



Cheltenham Local History Society welcomes and encourages all members to publish their original research in the Society's *Journal*, for the benefit of members and other readers.

These notes cover the process by which you should submit an article for inclusion in the *Cheltenham Local History Society Journal*. They will also help you to write to a standard and in a style consistent with that preferred for the *Journal*, and should minimise the time spent editing articles at a later stage.

If you would like to write an article for the *Journal* or if you have a query about any aspect of these notes then please contact:

Julie Courtenay, Journal Editor
email: editor.clhs@gmail.com

SUBMITTING AN ARTICLE

The submission of an article to the Society (the Journal Editor) does not guarantee inclusion in the *Journal*. Articles are accepted or rejected at the discretion of the Editor. Where an article is edited (apart from minor corrections of preferred style, grammar and punctuation), the Editor will inform and consult with the author. By submitting an article to the *Journal*, it is assumed, unless the Editor is informed to the contrary, that the Author is the copyright holder of the article and that it is the Author's own original research, unless otherwise stated.

- The *Journal* is published in April each year. All articles should be submitted to the Editor by 30 November of the previous year or by the date published in the *Journal* or on the Society's website.
- The Editor should be made aware as early as possible that you wish to submit an article, giving brief details of the subject matter, approximate number of pages, and number and type of illustrations.
- The Author should ensure that they pay strict attention to copyright law (see following section) and that all written copyright permissions, where necessary, accompany the article.

Please note: Reasons for non-inclusion may include:

The article is too long – we try to include a variety of articles and a very long article would exclude other authors.

The topic and views expressed in the article are too similar to others that have been included recently.

The article has already appeared in another publication.

COPYRIGHT

It is the responsibility of the Society to ensure that it complies with copyright law in all of its publications. Therefore, the Society must ensure that copyright permission has been given for all the elements of articles that are published in the *Journal* where the copyright is not with the Author.

In submitting an article for publication in the *Journal* of the Cheltenham Local History Society, the Author agrees that the Society has permission to publish the article in the *Journal* (whether in hardcopy or digital format) and online on the Society's website for public access and to further authorise use of the article by interested parties. The Author should supply written permission or adequate proof that the Author has permission for the use of material not owned by the Author for these purposes and can therefore indemnify the Society for any copyright infringement in this respect. In the event of a copyright challenge the Society needs to ensure it is legally compliant.

A majority of images, such as paintings, illustrations, postcards, maps, etc. and photos of these images, are likely to be in copyright as copyright lasts for 70 years from the death of the 'author' (which includes the artist, illustrator and photographer). Copyright in unpublished documents created before 1969 are in copyright until 31 December 2039. Unpublished documents created after 1 January 1969 are in copyright for 70 years after the work was produced. Photos of material may still be in copyright, even though the material itself is out of copyright. Please ensure these photos are cleared for use and the correct acknowledgement for the photo is given, as well as the source of the photo's subject.

Images downloaded from the internet are mostly in copyright and are not in the public domain just because they are publicly accessible. If you have used material held in archives, private collections or museums please ensure you have written permission for their use.

Current Ordnance Survey maps require a license and the licence number has to be printed beside the image as a reference. They are very strict about their use. Collections of old photographs and photographic libraries and museums likewise require permission and may also need a specific acknowledgement.

Please ensure that you supply acknowledgements for all the images or graphics and where they should appear to the Editor. If you have been issued with a licence for their use please supply a copy for the Editor's records.

Some copyright owners may ask for a fee for reproduction. It is likely that this fee will be waived if the copyright owner is aware that the print copy of the *Journal* is a non-profit making publication for a registered charity and has a low print run of 350 and a territory largely restricted to the UK. At the present time, copies of the *Journal* are not publicly accessible on the internet, but such copies may be in the future. The distribution of the *Journal* is to members of the Society as part of their membership fee. The offer of a copy of the *Journal* in exchange for the use of material is often sufficient. The Editor does not have a budget for any fees or expenses incurred in the production of any article.

The Cheltenham Local History Society has a copyright consultant as one of its Committee members. If further advice is needed, please ask the Editor.

ILLUSTRATING YOUR ARTICLE

1. Please, submit illustrations **separately and of good quality**, separate from the text of your article so that the Editor can be free to size and position them in the text taking into account the overall presentation of the page.
2. If possible:
 - a. copy each illustration using a scanner set to 300 dots per inch (dpi)
 - b. save each image as a .jpg, .gif, .tif file with a meaningful name
 - c. transfer each image as a separate file
3. If you are not able to send digital images, please talk to the Editor who will be happy to give advice on the best method for copying the illustrations you require.
4. Submit a separate caption/copyright file identifying:
 - a. the source and/or copyright holder of each illustration
 - b. the required acknowledgement and where it should be sited
 - c. a short caption for each.

STYLE GUIDE

Here is a guide to the style preferred for the *Journal*. It is based on the style sheet produced by Phillimore, the publisher of local and family history.

Text

1. Please ensure that all text is in 12 pt Times New Roman.
2. A full stop must always be followed by a **single space, not a double one**.
3. Avoid short lines comprising lists where possible, by using commas, semi-colons and colons. So please use:

Five sheep, six goats and seven cattle, rather than:
Five sheep
Six goats
Seven cattle.
4. Unless it is essential, do not use tabular form, run it on as part of text, with a heading in bold or italics if necessary.

Headings and sub-headings

Please make these clear - headings should be in **12pt times New Roman bold in UPPER CASE**. Sub-headings should be in **12pt Times New Roman bold in lower case**.

Capital Letters

Please use capital letters sparingly.

