Journal for Cognitive Historiography
Guidelines for Contributors, 2025

Please follow these guidelines when you first submit your article for consideration by the journal editors and when you prepare the final version of your article following acceptance for publication.

General Points

The *Journal for Cognitive Historiography* (*JCH*) considers original submissions from researchers in the Humanities as well as Social and Medical Sciences, especially if working on cross-disciplinary enterprises. Articles should be written for a general scholarly audience. All articles are peer/blind reviewed. Each issue of the journal includes articles, short research reports, commentaries, and book reviews. The journal is published in print and online, and online publication of an article generally precedes print. The editor will not consider manuscripts that are under consideration by other publishers or that have been published elsewhere. It is assumed that once submitted to *JCH* articles will not be sent to other publishers until a decision about inclusion has been reached.

Subject Matter

Cognitive Historiography is a burgeoning field at the centre of cross-disciplinary research. Cognition describes the various workings of brain/mind; cognitive historiography explores the ways those workings may have shaped historical remains and historiographical constructions.

JCH seeks to publish the widest possible diversity of critical inquiry into the relationship between cognition and "pre-history," archaeology, and history. It welcomes contributions covering all periods, regions, and topics of historical and archaeological study, and raising methodological or theoretical questions. Cognitive approaches may include but are not limited to those found in the disciplines of cognitive psychology, anthropology, sociology and neuroscience, medical humanities as well as evolutionary theorising. The journal does not subscribe to any programmatic concept of brain or mind and is open to publishing work by scholars interested in sensorial, emotional, and experiential histories. Given the interdisciplinary aims of the journal, authors should not assume that readers share their own, specialised, disciplinary backgrounds. Specialised jargon should be eliminated or explained when first used.

Articles

Articles are to be a maximum of 6,000 words in length, should be accompanied by a bibliography and may be accompanied by notes (see below). The bibliography does not count towards the word limit, however, the notes do.

Research Reports should be a maximum of 4,000 words. Short Reports should be a maximum of 2,500 words.

Commentaries, Addenda and Book Reviews

Always check with the Book Review editor before submitting a review in case the book you are interested in reviewing has already been assigned. Book reviews are to be 400– 1,400 words in length and reviewers should refrain from the use of notes and references as much as possible.

Language of Publication

The language of publication is English. The language of submission should be Oxford English (for example: randomize not randomise].

Review Process

All submissions are evaluated through a double-blind review process, and may include review both by editorial board members and external reviewers. The editor will make every effort to have all submissions evaluated in a timely manner. You will be able to track the progress of your submission through this system when you log in as an author.

Articles may be accepted or refused, or authors may be asked to make changes and then resubmit. The possibility of an author rebuttal exists.

Permissions

Authors are expected to clear copyright for any copyrighted material they use or quote, including artwork.

Online Submissions

Please submit your article through our website. If this is impossible, please contact the Editorial team for assistance.

Online submission is a five-stage process.

Once you have begun the process, you will be prompted to supply various types of information (metadata), as well as your article. These include: a 150 word abstract (book reviews do not require abstracts); three to five keywords; a short biographical statement; contact details; and appropriate Library of Congress subject classification codes, among other things. This metadata is important because it facilitates the indexing of your article once it is published, leading to more citations and greater readership.

You will be asked to upload your article. Your submission should be in Microsoft Word. If using another word processor, convert the final file into Rich Text Format (RTF). Manuscripts should be formatted using one and a half line spacing, printed and numbered consecutively throughout.

PDFs are not acceptable for submission of articles. However; you can upload a PDF through the system as a supplementary file following submission of the Word file if you wish to bring to the attention of the editor any particular features that will be required at the layout stage or to clarify font usage. It is advisable to upload a supplementary PDF file if your submission includes non-Latin characters. There is a separate step in the process for this, or to upload any other supplementary material such as (a) research instruments (b) data sets (c) sources that would otherwise be unavailable to readers or (d) audio/video material. If you intend these to become an official part of your final article, please indicate in a note to the editor(s). Some material may be suitable only for the electronic version of the journal.

Ensuring a Blind Peer Review

All articles are peer-reviewed. To ensure the integrity of the blind peer review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore when preparing your article for submission please take the following steps:

1. Remove your name entirely from the text. If you cite your own publications be sure to substitute the word 'author' for your own personal details and for the actual title of the work cited.

2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools >Security>Remove personal information from the file properties on save>Save [or on Microsoft for Mac: Review>Protect>Protect Document>Privacy> tick Remove personal information from this file on save].

3. On any PDF uploaded, remove the author names from Document Properties found under File on Adobe.

Journal Style Guidelines

It is essential that the following guidelines are observed. We may ask you to revise your article if it is not supplied in house style.

1. Manuscripts should be formatted using Times New Roman size 12, one and a half (1.5) spacing, and pages numbered consecutively throughout. Margins of approximately one and a half inches or 39mm should be used.

2. Quoted matter, if more than four lines, should normally be indented, without quotation marks.

3. Quotations of up to four lines should form part of the text, and should be indicated by double quotation marks. single quotation marks should be used only for quotations within quotations.

4. In general, foreign words and phrases should be italicised, both in main text and footnotes. Words in non-Latin languages and scripts should be transliterated, and a translation supplied.

5. Oxford English -ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise, etc.).

6. Contributors from North America may use North American spelling and punctuation.

7. Headings: Please mark-up heading levels 1.1, 1.2, 1.2.1 etc. These will be removed later, but are helpful to the typesetter to assign heading styles.

8. For dates, please use BCE (before common era) and CE (common era). Note that you need not use 'CE' if this is understood in the text.

