

# HISTORIC SOCIETY OF LANCASHIRE AND CHESHIRE: GUIDELINES FOR CONTRIBUTORS

## FULL CONVENTIONS

Contributors to *Transactions of the Historic Society of Lancashire and Cheshire* will appreciate that the editorial board wish to maintain a high standard of presentation and give the printer every aid in producing a quality journal. If contributors follow these conventions in their manuscripts it will help in getting their work into print quickly and with as few errors as possible. In preparing a manuscript for publication greater attention must be paid to grammar, spelling and punctuation than in normal correspondence. Spellings should be consistent and conform to the allowable variations in the *Oxford English dictionary*. On matters of literary style Fowler's *Dictionary of modern English usage* and its successor Burchfield's *The new Fowler's modern English usage*. The Chicago manual of style gives further detail than these conventions but, it should be noted, does not always conform to the conventions laid down below. Needless to say all tables, calculations etc. should be carefully checked.

### PREPARATION OF THE TYPESCRIPTS

Manuscripts should be word-processed, double-spaced, and formatted with generous margins of at least a one-inch margin on all sides.

Pages should be numbered consecutively.

Please use footnotes rather than endnotes. References to footnotes should be numbered consecutively through the text of the article. These references should be placed at the end of sentences, unless inappropriate, but always following a punctuation mark.

### CONVENTIONS

#### **Spelling**

Use British spelling and follow the style of *The Oxford modern English dictionary*. Use –ise forms where appropriate.

#### **Foreign languages**

Foreign words and phrases in an English sentence should be italicised in the typescript, unless they are proper names, quotations or foreign words which have passed into regular English usage. Please ensure appropriate use of accents.

#### **Quotations**

Use single inverted commas for quotations, with double inverted commas only for quotations within quotations.

The closing inverted comma precedes all punctuation except an exclamation mark, question mark, dash or parenthesis belonging to the quotation, or a full point at the end of a grammatically complete sentence starting with a capital letter.

Quotations longer than about 75 words should be broken off from the text and indented from the left hand margin, without inverted commas.

Extensive quotations from non-English sources should be translated into English in the text and, if necessary, the original should be given in a note.

The omission of a word, phrase or line from any quoted material should be indicated by ellipsis points (for practical purposes three full stops, separated by spaces will suffice). If any omission includes at least one complete sentence AND the remaining quotation makes grammatical sense, an additional full stop should be added. Material which is interpolated for grammatical reasons or clarity should be enclosed in square brackets, e.g., 'He was a strong advocate of the [Drainage] Act arguing that it would yield significant advantages to the estate'.

### **Numbers**

- Use words for numbers up to and including ten, thereafter Arabic numerals.
- Note the following exceptions:
- Figures are always used for percentages and decimals (fractions are to be avoided).
- Words are always used for numbers at the beginning of sentences.
- Numbers and words should not be mixed, e.g., use '9 men and 12 women'. (However, avoid placing two Arabic numerals next to each other, e.g., rephrase 'In 1857 the population was 902, 112 of which were child inmates, to '...902, of which 112 were child inmates'.)
- Use comma separators in all numbers (including those in tables) of five figures or more. So, 8450, but 12,347.
- Use 'per cent' not 'percent' (nor '%') in the main text. ('%' is acceptable in tables).
- Spans of numbers should be elided to the smallest unit (except for numbers from 10–19), e.g., 23–5, 296–8, 211–15, 1500–78. However, dates should always be in full, e.g. 1492–1497. Decimal numbers should never be elided, e.g., 5.3–5.5 not 5.3–5.

### **Money**

Abbreviations which follow (or precede) numbers to denote currency should follow the rules which apply to all abbreviations. The numbers that make up part of a currency statement follow the rules relating to dates, e.g., '£15 12s. 6d.' and '£75–100'.

### **Dates**

These should be given in the form of '4 December 1933'; '4 December'; 'December 1933'. Approximate dates should be given as 'c.1490'. [Note the use of italics.]

### **Capital letters**

Within the text these should be used for:

Proper names or for titles accompanying them, 'Bishop of Manchester', 'Bishop Bridgeman', 'Earl of Derby', 'John of Gaunt'. However use lower case when a general sense is indicated, 'the Chester bishops', 'the Lancashire earls', 'the king's authority'. Note that if a specific person was indicated in the last example, the correct style would be: 'the King's authority'.

Recognised geographical names, e.g., 'Cheshire Plain', 'West Pennine Moors', 'Merseyside', 'River Douglas', 'Amounderness'. However, use lower case in generalised descriptions, e.g., 'north-west England', 'north-east Lancashire', 'southern Cheshire'.

Institutions and movements e.g., 'Customs Office', 'Swedenborgian Church', 'Bolton Poor Law Union', 'Chartism', however, use lower case in general senses, 'the Swedenborgian congregations', 'poor law unions'.

Parties, denominations and organisations and their members, e.g., 'Quaker', 'Methodist', 'Conservative', 'Socialist', however, use lower case in general senses, 'non-conformity', 'conservative'.

