

# Author's Guide

Epoch Undergraduate Journal of Historical Political Economy

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This document serves as the official guide for authors submitting papers to Epoch. It provides a comprehensive overview of the journal's submission requirements, formatting standards, citation conventions, and review process. All prospective authors should familiarise themselves with the guidelines outlined below prior to submission. Adherence to these standards ensures the integrity of the editorial process and helps avoid unnecessary delays during review.

## 1. About Epoch

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Epoch was established in response to the rapid ascent of Historical Political Economy as an academic field and the conspicuous absence of a formal platform for exceptional undergraduate research within it.

Conceived as the first dedicated undergraduate journal in HPE, our mission is to uncover, rigorously review, and celebrate research that too often fades into obscurity after formal assessment. The discipline's growing prominence has demonstrated the explanatory power of long-run institutional analysis in illuminating contemporary challenges. We hold that historically literate political economy is indispensable to both scholarship and policy-making.

## 2. Scope

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### 2.1 What is Historical Political Economy?

Historical Political Economy insists that political and economic phenomena cannot be understood in isolation from their historical context. It draws on political science, economics, sociology, and history to ask how institutions, actors, and ideas have shaped the material conditions of their time.

Epoch publishes research that engages seriously with this framework, with a particular interest in work that uses long-run institutional analysis to illuminate contemporary challenges: inequality, state formation, financial systems, and the politics of development.

### 2.2 This Year's Theme

#### *"Foundations"*

What are the origins of modern realities and phenomena? Essays should engage with questions related to historical political economy and follow the discipline's framework in order to illustrate how actors and institutions have interacted over time.

The theme is intentionally broad, encouraging authors to interpret it freely and bring their own disciplinary perspective to bear. Both qualitative and quantitative approaches are welcome.

## 3. Submission requirements

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### 3.1 Eligibility

Current undergraduate students studying history, politics, economics or other closely related subjects at any university are eligible to submit.

### 3.2 Word count

Submissions must be between 3000-5000 words, excluding bibliographies, footnotes, abstracts, and appendices.

### 3.3 Abstract

### 3.4 Original work

All submissions must be the original work of the author. Papers must not have been previously published, nor be under consideration for publication elsewhere at the time of submission.

Submissions will be checked for plagiarism prior to review.

### 3.5 Anonymisation

Epoch operates a double-blind peer review process. Authors information will be unavailable to the editors reviewing it. This includes the author's name, institutional affiliation, acknowledgements, and any self-referencing that could reveal identity.

### 3.6 How to submit

Submit papers via email at [hpeundergraduatejournal@gmail.com](mailto:hpeundergraduatejournal@gmail.com)

Submission emails must include:

- The papers title
- The authors name
- The papers word count
- All authors institutional affiliation (University, Degree, Year)
- A declaration that the submitted work is original and not under review else where
- The paper in the correct format attached as a PDF

## 4. Formatting

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### 4.1 General formatting

**Font** - Times New Roman 12pt

**Margin size** - 2.54cm

**Alignment** - Left aligned

**File Format** - PDF

**Page Number Location** – Bottom Right

**Footnotes/Endnotes** – Epoch uses Chicago notes and Bibliography with footnotes (see 6 for citations guidelines)

**Page Size** – A4

**Line Spacing** – Double Spacing

### 4.2 Title page

Essays must include a cover page with the research question, title, and name of the author.

### 4.3 Headings and subheadings

Headings and subheadings should follow a consistent style and hierarchy throughout the paper. Authors should use no more than three levels of heading. Main section headings should be bold, subsection headings should be bold and slightly smaller or distinguished by numbering, and any further subheadings should be bold italic.

### 4.4 Figures, tables, and images

**Figures** should be numbered sequentially (Figure 1, Figure 2, etc.) with a caption placed below the figure. The caption should start with the figure number in bold or italic followed by a description.

**Tables** should also be numbered sequentially but separately from figures (Table 1, Table 2, etc.). The caption or title should go above the table. If the table has a source it should go below as a note.

**Referencing in text** - both should be referred to in the text by number (e.g. "as shown in Figure 1" or "see Table 2"), not by position ("the table below").

**Source attribution** - if a figure or table is reproduced or adapted from another source, a full citation must be given in the note beneath it, using Chicago NB footnote format.

