation below).
- If an article is published by a journal electronically ahead of the official publication date, use the posted publication date (see Sample Advance Online Publication below).
- Do not use et al, loc. cit., op. cit., idem, or ibid.
- Ibid. should be replaced by shortened citation.
- For example: McCraw, *Prophet of Innovation*, 210.
    - Cite to same publication in preceding footnote previously was "Ibid., 225."
    - Cite to same publication in **preceding footnote** now is "McCraw, 220."
    - Cite to same publication in **non-consecutive footnote** now is "McCraw, *Prophet of Innovation*, 220."
- Do not use foreign language quotation marks (e.g., guillemets for a French title).

Sample Book:

Thomas K. McCraw, *Prophet of Innovation: Joseph Schumpeter and Creative Destruction* (Cambridge, MA, 2007), 205–221.

Sample Journal:

Naomi R. Lamoreaux, "Scylla or Charybdis? Historical Reflections on Two Basic Problems of Corporate Governance," *Business History Review* 83, no. 1 (Spring 2009): 9–34.

Sample Chapter in Edited Volume

Louis Galambos, "Identity and Boundaries of Business History: An Essay on Consensus and Creativity," in *Business History around the World*, ed. Franco Amatori and Geoffrey Jones (Cambridge, UK, 2003).

Sample Advanced Online Publication:

Peter A. Hall, "Growth Regimes," *Business History Review* (advance online publication, 2 June 2025), https://doi.org/10.1017/S0007680522000034.

Sample Dissertation:

Jane Doe, "A Dissertation on the History of Finance in England," (Ph.D. diss, Trent University, 2023), 67.

Other Types of Citations: There are too many "other" types to list separately.

Please refer to *The Chicago Manual of Style*, 18th Edition [CMOS 18], Chap. 14. The CMOS 18 online version has a "Chicago-Style Citation Quick Guide" that lists many samples. It also has a search function.

TABLES, FIGURES, and IMAGES:

- Please note: BHR has a small page, and tables, figures, and images typically cover only ½ of a page. Please keep them as brief as possible.
- BHR only publishes the print edition in black and white, please submit all tables, figures, and images in black and white.
- BHR does allow color for online versions of articles. If you wish to have your tables, figures, or images appear in color online, please submit them in color with enough contrast to appear readable when printed in black and white.
- Submit one per page
- Notes: 10 pt. font; Justified
- Source information: include with each table/figure/image, cited in Chicago Style.

Tables:
- Include at the end of the main article file, before the footnotes.
- Long tables: shorten or break up into multiple tables to fit the BHR page and to maintain legibility in the printed article.
- Table # and title precede the table:
  - Table #: centered; italicized
  - Table title: centered below Table #; title case
- Column headings: italicized
- Columns are aligned on the decimal point
- No bolding within the table; use *Italics* if it is necessary to emphasize within the table
- Use en dashes for "to" in date & number series
- Use hyphen to denote negative numbers
- Table Caption:
  - Source/s complete citation/s below table
  - Note/s follow source information.

Figures:
- Submit the source file and include the data files
  - Image file format: .jpg preferred, but can work with .tif and .png
  - Resolution: the higher the better, but image must be clear at 100% expansion
- Axes labeled
- Figure caption:
  - Place below the figure
  - Figure #. Figure name in sentence case
  - Notes, if any
  - Source/s—complete citation/s enclosed in parentheses

APPENDICES:
- Tables and figures formatted as above for tables and figures.

- BHR encourages authors to publish lengthy Appendices, those running more than 1-2 pages, as online supplementary material. Cambridge University Press will host online supplements when requested.
- Appendix # and title precede the table, figure, or text
- Appendix #: centered; italicized
- Appendix title: centered below Appendix #; title case