

Guidelines for submission

1. General Guidelines:

- a. *RRR* welcomes submissions from established scholars, early career-academics, post-graduates, and undergraduate students who are able to show that their work will advance understanding of any aspect of the long nineteenth century (1789-1914).
- b. *RRR* builds on the work of the Southampton Centre for Nineteenth Century Research (SCNR). Membership of the SCNR is not a prerequisite for publication in *RRR*, although it is hoped that the author may consider becoming a member.
- c. *RRR* welcomes the submission of articles, reviews, conference reports, and discussion papers. Guidelines relating to articles and reviews are outlined below. Authors wishing to submit anything else for consideration by the editors should email RRR@soton.ac.uk.
- d. In keeping with academic etiquette, it is expected that, in submitting work to *RRR*, the work is not under consideration, or due for publication, by any other journal or publisher, and will not be submitted to another journal or publisher for consideration whilst it is in the process of consideration or publication in *RRR*. It is also expected that the work has not previously been published.

2. Articles:

- a. Anyone wishing to submit an article should email a completed draft their article to the editors at RRR@soton.ac.uk.
- b. In addition to submitting an article, applicants are also asked to provide the following when they first contact the editors:

- i. The title of their proposed article.
- ii. A contact email address.

Please Note: If authors do not wish for this email address to be mentioned in their article, they must make the editors aware of this prior to publication.

- iii. Details of any acknowledgements that they wish to make.

Please Note: In the final article, acknowledgements should be included as a footnote on the first page.

- iv. Details of any affiliations – this includes, but is not limited to, any funding that the applicant has received to assist with their research, and the research institution to which they are attached.

Please Note: The editors will include this information at the end of the finished article.

- v. To assist with the double-blind review process, authors are asked to remove any acknowledgements, affiliations and references to themselves, and provide them in a separate document.
 - vi. An abstract of up to 150 words outlining the main arguments of the article.
 - vii. Six key relevant key words to aid the searchability of the article.
- c. Articles should be between 4,000 and 8,000 words in length, including footnotes.
 - d. A bibliography is not required, but footnotes are mandatory.
 - e. Submission of a completed article does not guarantee publication in *RRR*. However, editors will work closely with the author throughout the editorial process in order to offer the best chance of publication.
 - f. Authors must comply with *RRR*'s copyright policy. Details of this policy are outlined in section 7 of this document.
 - g. Any research data that is used to support the article remains the property of the author, and must conform to the ethical policies of the author's research institution. If the author's research required consideration by an ethics board, (for example if your research used human remains, or human participants who were alive when the research began), the author must provide proof of ethics approval when submitting their article.
 - h. Please check UKRI guidelines on ensuring that other academics can access your research data on request.

3. Reviews:

a. *RRR* welcomes reviews on the following subjects:

- i. Monographs and biographies.
- ii. Theatrical performances and adaptations.
- iii. Film adaptations.
- iv. Exhibitions.

Please note that this is an indicative list only. If you wish to submit a review on a subject not covered here, please contact the Reviews Editor in the first instance at RRR@soton.ac.uk to discuss options.

b. In keeping with the journal's commitment to supporting early career researchers, the editors are particularly happy to consider reviews of books authored by less-established scholars. All reviews will be considered on their own merit.

c. Reviews should be no more than 1,500 words in length, including footnotes, which should be kept to a minimum.

d. Comparative reviews are welcome provided they adhere to the word limit outlined above.

e. Please note that reviewers are responsible for sourcing materials/procuring entry to film screenings/theatrical productions/exhibitions. *RRR* is unable to subsidise any research trips required for writing the review.

f. The submission of an abstract or outline is not required.

g. Authors are reminded that only completed book reviews will be considered by our editorial team. Submission of a completed book review does not guarantee publication in *RRR*.

h. In keeping with academic etiquette, it is expected that, in submitting work to *RRR*, the work is not under consideration, or due for publication, by any other journal or publisher, and will not be submitted to another journal or publisher for consideration whilst it is in the process of consideration or publication in *RRR*. It is also expected that the work has not previously been published.

i. When compiling your review, you are advised to consider the following:

- i. The main thesis of the text(s)/a brief summary of the film/exhibition/theatrical production.
 - ii. The strengths, weaknesses, benefits and limitations of the work under review.
 - iii. The work's unique contribution to the field of nineteenth-century studies.
 - iv. The work's interaction with existing research in the field of nineteenth-century studies and the potential for future research.
- j. Please ensure that all reference details pertaining to the work(s) under review is given at the head of the article. Reference details should be given in the following format:
- i. Books:
RORY MUIR, *Wellington: The Path to Victory*. Yale: Yale University Press, 2013, pp.744. ISBN 978-03-001-8665-9, £30.00.
 - ii. Theatrical Performances and Adaptations:
The Importance of Being Earnest, written by Oscar Wilde. Directed by Alastair Whatley. The Original Theatre Company. Theatre Royal, Winchester: 5 – 10 March 2018.
 - iii. Film Adaptations:
Great Expectations, written by David Nicholls. Directed by Mike Newell. Lionsgate, 2012.
 - iv. Exhibitions:
Victorian Giants: The Birth of Art Photography. The National Portrait Gallery, London, 1 March – 20 May 2018.
- k. For guidance on footnotes, please see Section 5 of this document

4. Formatting:

- a. Articles should be submitted in a word document (either Word 97-2003 ".doc", or Word Document ".docx" format).

