

# GUIDELINES FOR CONTRIBUTORS

## GENERAL INFORMATION

Manuscripts are considered for publication on the understanding that they are not concurrently under consideration elsewhere and that the material—in substance as well as form—has not been previously published.

Manuscripts should be submitted by e-mail to [bhr@hbs.edu](mailto:bhr@hbs.edu).

Authors should identify themselves only on a separate title page that provides name, mailing address, and telephone number. Authors must also remember not to identify themselves in the body of the manuscript; specifically, references to their own work in the text should be in the third person, and citations should be written without possessive pronouns—not “See my . . .”

It will save considerable work for all parties in the event of acceptance if authors follow a few rules from the beginning:

- In general, use as few formatting commands as possible.
- Left justify text.
- Do not hyphenate words at the end of lines.
- ALL material—including extracted quotations and notes—must be double spaced.
- Notes should be numbered consecutively and citations should be placed as footnotes or endnotes formatted as indicated by *The Chicago Manual of Style* (2003).
- Each table and figure must be accompanied by a complete source.

Each article should be accompanied by an abstract of 100 to 125 words outlining the main point(s) of the paper and placing the article in context. Subheads should be used to divide the manuscript into three or four sections (or more, depending on length). The manuscript length, including footnotes, should not exceed 10,000 words.

We are always eager to publish illustrations, but authors should not include originals of illustrative materials at the time of submission; photocopies of such material may be included. Authors are responsible for obtaining all illustrative materials and permissions for reproduction, and for writing captions.

Authors of accepted manuscripts will receive three copies of the issue in which the article appears and twenty-five offprints.

## MANUSCRIPT PREPARATION

We use the 15th edition of *The Chicago Manual of Style* (2003) and spell and hyphenate words according to the 11th edition of *Merriam-Webster's Collegiate Dictionary*.

The journal encourages authors to use gender-neutral prose in all cases where it is not anachronistic to do so; male nouns and pronouns should not be used to refer to people of both sexes. We use the day-month-year form for dates, as in 11 Feb. 1998, in the notes, but in the text, dates are written month-day-year, as in February 11, 1998. Double quotation marks should be used for direct quotation; single quotation marks are used for quoted material inside quotations.

## SAMPLE CITATION FORMS

Book: Thomas K. McCraw, *Prophet of Innovation: Joseph Schumpeter and Creative Destruction* (Cambridge, Mass., 2007), 205–21.

Journal: Naomi R. Lamoreaux, “Scylla or Charybdis? Historical Reflections on Two Basic Problems of Corporate Governance,” *Business History Review* 83 (Spring 2009): 9–34.

Note that we do not include the publisher in book citations. We do not use loc. cit., op. cit., or idem., but *ibid.* (not italicized) may be used.

# BUSINESS HISTORY REVIEW

*Brian Cheffins and Steven Bank*, Is Berle and Means Really a Myth?

*Carsten Burhop*, Pharmaceutical Research in Wilhelmine Germany:  
The Case of E. Merck

*Núria Puig and Rafael Castro*, Patterns of International Investment  
in Spain, 1850–2005

*Yovanna Pineda*, Financing Manufacturing Innovation in Argentina,  
1890–1930

*David T. Merrett and Simon Ville*, Financing Growth: New Issues  
by Australian Firms, 1920–1939

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