## 5. Language and style

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## **5.1 Language and grammar**

All submissions must be written in British English with consistent spelling throughout. Grammar and punctuation must be correct. Tense must be consistent across the paper. Informal language, slang, and colloquialisms are not appropriate for Epoch submissions. Papers should not be written in the first person. All acronyms must be defined on first use.

## **5.2 Tone and style**

An academic tone must be maintained throughout the paper. Authors should avoid editorialising or making unsupported value judgements and should ensure that all claims are precise and substantiated, vague phrases such as “many scholars argue” must be accompanied by a citation. Tone and register should remain consistent from section to section.

## **5.3 Quotations**

Direct quotations must be accurate and enclosed in quotation marks. Quotations exceeding three lines should be block-indented without quotation marks. Ellipses should be used to indicate any omitted text, and square brackets should indicate additions or modifications to quoted material. Every quotation must be accompanied by a citation that includes a page number.

## 6. Citations and references

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### 6.1 Citation style

Epoch uses Chicago style citation, following the Notes and Bibliography system. When an author makes a reference, they must place a superscript number at the end of the sentence or clause, corresponding to a footnote at the bottom of the page. The first citation of a source must use the full footnote format. Subsequent citations of the same source should use the shortened form. If the same source is cited in two consecutive footnotes, the author may use “Ibid.” (short for the Latin “Ibidem,” meaning “in the same place”). Every claim drawn from another source must have a corresponding footnote, and every footnoted source must appear in the bibliography. Equally, every entry in the bibliography should be cited at least once in the text. The bibliography must be arranged alphabetically by the author’s surname.

### 6.2 Citation template guide

The following templates cover all major source types accepted by Epoch. Authors should consult these when preparing footnotes and bibliography entries.

#### *a) Books*

##### Single author

**Bibliography:** Author Last Name, First Name. *Title*. Publisher, Year.

**Note:** 1. Author First Name Last Name, *Title* (Publisher, Year), page number.

**Shortened note:** 2. Author Last Name, *Shortened Title*, page number.

##### **Example**

*Bibliography:* Cronon, William. *Nature’s Metropolis: Chicago and the Great West*. W. W. Norton, 1991.

*Note:* 1. William Cronon, *Nature’s Metropolis: Chicago and the Great West* (W. W. Norton, 1991), 92–93.

*Shortened:* 4. Cronon, *Nature’s Metropolis*, 105.

##### Two authors

**Bibliography:** Author Last Name, First Name, and Author First Name Last Name. *Title*. Publisher, Year.

**Note:** 1. Author First Name Last Name and Author First Name Last Name, *Title* (Publisher, Year), page number.

**Shortened note:** 2. Author Last Name and Author Last Name, *Shortened Title*, page number.

##### **Example**

*Bibliography:* Acemoglu, Daron, and James A. Robinson. *Why Nations Fail*. Crown Business, 2012.

*Note:* 2. Daron Acemoglu and James A. Robinson, *Why Nations Fail* (Crown Business, 2012), 76.

*Shortened: 5. Acemoglu and Robinson, Why Nations Fail, 112.*

### **Three authors**

List all three in both the bibliography and notes, with commas separating them and “and” before the last.

**Bibliography:** Author First Name Last Name, Author First Name Last Name, and Author First Name Last Name. *Title*. Publisher, Year.

**Note:** 1. Author First Name Last Name, Author First Name Last Name, and Author First Name Last Name, *Title* (Publisher, Year), page number.

### **Four or more authors**

In notes, give only the first author followed by “et al.” In the bibliography, list all authors or use “et al.” after the first.

**Bibliography:** Author Last Name, First Name, et al. *Title*. Publisher, Year.

**Note:** 1. Author First Name Last Name et al., *Title* (Publisher, Year), page number.

### **Edited volumes (as a whole)**

**Bibliography:** Editor Last Name, First Name, ed. *Title*. Publisher, Year.

**Note:** 1. Editor First Name Last Name, ed., *Title* (Publisher, Year), page number.

*Note: For multiple editors, use “eds.” in place of “ed.”*

### **Translated works**

**Bibliography:** Author Last Name, First Name. *Title*. Translated by Translator First Name Last Name. Publisher, Year.

**Note:** 1. Author First Name Last Name, *Title*, trans. Translator First Name Last Name (Publisher, Year), page number.