- b. UK spelling must be used throughout. If any other language is used in the article, it is expected that the author will provide a translation in English.
- c. Arabic numerals (ie 1, 2, 3) should be used, including when numbering footnotes. Roman numerals should only be used when referring to names of monarchs, or individuals within a family who share the same name.
- d. All work should be 1.5 line spaced, with a gap between each paragraph. Paragraphs should be indented, with the exception of the opening paragraph.
- e. Tables, pictures, maps etc should be provided in a separate document, and the author should indicate where they should be positioned in the article.
- f. Images:
 - i. Images will be reproduced in the colour format in which they are submitted (ie colour images will be published as colour images in the online copy, and black and white images will remain as black and white in the online copy).
 - ii. The editors ask that authors supply images of 300 dpi quality or higher. Images that are not of sufficient quality may be removed from the final article.
 - iii. All images must meet relevant ethical and data protection permissions where relevant, and the author must ensure that the image is licensed to published. For more information see Section 7 Copyright and Licensing.
- g. Audio and video material:
 - i. *RRR* is happy to provide the necessary IT support to allow articles to contain links to audio and video material that relates to the topic discussed in the article.
 - ii. All images must meet relevant ethical and data protection permissions where relevant. All audio and video material must conform to the necessary copyright permissions and be licensed for reproduction online. For more information see Section 7 Copyright and Licensing.

Authors are expected to provide the editors with a digital copy of the audio or visual material that they wish to be included in the article.

- iii. Any audio and video material that is 'included' in the article will do so in the form of a hyperlink, which will take the reader to a bespoke page on the *RRR* website, or a youtube page, where the material can be viewed.
- iv. The author is responsible for ensuring the quality of the audio or video material

5. Referencing:

- a. Authors' work should use footnotes, rather than endnotes.
- b. All footnotes should adhere to the MHRA style of referencing. Full details about the MHRA style can be found here [<http://www.mhra.org.uk/style>]. A brief guide to MHRA referencing can be found on the *RRR* website.
- c. As far as possible, authors are asked to adhere to the MHRA styleguide in their first submission. Authors will be asked to alter the references in accordance with the style prior to publication as part of the review process.

6. Open Access Arrangements

- a. *RRR* is a not-for-profit initiative, and as a result, there is no fee for publishing in the journal
- b. *RRR* operates an innovative, instantaneous Open Access Policy. Upon publication, all articles will be immediately available for free download in pdf format directly from the *RRR* website.
- c. As part of the Open Access Policy, pdfs for individual articles will be available for download, in addition to the pdf of the full issue of the journal.
- d. Authors are encouraged, upon publication, to include a link to their article within their resumé, blog, or website.
- e. In submitting work to *RRR*, authors recognise that their work will immediately be available in Open Access format, with a pdf copy of their article immediately being available for download from the *RRR* website upon

publication of the relevant issue of the journal. There is no fee incurred as a result of this.

- f. Details of *RRR's* Licence Agreement can be found in Section 7 'Copyright and Licensing' below.

7. Copyright and Licensing:

- a. Authors are required to secure the copyright permission for the use of any images, data, audio or video material that are included in their submissions, and provide the necessary details of this permission, with the initial submission. Any images or data that do not have copyright approval detailed in the final submission run the risk of being removed from the final article. Images and illustrations must be explicitly licenced for digital use, or already be in the public domain.
- b. The author of any article published in *RRR* holds the copyright to that article. By agreeing to publish in *RRR*, the author grants *RRR* the rights to the first publication of the article, which will automatically be protected under the journal's Creative Commons Licence (see below).
- c. Dual authorship:
 - i. In the event that two or more authors contribute to an article, all the named authors hold the joint copyright to that article, and should come to a joint agreement between themselves over any future reproductions of that article.
 - ii. Where there are two or more authors of an article, the names of those authors will appear alphabetically in the published version of the article, unless an alternative agreement is reached between *all* the authors, and the editors.
- d. Authors are encouraged to post the final, preprint version of their work online in institutional repositories or on their own websites during the submission process. *RRR* is happy to send authors a digital copy of the published version of their article, on request, to assist with this process.



Romance, Revolution & Reform

- e. RRR operates under the CC-BY-NC 4.0 Creative Commons Licence. This means that if material from an article published in RRR is reused by a third party, the author must be acknowledged. Under the CC-BY-NC it is also forbidden for a third party to re-use material published in RRR for commercial purposes. However, the information contained in any article can be used without prior consultation with the copyright holder (i.e. the author), provided that it is for non-commercial purposes, such as research.