Names of ships, and trade and proprietary names e.g. RMS Titanic, Vimto, United Cattle Products.

In adjectives if the connection with the proper name is necessary, e.g., 'Benthamite', 'Henrician', 'Laudian', but 'Arabic', 'roman' (numbers).

### **Parentheses and brackets**

Round brackets, i.e. '(' and ')', are used for parenthesis. Square brackets, i.e., '[' and ']', are used for editorial insertions and comments.

### **Hyphens and em-dashes**

Hyphens should only be used when they serve a purpose, i.e. in words which are recognised to be hyphenated, words which avoid clumsy sequences because of them (co-operation), in adjectival clauses and to avoid ambiguity., e.g., 'late nineteenth-century Wigan, but 'Wigan in the late nineteenth century' and 'three year-old children' and 'three-year-old children'. The use of em dashes is acceptable where it is necessary to emphasise demarcation between sub-clauses within a sentence. No space should be left either side of an em dash used in this way.

### **Contractions**

These are best avoided unless well known to readers.

The plural of initial contractions is formed by adding 's, e.g., k.o's. The apostrophe, however, is omitted after capital contractions and dates, e.g., CEBs, 1820s. For contractions consisting of capital letters the omission of full stops is preferred. A full stop after a contraction indicates that letters have been omitted after the stop, e.g., 'vol.' Where the contraction includes the final letter of the word a full stop should not be used, e.g., 'vols', 'Dr', 'Mr', 'St', including the cases of MS and MSS. Note that in the case of a parish consisting of two saints' names the contraction SS should not be used, e.g., 'St Philip and St Jacob'.

### **Apostrophes**

It is normal to drop the apostrophe from names: 'John Rylands Library', except where the body concerned uses one. The omission of the apostrophe leads to all names being treated as plurals. Where a name or other noun is used adjectivally it is not usual to use an apostrophe, e.g., the 'British Records Association'.

Headings and sub-headings

We encourage authors to make use of a small number of sub-headings within articles. These should be un-numbered and presented on a separate line in bold typeface on the typescript.

## FIGURES AND TABLES

### **General**

Figures and tables should be submitted with the main text.

Maps, graphs and other illustrations are collectively termed 'figures' and all figures should be numbered consecutively.

Authors should avoid making figures, tables and other displays of data so dense and/or complex that they will not be readily intelligible on the printed page, and should avoid unnecessary decimal places.

At submission stage rough drafts of any maps, graphs or other figures should accompany the article. Before the article is accepted for publication the author will be responsible for amending figures as suggested by the editors (if necessary) and presenting them in final, camera-ready form (i.e. suitable for direct reproduction). Please note that photocopies are generally not acceptable.

All tables and figures should be accompanied by a clear and unambiguous title, and should include a note on sources (even if that refers the reader to a previous footnote).

We do not encourage the use of illustrations in the form of art work, photographs etc. However, if such an illustration is vital to your publication then please discuss this with the editor.

### **Figures**

It is the authors responsibility to supply good quality maps that are suitable for reproduction. It is the responsibility of the author to ensure that permission is granted to reproduce copyrighted maps where that copyright is held by a third party.

All Figures need to make positive impact on the article and only those that are clearly essential should be included. As far as practical, the title, notes and legend of the Figure should enable the reader to understand it without reference to the text. In the text Figures should be identified by Arabic numbers (e.g. Figure 3). Approximate position of the Figure should also be indicated within the text. Each Figure should be presented on a single page with all titles, notes and sources on a separate page.

Where possible Figures should be prepared by computer, preferably using Excel, and they need to be of a sufficiently good quality that allows for reproduction. All labels, axes titles and any other text within a Figure should be set in 10pt Palatino. Labelling should be consistent throughout each Figure

of an article. Gridlines should be avoided. The editor may be able to offer help and advice on the production of figures, although in these circumstances the author will be expected to provide their original data on an Excel spreadsheet.

The editors expect authors to clear copyright (where necessary) for any figures prior to publication.

## Tables

Tables should be numbered consecutively and referred to in the text as such: '(see Table 1)', not '(see table below)'. Note the use of upper case when referring to figures or tables.

The table number and title should be typed above the body of the table.

Type a single continuous line above and below the body of the table, but avoid vertical rules.

Notes, indicated by raised lower-case letters, and source(s) should be typed below the bottom rule.

If percentages are cited give, '%' as a column heading and do not repeat it within the body of the table., e.g.

Table 4.1 Occupational structure, Scarisbrick, 1682 and 1767

Occupational group	1682		1767	
	No	%	No	%
Husbandman	22	39	20	40
Yeoman/farmer	8	14	9	18
Labourer/servant	13 <sup>a</sup>	23	8	16
Service/tertiary	6 <sup>b</sup>	11	3 <sup>c</sup>	6
Industry/artisan trades	8 <sup>d</sup>	14	10 <sup>e</sup>	20
Totals	57	100	50	100

Source: Norman Gardner (ed), *Lancashire Quarter Sessions Records: Register of Recusants, 1682* (Wigan, 1999); E. S. Worrall, *Returns of Papists, 1767. Diocese of Chester*, (Catholic Record Society, Occ. Pub. 1, 1980).

