

Cambridge University Press Corrigenda Guidelines

Corrigenda are used **only** when the error was introduced by the authors in their submitted manuscript. Corrigenda should use the standard layout and design of the journal. The below example is from *Urban History*.

The diagram illustrates the layout of a corrigendum with several callouts:

- Top left:** A box containing the journal information: *Urban History*, page 1 © Cambridge University Press 2014 doi:10.1017/S0963926814000145.
- Top right:** A callout box stating: "A corrigendum is a separate publication to the article, with its own DOI. The DOI of the corrigendum should be displayed in the usual location."
- Center:** The main title of the corrigendum: **CORRIGENDUM**
Let's talk about class: towards an institutionalist typology of class relations in the cities of pre-modern Europe (c. 1200 – c. 1800) – CORRIGENDUM
- Below title:** The author's name: **JEFF FYNN-PAUL**
- Below author name:** The DOI and publication details: doi:10.1017/S0963926813001028. Published online by Cambridge University Press, 10 January 2014.
- Right side:** Two callout boxes. The top one states: "The naming convention for all corrigenda is '[Full article title] – Corrigendum'". The bottom one states: "The full author list should appear below the title."
- Bottom right:** A callout box stating: "The publication details of the original article should be included (DOI, date of publication, issue, volume and page numbers if applicable, keywords)."
- Body text:** "The editors regret that the title of the work cited on page 12 footnote 35 is incorrect.¹ It should read: 'This material will be presented most fully in: J. Fynn-Paul, *The Rise and Decline of an Iberian Bourgeoisie: Manresa in the Later Middle Ages* (Cambridge, forthcoming)'."
- Reference:** A section titled "Reference" containing a footnote: ¹J. Fynn-Paul, 'Let's talk about class: towards an institutionalist typology of class relations in the cities of pre-modern Europe (c. 1200 – c. 1800)', *Urban History*, published online 10 January, doi:10.1017/S0963926813001028.

Wording

- Wording of corrigenda should be standard and to-the-point.
- Use clear language to aid non-native readers of English.
- The text should focus on the correction that is being made. It should not be a general 'rejoinder' or 'response' piece written by the author.

For guidance purposes, the standard content for corrigenda is as follows:

1. Brief apology and acknowledgement of responsibility.

The authors regret the inclusion of an error in the above article.

2. Description of error in original published article.

On page 4, Figure 2 was mistakenly duplicated in Figure 6.

On page 6, the name of a cited author was given as J Fynn-Pal.

3. Description of correction.

The correct version of Figure 6 and its caption are provided below.

The correct spelling of the cited author's name is J Fynn-Paul.

4. Confirmation that correction has been made to the original article (IF APPLICABLE).

The article has been corrected.

Approval

Corrigenda should always be approved by the article's author prior to publication.