

***History in Action* –The Online Peer Reviewed Journal of the History Department of the
University of the West Indies St Augustine Campus**

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Guidelines for Authors

History in Action is the annual online peer reviewed journal published by the History Department of the University of the West Indies, St Augustine Campus. Each issue is released in September. The call for papers goes out in January. Abstracts are first screened by Review Editors. Abstracts should outline the subject matter, thesis statement, contextual framework, parameters, methodology, summarized literature review and the novel historiographical contribution of the paper. The Review Editors will determine from the abstracts whether applicants will move to the second stage which involves submission of full papers. The papers will be sent out blindly to Peer Reviewers who will decide whether papers are either ready for publication, need limited author editing, need substantial author editing or cannot be considered.

The Peer Reviewers will comment on the strength of the following:

- Novelty of contribution of the discourse to the historiographical context to which the study belongs
- Parameters and thematic explorations of the study
- Range and use of sources including referencing format
- Methodology
- Style and strength of the narrative

The editors seek articles on the history of the Caribbean, Africa, India, Latin America, the United States and Europe including women and gender, culture, heritage, digital, medical, diasporic and archaeological history. The upper limit of the abstract is 500 words. The lower limit of the full paper is 4,000 words while the upper limit is 7,000 words. A maximum of five papers will constitute each issue.

Two book reviews, not more than 1000 words each, will also be included in each issue of *History in Action*.

Each issue will include a note on contributors consisting of a short CV not exceeding 250 words.

Below is a guide with regard to the regulation of the timeline from the call for papers to publication:

January – Call for Abstracts of not more than 500 words and CV not more than 250 words	End of March – Feedback on abstracts	End of May – Submission of full papers from 4000 to 7000 words	End of July - Feedback from Peer Reviewers	End of August – Authors’ correction and resubmission of edited papers	End of September - Publication
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The formatting required for the submission of full papers consists of the following:

1. A **Word Document** submission of the soft copy of the full paper
2. The use of font **size 12, Times New Roman, double spaced and fully justified text**
3. **In text citation** for all references used in the body of the discourse should be included following the pattern of open bracket followed by author's surname, year of publication and page number in this style (Brougham 1995, 6)
4. A bibliography in alphabetical order of all works referenced in the discourse must be included in the manuscript following the format author's surname, comma, author's first name, full stop, title of work in italics, full stop, city of publication, colon, publishers, comma and year of publication, full stop. – Brougham, Henry. *The Life of Henry Brougham*. London: University Press of London, 1835.
5. Where the same author is referenced multiple times in the bibliography, from the second reference, a dash should be used instead of the author's surname and first name and these publications should be ranked beginning with the latest
6. To reference an article in the bibliography, follow this order – author's first and second name, full stop, title of article enclosed in double quotation marks followed by the word 'in' name or names of editors, comma, title of volume in italics, full stop, city of publication, colon, publishers, comma, year of publication, comma and range of page numbers, full stop. – Jeffrey Leach. "The Catholic Churches in Tunapuna" in Matthew Bachan *The Catholic Church in Villages and Towns of Trinidad and Tobago*. Kingston: Arthur Lewis Publications, 1987, 244 – 256. If the article is part of a journal, the reference in the bibliography should consist of author's first and second name, full stop, title of article enclosed in double quotation marks followed by the word 'in' name of the journal, volume of journal, number of issue, year of publication, range of page numbers, full stop. – Samantha Jack. "Women and Reparations in the Caribbean" in *Journal of Atlantic Studies* Volume 103:5 2015, 60 – 77.
7. The Chicago Manual of Style Seventeenth Edition will be applicable
8. The sources of all images including tables, graphs, charts, maps and the like must be accompanied by captions indicating origin and ownership. Only high quality images will be accepted. All permission for the use of the aforementioned must be sought for and secured by the author. The Editorial Board of *History in Action* will not take responsibility or be held accountable for any charges and/or lawsuits brought for copyright infringement of academic or any other kind of material submitted for publication. Copyright would remain with the owner
9. Previously published papers and papers under consideration for publication elsewhere should not be submitted. Authors are strongly admonished to observe this requirement. *History in Action* will not accept liability for any legal consequences which may arise as a result of breaching this regulation
10. Authors must pay attention to appropriate grammar, punctuation, capitalization, spelling (Standard English and United Kingdom), sentence construction, verb continuity, use of the active rather than the passive voice and paragraphing
11. Quotations should not exceed a quarter of any one page. They should also be properly integrated into the body of the discourse so as to read as parts of properly constructed sentences. All direct quotations should be enclosed in double quotation marks and,

along with the paraphrased ideas of other authors, must be referenced according to the in text citation method referred to above