### **Books consulted online**

When a book is accessed online, include a URL or database name at the end of the citation.

**Bibliography:** Author Last Name, First Name. *Title*. Publisher, Year. URL or Database Name.

**Note:** 1. Author First Name Last Name, *Title* (Publisher, Year), page number, URL or Database Name.

Epoch encourages authors to cite book formats with stable page numbers where applicable. If the online edition lacks fixed pagination, cite the chapter or section heading in place of the page number.

### ***b) Journal articles***

#### **Standard journal article**

**Bibliography:** Author Last Name, First Name. “Title of Article.” Journal Name volume, no. issue (Year): page range.

**Note:** 1. Author First Name Last Name, “Title of Article,” Journal Name volume, no. issue (Year): page(s) cited.

**Shortened note:** 2. Author Last Name, "Shortened Title," page(s) cited.

**Example**

*Bibliography:* Haraway, Donna J. "A Game of Cat's Cradle." *Configurations* 2, no. 1 (1994): 59–71.

*Note:* 3. Donna J. Haraway, "A Game of Cat's Cradle," *Configurations* 2, no. 1 (1994): 62.

*Shortened:* 7. Haraway, "Cat's Cradle," 65.

**Article accessed online**

Append a DOI or URL at the end. A DOI is preferred where available.

**Bibliography:** Author Last Name, First Name. "Title." Journal Name volume, no. issue (Year): page range. DOI or URL.

**Note:** 1. Author First Name Last Name, "Title," Journal Name volume, no. issue (Year): page(s), DOI or URL.

**Multiple authors**

Follow the same conventions as for books: list all for up to three; use "et al." for four or more in notes.

***c) Chapters in edited volumes***

**Bibliography:** Chapter Author Last Name, First Name. "Chapter Title." In Volume Title, edited by Editor First Name Last Name, page range. Publisher, Year.

**Note:** 1. Chapter Author First Name Last Name, "Chapter Title," in Volume Title, ed. Editor First Name Last Name (Publisher, Year), page(s) cited.

**Shortened note:** 2. Chapter Author Last Name, "Shortened Chapter Title," page(s) cited.

**Example**

*Bibliography:* Doyle, Kathleen. "The Queen Mary Psalter." In *The Book by Design*, edited by P. J. M. Marks and Stephen Parkin, 60–72. University of Chicago Press, 2023.

*Note:* 5. Kathleen Doyle, "The Queen Mary Psalter," in *The Book by Design*, ed. P. J. M. Marks and Stephen Parkin (University of Chicago Press, 2023), 64.

*Note:* For multiple editors, use "eds." in the note and "edited by" in the bibliography.

#### ***d) Newspapers and magazines***

##### **Newspaper article**

Page numbers are included in notes but typically omitted from the bibliography.

**Bibliography:** Author Last Name, First Name. "Article Title." Newspaper Name, Month Day, Year.

**Note:** 1. Author First Name Last Name, "Article Title," Newspaper Name, Month Day, Year, page number (if available).

**Shortened note:** 2. Author Last Name, "Shortened Title."

##### **Example**

*Bibliography:* Lewin, Tamar. "Disability Requests Reflect Changes in SAT Procedure." *New York Times*, November 8, 2003.

*Note:* 8. Tamar Lewin, "Disability Requests Reflect Changes in SAT Procedure," *New York Times*, November 8, 2003, 10.

*Note:* For well-known newspapers, Chicago recommends citing in notes only. Include a bibliography entry if the source is central to the argument.

##### **Magazine article**

**Bibliography:** Author Last Name, First Name. "Article Title." Magazine Name, Month Day, Year.

**Note:** 1. Author First Name Last Name, "Article Title," Magazine Name, Month Day, Year, page number (if available).

##### **Online newspaper or magazine article**

Append a URL at the end of the citation.

**Bibliography:** Author Last Name, First Name. "Article Title." Newspaper/Magazine Name, Month Day, Year. URL.

**Note:** 1. Author First Name Last Name, "Article Title," Newspaper/Magazine Name, Month Day, Year, URL.

#### ***e) Websites and online sources***

##### **Web page with author**

**Bibliography:** Author Last Name, First Name. "Page Title." Website Name.

Published/Modified/Accessed Month Day, Year. URL.

