

## NOTES FOR CONTRIBUTORS

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Contributors should follow exactly the journal's stylistic conventions when preparing the final version of their articles. Any alterations at proof stage, apart from the correction of typesetter's errors, are expensive and must be avoided.

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of each of the following to either of the Editors whose addresses are given on the front cover (or, ideally, one copy to each of the Editors):

1. the manuscript, on the top of the first page of which should be typed the title, the author's name and the author's affiliation as he/she would wish it to appear.
2. a short title for use as a running page head.
3. a statement of the article's length in number of words (including both text and footnotes), and a list of tables, graphs, maps and any other illustrative material.
4. an abstract of the contribution in English (and in the author's native tongue, if he/she is not a native English speaker) of some 100 words.
5. a short description of work in progress and previously published work.

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2. Quotations – follow the punctuation, capitalisation and spelling of the original source. Within the body of the text of an article, a quotation should begin, and end, with single quotation marks, with double quotation marks only used for quotations within quotations. Quotations of more than 50 words should be broken off from the body of the text, by being indented from the left-hand margin as a separate block of text, without quotation marks. Extensive quotation from non-English language sources should be translated into English in the text and (if necessary) the original text supplied in a footnote.
3. Numbers up to ten should be spelt out, but use Arabic numbers thereafter and standard contractions, as with m for million. For dates use, for example, 10 December 1948, 1930s and twentieth century, in the text; dates

- should be contracted in the footnotes, hence 10 Dec. 1948.
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## CONTENTS

<b>Abstracts</b>	1
<b>Articles</b>	
William Lazonick and Mary O'Sullivan <i>Finance and industrial development</i> <i>Part 1: the United States and the United Kingdom</i>	7
John F. Wilson <i>The finance of municipal capital expenditure in England and Wales, 1870-1914</i>	31
Chibuike Ugochukwu Uche <i>Banking 'scandal' in a British west African colony: the politics of the African Continental Bank crisis</i>	51
David Cobham <i>The Lawson boom: excessive depreciation versus financial liberalisation</i>	69
<b>Archive survey</b>	
Martin L. Müller <i>The Historical Institute of Deutsche Bank</i>	91
<b>Book reviews</b>	
Michael North, <i>Das Geld und seine Geschichte</i> (reviewer: Heinrich Rüthing)	105
Ron Chernow, <i>The Warburgs</i> (reviewer: Gabriele Teichmann)	106
Naomi R. Lamoreaux, <i>Insider Lending: Banks, Personal Connections, and Economic Development in Industrial New England</i> (reviewer: Robert C. H. Sweeny)	108

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