

Statement of Ownership, Management, and Circulation

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j. Percent Paid and/or Requested Circulation (15c divided by 15i, times 100)	80%	80%

16. Publication of Statement of Ownership
 Publication required. Will be printed in the **Autumn 2005** issue of this publication.
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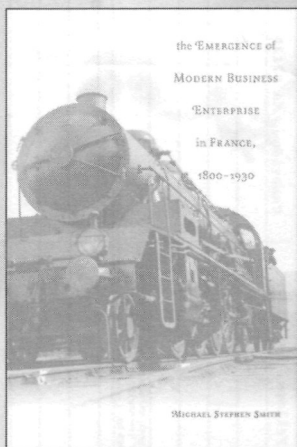
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MANUSCRIPT PREPARATION

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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: Alfred D. Chandler Jr., *The Visible Hand: The Managerial Revolution in American Business* (Cambridge, Mass., 1977), 321–2.

Journal: Charles Cheape, “Not Politicians but Sound Businessmen: Norton Company and the Third Reich,” *Business History Review* 62 (Autumn 1988): 444–66.

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.



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