**Note:** 1. Author First Name Last Name, "Page Title," Website Name, date, URL.

*Note:* Not all date information will always be available. Include what is provided. If no date exists, include an access date.

##### **Web page without author**

**Bibliography:** Website Name. "Page Title." Published/Modified/Accessed Month Day, Year. URL.

**Note:** 1. "Page Title," Website Name, date, URL.

##### **Organisational or corporate author**

**Bibliography:** Organisation Name. "Page Title." Website Name. Date. URL.

**Note:** 1. Organisation Name, "Page Title," Website Name, date, URL.

**Example**

*Bibliography: World Bank. "Global Economic Prospects." World Bank. Published June 2024.*

*<https://www.worldbank.org/en/publication/global-economic-prospects>.*

*Note: 10. World Bank, "Global Economic Prospects," World Bank, June 2024,*

*<https://www.worldbank.org/en/publication/global-economic-prospects>.*

**Blog posts**

Blog posts follow the format for online newspaper articles. Include "(blog)" after the blog title.

Chicago recommends citing blog posts in notes only unless the source is central to the argument.

**Note:** 1. Author First Name Last Name, "Post Title," Blog Title (blog), Month Day, Year, URL.

***f) Government and legal documents***

**Government report or publication**

**Bibliography:** Government Body. Title. Publication Number (if applicable). Publisher, Year. URL (if applicable).

**Note:** 1. Government Body, Title, Publication Number (Publisher, Year), page number, URL.

**Example**

*Bibliography: UK Parliament, House of Lords Select Committee on AI. AI in the UK: Ready, Willing and Able? HL Paper 100. HMSO, 2018.*

*Note: 11. UK Parliament, AI in the UK: Ready, Willing and Able?, HL Paper 100 (HMSO, 2018), 42.*

**Legislation and statutory instruments**

Legal citations vary by jurisdiction. Chicago recommends consulting The Bluebook for detailed guidance. Legal citations are typically given in notes only.

**Note:** 1. Title/Name of Act, Year, Jurisdiction, Section/Article number.

**Example**

*Note: 12. Data Protection Act, 2018, UK, s. 3.*

**International organisation reports**

**Bibliography:** Organisation Name. Title. Place: Publisher, Year. URL (if applicable).

**Note:** 1. Organisation Name, Title (Place: Publisher, Year), page number, URL.

**Example**

*Bibliography: International Monetary Fund. World Economic Outlook: A Rocky Recovery. Washington, DC: IMF, 2023.*

*Note: 13. IMF, World Economic Outlook (Washington, DC: IMF, 2023), 18.*

**Parliamentary debates (Hansard)**

Hansard citations are typically given in notes only.

**Note:** 1. Chamber, Hansard, volume, col. column number (Day Month Year).

### Example

*Note: 14. HC Deb, Hansard, vol. 645, col. 123 (12 March 2019).*

## 6.3 Quick reference summary

The table below provides a summary of key formatting conventions for each source type.

Source type	Title style	Note format	In bibliography?
Book	Italicised	Full → Shortened	Yes
Journal article	Quotation marks	Full → Shortened	Yes
Chapter in edited vol.	Quotation marks	Full → Shortened	Yes
Newspaper article	Quotation marks	Full → Shortened	Optional
Magazine article	Quotation marks	Full → Shortened	Optional
Website	Quotation marks	Full → Shortened	Yes
Blog post	Quotation marks	Note only	Optional
Government report	Italicised	Full → Shortened	Yes
Legislation	Not italicised	Note only	Optional
Int'l org. report	Italicised	Full → Shortened	Yes
Hansard	N/A	Note only	No

## 7. Review process

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[Rubric]

## 8. Use of artificial intelligence

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The use of AI-generated content is strictly prohibited. Submissions found to contain AI-generated content will be disqualified and may be reported to the student's university.

## 9. Ethics and academic integrity

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All authors must adhere to the highest standards of academic integrity. Plagiarism, fabrication of data, and falsification of sources are strictly prohibited and will result in immediate rejection and may be reported to the student's university. Authors should ensure that all work submitted is their own and that all sources are properly attributed.

## 10. Copyright and licensing

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[Who retains the rights if public work and under what copyright is the journal published]

## 12. Contact

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If authors have any remaining questions contact the journal at [hpeundergraduatejournal@gmail.com](mailto:hpeundergraduatejournal@gmail.com)

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