1. Capitals for proper names: 'John, Lord Bishop of Worcester'; 'the City of London'
2. Do not use capitals when you are not referring to a specific person or individual: 'bishops of Worcester'; 'the city lay shrouded in fog'
3. Churches and schools should not normally be capitalised unless part of a title. For example, the Anglican Church and St Mark's Church are capitalised, while 'the Leckhampton church'

is not. Similarly 'St John's School' is capitalised where 'School' forms part of title, whereas 'every Cheltenham school' is not.

4. Acts (as in Acts of Parliament) should be capitalised.

Dates and numbers

1. Use format '3 April 1783' for dates, with the month written in full.
2. 'first century' for the first to ninth centuries, but the form '17th century' for all centuries from the 10th onwards.
3. 'c.1720' for approximate dates, with *c.* in italics and no space between the full stop and first digit.
4. Numbers between one and nine in words; above that in figures, as 10, 11, 23, 364 etc. However, if a sentence begins or ends with a number then please use words, as in 'Twenty men defended the bridge.' Approximate figures should also be written in words, as in 'about fifty men'.
5. Kings and queens should be cited with Roman numerals, as in 'Queen Elizabeth I', not 'Queen Elizabeth the First'.
6. 'First World War' rather than 'World War One'.

Copying and pasting from a web page

Please do NOT copy and paste from a website. Apart from probably infringing copyright laws, the pagination of a webpage is NOT compatible with the CLHS template and causes the Editor endless problems!

References

Referencing one's work, carefully and consistently, is essential as it allows readers and other researchers to refer to the original sources. All quotes, from primary and secondary sources, should be referenced accurately and according to the format laid out below.

1. References should appear as **endnotes** at the end of the article, not as footnotes at the bottom of each page and should appear in 10 pt Times New Roman font.
2. Endnotes for each article should be numbered using the 'Reference' tab > 'Insert Endnote' from ¹ (arabic not roman) and appear in the appropriate position in the text *after* any punctuation. For example

Evidence suggests that the coins were of Anglo-Saxon origin.¹

3. If you cannot produce end note numbers then place the number in square brackets. For example:

Evidence suggests that the coins were of Anglo-Saxon origin.[1]

Citation of books and articles

These should appear in your endnotes and our preferred format is, as follows;

Books: Surname, forename or initials, *publication name*, *edition* (publisher, year), pages.

Hodsdon, James, *An Historical Gazetteer of Cheltenham* (BGAS, 1997), p.45

Sampson, A. and Blake, S., *A Cheltenham Companion*, 3rd Edn (Portico, 1997), pp.23-34

Articles: Surname, forename or initials, ‘article name’, *publication name*, **publication reference** (publisher year), pages.

Greene, Betty, ‘Cheltenham and the Lifeboats’, *Cheltenham Local History Society Journal*, **13** (CLHS 1997), pp.21-2

Newspapers: *Gloucestershire Echo*, 12 June 2011, p.3 col. 2

If a bibliography or further reading is used, it should be ordered alphabetically using the above formats.

Abbreviations and contractions

1. Make the meaning of any letter abbreviation clear when you use it for the first time. For example: *Gloucestershire Notes and Queries* (GNQ).
2. Abbreviations should be followed by a full stop, so ‘Rev.’ is the abbreviated form of Reverend.
3. Contractions – words whose shortened versions end with the original letter – do not need a full stop, e.g. Mr, Dr, Mrs, St (for Saint).
4. St. is the standard shortened version of Street.
5. Do not use full stops for measurements, e.g. 10ft 6in - use ft for feet, in for inches, m for metres, cm for centimetres, and mm for millimetres.
6. Use full stops after personal initials. There should be no spaces between initials, but a single space between a block of initials and the surname, example Mr A.N. Other.

Foreign languages

1. Put occasional words from a foreign language, such as Latin or Anglo-Saxon, in italics. For example: ‘*mansio*’.
2. If you are using a term frequently put it in single quotes – ‘wergild’ – the first time you use it, and thereafter as normal.
3. If your manuscript contains many passages in, say, French, these can appear as normal text.

Quotation marks

1. Short quotations can be part of your text, example:

He referred to the fact that ‘some goods were always common in market towns of the 15th century’.

2. A quote consisting of about fifty or more words should be set out as a separate paragraph
3. Use single quotation marks around extracts from other books or manuscripts.
4. If there is a quotation within your quotation, or a piece of conversation recorded these should have double quotations around them, example:

‘William Smith’s account of the story was very lively. “I come around the corner and seed them a fighting there,” he told us,’ Robert wrote in his diary.

Names of inns, hotels, ships and publications

These should always be named in italics. Examples:

Beaufort Arms; Queens Hotel; HMS Goliath; Gloucestershire Echo; Rowe’s Illustrated Cheltenham Guide; Cheltenham Annuaire

Brackets, associated punctuation, hyphens and word breaks

1. If a sentence is entirely within brackets, the full stop, query or exclamation mark that ends it should also be within the bracket.
‘He tried to hit the ball and missed. (He had never been much good at cricket.)’
2. The closing punctuation mark for a sub-clause in brackets within a sentence should be outside the final bracket. Example:
‘Although a keen cricketer (he had in fact first played the game as a child), he never achieved much success in the game.’
3. Do not put a comma before an opening bracket.
4. Square brackets [] are used to denote an interpolation, usually editorial, into a quotation:
‘The real cause of dissatisfaction with his [John’s] policy was ...’
5. Mark omitted portions of a quote with three full stops, as above.
6. Please do not hyphenate unnecessarily, and be consistent.
7. Use hyphens to avoid ambiguity, so: ‘200-odd people’ rather than ‘200 odd people’
8. ‘a little-used machine’ rather than ‘a little used machine’
9. Use hyphens in compound adjectives preceding a noun, as in:
‘late 19th-century building of mid-18th-century style’
‘his 13-year-old daughter’