



Cheltenham Local History Society

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

These notes cover the process for submission of an article for inclusion in the CLHS *Journal* and provide guidance to ensure a standard format and style of writing consistent with that preferred for the *Journal*, thereby minimising the amount of subsequent editing.

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

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Submitting an article

The *Journal* is printed in March and published in April of each year.

Ideas for articles, outlines or first drafts may be submitted at any point in the preceding year, with a deadline of 30 November. This gives adequate time for author and editor to discuss and revise as necessary. Please do not wait for the November deadline to first submit an article for consideration.

While submission of an article does not guarantee inclusion in the *Journal*, and articles are accepted entirely at the discretion of the Editor, articles are rarely rejected completely. The editing process is a consultative discussion between editor and author, apart from minor alterations for house style, grammar or punctuation.

Editing might seek to reduce the length of an article, sharpen its focus by removing overly long discussions of related side issues, or strike a suitable balance between the length of text and number of images. Articles should not have been already published in another publication. Each *Journal* will contain articles of a range of lengths, with a maximum word count of around 6,000 words.

Articles should focus on the history and heritage of Cheltenham, perhaps broadening to place the subject matter within a wider county or national context if and/or as necessary. Authors should be aware that there are active publishing local history societies for the surrounding areas of Charlton Kings, Leckhampton, Swindon and Prestbury. While some overlap is acceptable, the core of the article should relate to Cheltenham itself.

Authors should avoid submitting ideas for or articles on subjects that have been covered in articles in CLHS *Journals* in the previous ten to twelve years. Digital copies of contents for *Journals* 1 to 34 and of indexes for *Journals* 35 to 40 are available to consult on the Society website: www.cheltlocalhistory.org.uk. Short pieces which comment on, clarify or provide additional information to articles from a previous *Journal* can be considered for inclusion, but should avoid an unduly contentious tone.

Illustrating articles

1. Authors should submit individual illustrations of good quality (ideally as a .jpeg or .tif file) separate from the text of the article, in order that the Editor may re-size them as necessary and position them in the text taking into account both their position in relation to their mention in the text and appearance on the page. They may be sent as separate or zipped attachments to emails or via file sharing services such as Dropbox or WeTransfer
2. Listed in a separate Word file, for each illustration authors should supply a caption, details of the copyright holder who has given permission for use of the image, and a specific reference – as well as an indication of where each should appear in the text. If a licence for their use is required and has been obtained, that information should also be included. The Editor may ask to see a copy of this.
3. Alternatively, authors may send each illustration to the Editor as a good quality photocopy. Authors should contact the Editor as early as possible if unsure how best to provide illustrations of suitable image-quality.
4. The *Journal* can print colour illustrations throughout and such are preferred; wherever possible, colour illustrations should be provided.

Text of articles

Articles should be no longer than about 6,000 words; though, for variety, shorter articles are also very acceptable. Shorter articles can also provide space for inclusion of more illustrations. Authors are requested to keep end-notes as concise as possible; commenting on or providing context for a point made in the text and citing the source of information, rather than introducing or discussing additional information.

Though not a strict requirement for all articles, the first paragraph might aim briefly to set the context for the subject of the article and summarise the narrative or argument to come in the body of the text.

Authors should be aware that they are writing for an audience primarily composed of non-professional local historians interested in (and often very knowledgeable about) the history of Cheltenham and district, and are recommended to adopt a detailed and authoritative, but not overly academic voice.

Authors are asked to provide a brief autobiographical note (50-100 words) which will appear after the text of the article. This might include details of the author's career, historical interests, previous publications, current roles (perhaps in local history societies) or source of their interest in the subject of the article. It should avoid too heavy or worthy a tone. Examples are available from volume 40 onwards and further examples may be obtained from the Editor.

Style guide

The style guide preferred for the Journal is based on the style sheet produced by Phillimore, publisher of local and family history.

1. **Articles** and accompanying notes should be sent to the Editor as Word files, probably attached to an email.
2. The *Journal* is now published in royal octavo format (234 x 156 mm) and not A4. However, authors should still submit the text of their article in standard A4 format, but with a minimum of embedded formatting to facilitate editing and setting into the published format. They need not spend time on appearance and layout beyond sub/headings, paragraphing and some indication of where illustrations should appear – perhaps by a note in square brackets or in colour in the body of the text. Once their article is set, they will be sent a copy to proof read and approve well before publication to enable any desired changes to be made.
3. Authors may submit articles in their preferred font (the *Journal* uses Garamond) and point size, which will be adjusted as part of the editing process to suit house style.
4. A full stop must always be followed by a single space, not a double one.
5. **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
6. **Capital letters** should be used sparingly.
 - Use capitals for proper names: **John, Lord Bishop of Worcester; the City of London.**
 - Do not use capitals when you are not referring to a specific person or place: **bishops of Worcester; the town lay shrouded in fog.**
 - 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 in **every Cheltenham school** it is not.
 - Acts of Parliament should be capitalised.
7. **Dates and numbers.**
 - Use the format **3 April 1783** for dates, with the month written in full.
 - Use **first century** for the first to ninth centuries, but **17th century** for all centuries from the 10th onwards.
 - Use **c.1720** for approximate dates, with *c.* in italics and no space between the full stop and first digit.
 - Numbers between one and nine should be in words; above that in figures. 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.**
 - Kings and queens should be cited with Roman numerals, as in **Queen Elizabeth I,** not **Queen Elizabeth the First.**
 - Use **First World War** rather than **World War One.**
8. **Material from a web page.**