9. Full dates should be given in the order of day, month, year, without punctuation. Example: 5 March 2003.

10. Where a gender-inclusive alternative is possible, it is preferred (e.g., 'humanity' rather than 'man;'or a gender-neutral pronoun for the individuals who are being discussed and whose gender is unknown, unclear, or variable).

References

Every work quoted from or mentioned in the text must be included in the references section. The references section should be located immediately after the body of the article. Please double-check to be certain that all dates given in parenthetical citations and in the references section are identical.

1. The *JCH* employs The Chicago Manual of Style, 16th Edition. Works should be cited in the text by the author/date system: that is, give the author's surname and year of publication. If the citation refers to a direct quote, page numbers should be specified, e.g. (Jones 1998, 64). Multiple references are separated by a semicolon (e.g. Jones 1998; Ernaux 2016).

2. Bibliographic references should conform to the following order: author surname and first name, title, place of publication, name of publisher, date of publication.

For specifics in regard to referencing and biblographic style (in text, notes, and works cited), please see: https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

Please ensure that the bibliographical references are consistent.

3. Reference and bibliographical lists should always be arranged in alphabetical order by author. Where there are two or more works by the same author in the same year, they should be distinguished as 1997a, 1997b, etc. Works should be listed from earliest to most recent date of publication.

4. References to primary sources must not be abbreviated at any time.

If only one text of any given author is referred to, use either the author's name or the title of the work referred to, but both author and text must be spelled out in a separate list of primary sources that precedes the list of secondary sources. If more than one text by one and the same author is referred to, then a short title must be used in the in text reference – but never an acronym (e.g. *Annals* or *Aeneid* rather than Tac. *Ann.* or Verg. *Aen.*)

Use Arabic numerals only in references to specific text passages, separated by a full stop without space (e.g. 3.2.12-14)

In the list of primary sources, use English versions of the author's name and title of the text if these are commonly used.

5. Please make an effort to diversify and decolonise the list of secondary literature to guarantee an inclusive process of knowledge production.

Figures and Artwork

Figures should be provided as separate, high-resolution files. Every Figure must have a brief caption, correspondingly numbered, which will be printed beneath the figure: do not include the caption on the actual Figure. Cite all illustrations as Figures (not plate, map, plan, illustration, etc.).

Indicate in the text where each Figure (or Table) should appear, by writing on a separate line 'Insert Figure xx about here' at the appropriate point. Figures and Tables should be numbered in the order of their first appearance in the text.

Below each Figure caption, please also include a brief alternative description of the image (alt text). This is essential for the accessibility of your published paper. The alt text should be no more than 125 characters in length, and should describe, succinctly, what information is conveyed by the image, if that information is not already provided by the caption. Please do not repeat the caption, or start the alt text with 'Image of'. For example, the following Figure has the caption 'Suwa, a traditional Ethiopian beer essential to social gatherings'. Appropriate alt text could be: 'A plastic cup, filled with a dark-brown liquid, is being held by a person standing outside a house, in a group.' The alt text will be coded into your paper, and is intended to be read out by a screen-reader. It will not be visible on the final proof.

Tables

1. All tables are left in place in the ms.

2. Table captions are inserted before the table.

3. Tables do not contain tints in cells.

Open Access

Please find information about Equinox Publishing policies on Open Access/Archiving at this link: https://journal.equinoxpub.com/JCH/Open

Statement on Ethics

Please read the Equinox Publishing statement on Publication Ethics and Malpractice: https://journal.equinoxpub.com/JCH/Ethics.

The editors acknowledge systemic issues around violence, racism, discrimination, and epistemic injustice, and they feel the responsibility to support vulnerable individuals as well as help changing academic standards. They take seriously allegations of misconduct in the workplace. They believe in empowering victims who voiced their allegations and shared their experience of trauma or bullying. The JCH is a survivor-centred research environment that honours victims of violence, assault, and abuse. While we recognise that this is not always possible, we encourage authors to boycott and avoid citing the research of scholars who, for example, have been found guilty of sexual harassment charges. The editors believe that a way to promote justice and safety for all in the academia is ignoring the work produced by scholars whose behaviour raise ethical concerns.

Kindness, politeness, and civility will be appreciated as essential in any form of written or oral communication between the editors, the team at Equinox, and the contributors.

Instances of academic bullying at any stage of the publication process will be promptly addressed.

The editors strive to create collaborations that foster mentally healthy interactions. Reviewers participating in the blind peer review procedure as well as those writing a book review are expected to offer constructive and respectful feedback. Reviewers are asked to be aware of their unconscious biases. They are invited to evaluate the scholarship rather than the person and their disciplinary backgrounds. *Ad personam* attacks and malevolent comments will not be taken into consideration.

In case of rejection of submissions to the journal, the editors will try to explain with clarity and care the reasons behind their decision, and the same research can become worthy of publication on another occasion or venue.

AI-generated Content

Equinox does not accept text, images, graphics or translations generated by Artificial Intelligence, or by AI-powered tools, as the originality of such content cannot be guaranteed. Authors of Equinox publications must be accountable for their work, and accountability cannot be effectively applied to Artificial Intelligence at this stage. If Artificial Intelligence is the subject of a paper, then examples of AI-generated content must be clearly marked and attributed in the text, and the express permission of the editors secured.

Preprint Manuscripts

Equinox does not accept manuscripts that have already been submitted to preprint repositories, such as SSRN. However, an author may deposit their accepted *postprint* manuscript in their Institutional Repository (only), with due acknowledgement to Equinox Publishing and an embargo period of 24 months. Please see https://www.equinoxpub.com/home/open-access-policy/ for more information.