

Conventions for authors submitting articles to *The Nottinghamshire Historian*

Authors submitting articles to *The Nottinghamshire* are asked to follow the conventions outlined in the following **Style sheet for authors** and **Notes for submitting articles on disk** (page 3), so that time and effort can be saved in the production process. If you have any questions about any of the instructions contained in this document, please contact Susan Griffiths on 0115 8740347, email: web@nlha.org.uk.

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*.

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.

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 dash, 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 dash, 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.

(To type an en dash in Word, press Ctrl plus the minus (-) key on the numeric keypad, or press Alt and type 0150 on the numeric keypad. To type an em dash in Word, press Ctrl+Alt and the minus key on the numeric keypad or press Alt and type 0151 on the numeric keypad.)

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).

Quotations

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

Book reviews

We have always tried to include as much information as possible about books and periodicals which are reviewed in *The Nottinghamshire Historian*. The following details should be provided if at all possible:

Title, Author, Publisher, year published, cover (hb or pb) page size (either in mm or paper size, e.g. A4, A5 etc.) number of pages (e.g. 28pp), whether it contains illustrations (photographs/line drawings etc), maps, plans, gazetteer (gaz), glossary (glos), bibliography/further reading (bib), annotations/footnotes (ann), an index (if more than one, this is noted), ISBN, price (plus p&p if known) and, finally, where it is available to buy, usually this will be the publisher's name and address. Please use only commas between the details, not full stops, colons or semi-colons.

Notes for authors submitting articles on disk

Acceptable programs and formats

We can accept files which were prepared on PCs and Macs in Word or from other programs if they are saved in other formats such as plain text (.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 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.

Please do not use headers and footers (e.g. page numbers) generated automatically by your word processing program.

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

If you are using Word then you will probably find that the program automatically shows 1st, 2nd, 3rd etc as 1st, 2nd, 3rd. Please turn off this facility, as the superscript numbers used in Word may interfere with the line spacing in the DTP program which we use for the *Historian*.

Illustrations, diagrams and figures

Authors are responsible for supplying illustrations of a suitable quality for reproduction in print, so please read the following requirements carefully.

Authors are responsible for gaining permission to reproduce illustrations from copyright holders.

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.

If you supply scanned images as files, please ensure that they are scanned at 300 dots/lines per inch. Scanned photographs and illustrations should be saved as tiff files if at all possible, rather than jpeg files. Please try to 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. In the case of illustrations found online, those downloaded direct from websites are not of high enough resolution to reproduce in print, therefore high resolution (300 dpi) copies/files must be obtained from the owners.

When taking photographs with a digital camera, if at all possible, please use an image size which has a resolution of 300dpi and which produces a tiff file. If your camera doesn't make clear which image size would result in a photograph with these requirements, then choose an image size where the longest side is at least 2,500 pixels long. This will produce a large file, but as illustrations in *The Nottinghamshire Historian* may be reproduced in sizes slightly larger than A4 paper, on the front cover for instance, we do need high quality photographs.

We can accept files on CD-rom or they can be emailed.

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.

August 2015