

Caribbean Records Series

Author Instructions

Definitions

<i>GDE</i>	Mary-Jo Kline and Susan Holbrook Perdue, <i>A Guide to Documentary Editing</i> , 3 rd ed. (University of Virginia Press, 2008), https://gde.upress.virginia.edu/index.html .
Author	The editor of the scholarly edition.
Manuscript	The text of the scholarly edition.

About the book series

The Caribbean Records Series is a book series published by the Jamaican Historical Society in partnership with Open Book Publishers. The focus of the series is on publishing scholarly editions of primary sources related to the history of the English-speaking Caribbean, interpreted broadly. However, we will also consider proposals to publish calendars of primary sources, dictionaries and encyclopaedias of history and heritage, historical gazetteers, and archaeological reports, so long as they are also related to the history of the English-speaking Caribbean. Projects may be shorter or longer than the traditional 80,000 words, and may be considered as multi-volume works if appropriate.

A scholarly edition should enable readers to understand both the source as a historical artefact and the editorial decisions involved in presenting it. Authors should distinguish clearly between the words and features of the source and material supplied by the author.

These author instructions primarily relate to scholarly editions of primary sources. If you would like specific editorial guidance on any of the other types of volume we may publish, please contact the Series Editorial Board at serieseditors@jamaicanhistoricalsociety.org.jm.

Preparing manuscripts

Selecting a text or texts

There are thousands of fascinating archival manuscripts and documents relating to the history of the English-speaking Caribbean that have never been published. If you have come across a document in your research that you have thought deserved a wider audience, and would be of use to other students and scholars, it may well be the right fit for our book series. You may also look beyond traditional archival manuscripts to other material, such as oral history interviews.

Copyright

Authors should endeavour to identify the copyright and ownership status of the archival material they are seeking to transcribe and publish. Where required, authors should obtain written permission from the relevant rights holder or rights holders allowing publication. Authors should also identify any restrictions imposed by the holding institution or archive.

Alongside the Book Proposal Form, authors should provide a rights statement outlining the copyright, ownership, and permissions status of the material to be published.

Transcription

Your transcription of the text of the primary source should, in the first instance, be as literal and close to the original as possible. Preserve as many idiosyncrasies and oddities from the original text

as possible, including, for example, capitalisation, underlining, crossing-through, and superscript abbreviations.

If any such idiosyncrasies are repeated in a way that detracts from the meaning or readability of the text, you may submit a list of ‘Proposed editorial conventions’ identifying corrections or normalisations you would like to see made before publication. Submit both together initially, and decisions about which editorial conventions to adopt can be made through the publication process. Otherwise, the series generally defers to the *GDE*, especially chapter 4.

Editorial apparatus

The editorial apparatus should be appropriate to the source and may include:

- textual notes
- emendation notes
- manuscript descriptions
- provenance
- editorial symbols
- lists of abbreviations
- chronology
- glossary
- bibliography
- biographical register
- index
- list of illustrations
- explanation of editorial conventions

However, it will not necessarily require all of these.

Scholarly commentary and annotations

A scholarly edition should include a scholarly commentary, however it is broadly at the discretion of the author how this may look. The scholarly commentary and annotations should be at a high academic standard and will be subject to peer review. We expect, at a minimum, a scholarly introduction, providing context to the primary source and the subject to which it relates, as well as explanatory footnotes or endnotes giving further detail within the primary source itself. These may, for example, give brief biographies of individuals mentioned in the source, explain a larger event to which the primary source was referring, or define an archaic or foreign-language word. For further information, see the *GDE*, chapter 7.

In writing the scholarly commentary and annotations, please refer to the notes/bibliography style in the *Chicago Manual of Style*, 18th edn. We do not intend to put hard rules on how authors write and format their scholarly commentary, but would like to see consistency within the volume.

Use of AI

Specialist machine learning handwritten text recognition (HTR) tools, such as Transkribus and eScriptorium, can improve the speed of transcription, particularly when working from high-quality digitised material. However, their output must be treated as a preliminary aid to transcription and

checked meticulously against the original source by the author. Authors remain responsible for the accuracy and fidelity of the published transcription.

LLMs, such as ChatGPT and Gemini, should not be used to generate, correct, normalise, or otherwise assist in the transcription of primary sources. Nor should they be used in the preparation of the scholarly commentary or annotations.

Proposing a manuscript

You may propose a manuscript for publication no matter what stage you are at in its preparation. We are also happy to advise authors with an interest in publishing in the series but who either have not yet begun work on the manuscript or have not yet identified their source material.

To propose a manuscript, please visit this page (<https://www.openbookpublishers.com/publish-with-us/submissions>) to download the Book Proposal Form. Fill it out as best you can based on the stage your project is at and email it to the Series Editorial Board at serieseditors@jamaicanhistoricalsociety.org.jm. Alongside the Book Proposal Form, please provide a rights statement as outlined above.

The Editorial Board will carry out an initial review and if the manuscript is of interest, it will provide further information on how to proceed. Once the manuscript is complete, in accordance with the instructions of the Editorial Board, it will be sent for peer review, after which a final decision will be made about publication.

Other information

Miscellany

There is an option to publish a miscellany volume under a single author or group of authors. A miscellany contains several primary sources on the same or related topics. A miscellany can be organised by an open call for submissions or through solicited submissions. If you have a primary source you would like to publish but do not think it is of sufficient length for a volume, and would like it to be considered for a miscellany volume, please email the Series Editorial Board at serieseditors@jamaicanhistoricalsociety.org.jm.