Please do not copy and paste straight from a web site. Apart from probably infringing copyright, the text of a web page is often formatted differently and may not be compatible with the CLHS template, causing the Editor endless problems!

9. **Referencing the primary and secondary sources** used in an article, carefully and consistently, is essential as it allows readers and other researchers to refer back to the sources used by an author.

- References should appear as end-notes at the end of the article, not as footnotes at the bottom of each page.
- End-notes for each article should be created using the 'References' tab > 'Insert End-note' from ¹ (superscript, arabic) and appear in the appropriate position in the text *after* any punctuation, rather than mid-sentence.

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

Rather than: Evidence¹ suggests that the coins were of Anglo-Saxon origin.

- If you cannot produce end-note numbers, place the number in square brackets, with a matching number in a list following the body of the text.

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

10. **Citation of books, articles and newspapers** should appear in your end-notes in the following formats:

- For books: Surname, forename or initials, *publication name*, edition (publisher, year), pages.
For example: 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.
- For articles: Surname, forename or initials, 'article name', *publication name*, publication reference (publisher, year), pages.
For example: Greene, Betty, 'Cheltenham and the Lifeboats', *Cheltenham Local History Society Journal*, 13 (1997), pp.21-2.
- For newspapers: *Newspaper name*, day month year, page number column number.
For example: *Gloucestershire Echo*, 12 June 2011, p.3 col.2.

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

11. **Abbreviations and contractions.**

- Make the meaning of any acronym clear when you use it for the first time. Thereafter reference can be made using the designated letter abbreviation.
For example: *Gloucestershire Notes and Queries* (GNQ), thereafter simply GNQ.
Oxford University Press (OUP), thereafter OUP.
- Abbreviations should be followed by a full stop, so Rev. is the abbreviated form of Reverend.; St. is the standard shortened version of Street.
- Contractions – words whose shortened versions end with the original word's final letter – do not need a full stop, e.g. Mr, Dr, Mrs, St (for Saint).
- Do not use full stops or a space for measurements, e.g. 10ft 6in; use ft for feet, in for inches, m for metres, cm for centimetres, and mm for millimetres.
- Use full stops after personal initials, without a space between each initial and a single space between initials and the surname, e.g. Mr A.N. Other.

12. **Foreign languages**

- Put occasional words from another language in italics, e.g. *mansio*.
- If using a term frequently, put it in single quotes – 'wergild' – the first time it is used, thereafter without any quotation marks.
- If the text contains many passages in, say, French, these can appear as regular text.

13. Quotation marks

- Short quotations can form part of the text: He went on to explain that ‘some goods were always common in market towns of the 15th century’.
- A quotation consisting of about fifty or more words should be set out as a separate paragraph, in italics and unjustified.
- Use single quotation marks around extracts from other books or manuscripts.
- If there is a quotation within your quotation, or a piece of conversation recorded these should have double quotations around them: ‘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.

14. Names of inns, hotels, ships and publications

- These should always be named in italics:
Beaufort Arms; Queens Hotel; HMS Goliath; Gloucestershire Echo; Rowe’s Illustrated Cheltenham Guide; Cheltenham Annuaire

15. Brackets, associated punctuation, hyphens and word breaks

- 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.).
- The closing punctuation mark for a sub-clause in brackets within a sentence should be outside the final bracket: Although a keen cricketer (he had in fact first played the game as a child), he never achieved much success in the game. .
- Do not put a comma before an opening bracket.
- Square brackets [] are used to denote an interpolation, usually editorial, into a quotation: The real cause of dissatisfaction with his [John’s] policy was
- Mark omitted portions of a quote with three full stops, as above.
- Please do not hyphenate unnecessarily, and be consistent.
- Use hyphens to avoid ambiguity, for example: 200-odd people rather than 200 odd people, and a little-used machine rather than a little used machine.
- Use hyphens in compound adjectives preceding a noun: late 19th-century building of mid-18th-century style and his 13-year-old daughter.