

Conventions for authors submitting articles

Authors submitting articles to *Local History Magazine* are asked to follow the conventions outlined in the style sheet for authors and in the notes for submitting articles on disk, so that time can be saved in the production process. If you have any questions about any of the instructions contained in this document, please contact Local History Magazine on 01527 854228 or e-mail admin@localhistorymag.com. The usual limit on length is 2,500 words.

Style sheet for authors

Abbreviations

No full point is used in acronyms, company names, contractions, countries, degrees or organisations: UN, Ltd, plc, Dr, Mr, Mrs, Revd, USA, PhD, BBC, WEA.

Other abbreviations should take a full point: e.g., i.e., ibid., op.cit., etc.

MPs not MP's.

Italic and Roman type

Use italic type for:

Book titles, *Pride and Prejudice*

Film and play titles, *Macbeth*

Names of periodicals, *Current Archaeology*

Names of ships, (usually 'the' is not part of the name) the *Revenge*

Some foreign words and phrases, e.g. *ad hoc*, *en bloc* (for guidance on this, see *Hart's Rules for Compositors and Readers at the University Press, Oxford*, OUP. If in doubt, we will put the relevant words into italic)

Certain Latin words and their abbreviations, *c. (circa)*, *passim*, *sic*

Use roman type in quotation marks for:

Titles of chapters in books

Articles in periodicals

Use roman type without quotation marks for:

House names and public houses

The commonest short abbreviations, e.g. *ibid.*, *op.cit.*, *viz.*

Notes

Notes should be numbered consecutively.

Numbers and dates

Use words for numbers between 1 and 10, except for exact measurements.

Elide a series of numbers, e.g., 17–25, 120–8, *but* 111–18.

1800s not 1880's.

Dates should be expressed as 19 March 1999, 1876–9, *but* 1914–18.

Percentages should be expressed in figures, e.g. 67%.

Punctuation

Lists should be introduced with a colon, not with a colon and dash.

Use an en-rule (Alt+0150 in Windows programs)*, not a hyphen, to:

- a) denote a span, e.g. pages 24–8
- b) to specify a period by connecting two dates or times, e.g. the 1914–18 War, 10–11.30a.m., Mon–Wed.

Use an em-rule (Alt+0151 in Windows programs), not a hyphen, to show that the words within them should be read parenthetically, e.g. The last vestiges of the Poor Law system — including outdoor relief — were not swept away until 1948.

Single quotation marks should be used, except for quotations within quotations, when double marks should be used.

There should be no punctuation at the end of subheadings.

Use only a single space after a full stop.

Where three dots (...) are used to indicate missing words — known as an ellipsis — there is a special character on the keyboard which should be used (Alt+0133 in Windows).

Quotations

Quotations should not be broken off from the text unless they exceed five lines.

* The latest version of Word may not recognise these keystrokes, in which case they will have to be inserted using the Insert menu, Symbols, where they can be assigned to a shortcut key.

Notes for authors submitting articles on disk

Acceptable programs and formats

We can accept files which were prepared on PCs/Macs in Microsoft Word, Quark Xpress, Wordperfect for DOS, or Wordperfect for Windows or from other programs if they are saved in formats which can be read by these programs (see next note).

Files should be saved using the extension which is produced by the software you are using, e.g. .doc in Word, .wpd in Wordperfect. If you are using other programs, we can accept plain text files (ASCII or .txt) — formatting may be lost in this case — or in rich text format (.rtf) which will retain formatting such as bold and italic.

Layout guidelines

Please supply a typescript of the final version of your article, as it is contained on disk, with all the corrections/amendments done.

The typescript should be double spaced with good margins to give space for marking up. Please don't use hard returns at the end of lines — your word processing program will automatically take words onto the next line when it is necessary.

If you are supplying files in Word, Quark XPress, Wordperfect or rich text format, then you can put words in bold and italic where necessary. However, if you are supplying files in plain text format, then this formatting will be lost. In this case, please indicate on the typescript where bold and italic should be used.

Please do not indent new paragraphs by using the tab key or space bar, but leave a blank line between each paragraph.

Please don't centre subheadings, type them in bold, in capitals, or put them in a bigger type size.

Where you have more than one level of subheading, please indicate the level by putting the appropriate number in parentheses at the beginning of the subheading, e.g.

- (1) Transport
- (2) Railways
- (3) The branch line

Illustrations, diagrams and figures

Please do not insert into the text illustrations, diagrams or figures produced either by graphics software or by your word processing program, as the DTP program will not be able to place them correctly. Save them as separate files, with a suitable name and indicate where they should go in the text by marking up the typescript in the margin.

Where photographs are concerned, we prefer to scan in the originals ourselves and we would ask authors to try and avoid supplying laser generated copies of photographs, as they are made up of a series of lines, which can be noticeable when they are scanned for printing. If you have to supply scanned images as files, please ensure that they are scanned at 300dpi (photographs) or 1200dpi (line illustrations). Scanned photographs and illustrations should be saved as tiff files. We can accept files on CD-rom or on zip disks.

Please place all captions at the end of articles/chapters, suitably numbered. Please indicate on the typescript whether the numbers are to be retained.

Notes

Please don't use any feature of your word-processing program which automatically generates footnote numbers and places the text of the footnotes at the bottom of the relevant page. When the text is imported into the DTP program the text of the notes will be lost. This will also happen if you reassign the automatically generated footnotes as endnotes. Instead, please insert manually superior numbers at the relevant point in the text and type the text of all the notes at end of the article.

Footnotes are not possible in articles in *Local History Magazine*, endnotes are used instead.

Tables

Tables should be supplied as separate files. Please type the text only (no lines or column rules, using the tab key to space out the columns, preferably using only one left tab between columns (this may look very odd in the typescript, but the correct alignments will be inserted during typesetting). If your tables are complicated, then use the formatting functions of your word-processing program to produce the layout of the table in the typescript as you wish it to look when printed, then take out all the superfluous formatting commands in the file on disk. This is time consuming, but does ensure that the final table appears as you intended.

Please don't use any formatting functions in your word-processing program to insert ruled lines or boxes etc. They won't be recognised by the DTP program and may cause confusion when the table is being typeset. Tables will normally be set with a minimum of horizontal rules which will be inserted during layout. Also, please do not use headers and footers generated automatically by your word processing program.