Notes:

a Includes 12 labourers and 1 plowright; b Includes 1 alehousekeeper and 5 „gents“; c Includes 1 miller, 1 priest and 1 steward; d Includes 2 blacksmiths, 1 carpenter, 1 house carpenter, 1 plasterer, 2 websters, 1 wright; e Includes 2 blacksmiths, 1 apprentice blacksmith, 1 plasterer, 1 apprentice plasterer, 2 turners, 3 weavers.

## Footnotes

Footnotes should be typed double-spaced at the bottom of the appropriate page of text.

*Transactions* does not use Latinisms, e.g., *op. cit.*, *ibid.*

It is acceptable to include acknowledgements within the first footnote.

Avoid the use of cross-references in notes, unless absolutely necessary.

Multiple references should be separated by a semi-colon.

## Books

The first citation should give: Author's or editor's initials and surname (as given on the title page), full title (capitals should be only for the proper nouns and the first letters of the title or after a full stop) in italics, edition (if second or later), place and date of publication in parenthesis and page number(s) if appropriate.

A. Kussmaul, *A general view of the rural economy of England, 1538–1840* (Cambridge, 1999).

A. J. Mitchinson (ed.), *The return of the papists for the Diocese of Chester 1705* (Wigan, 1986).

C. A. Bayly, V. Rao, S. Szreter and M. Woolcock (eds), *History, Historians and Development Policy: A Necessary Dialogue* (Manchester, 2011).

Note that the ampersand '&' is not used as 'and' in lists of authors.

Subsequent citations should give the author's or editor's surname, short title and page number. Where more than three authors' names are included it is appropriate to use the first authors name followed by the abbreviation et al.

Kussmaul, *General view*, 42

Mitchinson, *Return of Papists*, 123-5

Bayly, et al., *History, historians and development policy*, 91.

### **Multivolume works**

Multivolume works should be cited as books, but some differences may be necessary in order to make it clear to the reader which volume is being cited. In the first of the two examples below the whole series is being cited; in the second, only the first volume is being cited. Care should be taken in subsequent citations to ensure that the reader is aware of which volume is being cited. Reference should be made to the *Chicago Manual of Style* for citing multi-volume works with different names.

H. Mayhew, *London labour and the London poor*, 4 vols (London, 1861–2).

H. Mayhew, *London labour and the London poor*, Vol. 1 (London, 1861), 192.

Mayhew, *London labour and the London poor*, 1, 192.

### **Articles in journals**

The first citation should give: Author's initials and surname, article title (in single inverted commas, with no capitals except for proper nouns and the first word of a title or subsequent sentence), full journal title (in italics), volume number (in Arabic), part number (optional), date of publication (in parenthesis) and full page numbers. If a citation is needed it should follow the reference as in the example below.

H. McCarthy, 'The League of Nations, public ritual and national identity in Britain, c. 1919–56', *History Workshop Journal*, 20 (2010), 108–32. Here at 112.

Subsequent citation: McCarthy, 'The League of Nations', 15.

## Articles in books

The first citation should give: Author's initials and surname, article title (in single inverted commas, capitals as for articles in journals), editor's initials and surname, full title of volume (capitals as for books) in italics, place and date of publication in parenthesis and full page numbers. If a citation is needed it should follow the reference as in the example below.

Kenneth Fincham and Peter Lake, 'The Ecclesiastical Policies of James I and Charles I', in Kenneth Fincham (ed.), *The Early Stuart Church, 1603–1642* (Basingstoke, 1993), 23–49. Here at 41.

Introductions and appendices should follow the same form. For example:

P. Slack, 'Introduction', in *The plague reconsidered. A new look at its origins and effects in the sixteenth and seventeenth centuries* (Matlock, 1977).

Subsequent citations:

Fincham and Lake, 'Ecclesiastical Policies', 25.

Slack, 'Introduction', 5.

## Theses

The first citation should give:

Author's initials and surname, title (in single inverted commas), degree university and date (in parenthesis).

R. Kemsley, 'Landowners and communities in the east Cheshire Pennines from the 13th century to the 20<sup>th</sup>', (unpublished Ph.D. thesis, University of Liverpool, 1999).

Subsequent citations: Kemsley, 'Landowners and communities', 165.

Note that the name of the university should be that which was used by the university at the date of the granting of the degree.

## Other publications

Some publications are more readily identifiable by their series and thus more information may be helpful. In these cases the name of the organisation publishing the series may be more helpful than the place of publication, although it is acceptable to provide both pieces of information).

E. Kate Jarman (ed.), *Justice and conciliation in a Tudor church court: The consistory court of Chester, September 1558–March 1559*. (Record Society of Lancashire and Cheshire, 146, 2009).

H. E. Bennett and J. C. Dewhurst (eds), *Quarter sessions records for the County Palatine of Chester 1559–1760* (Record Society of Lancashire and Cheshire, 94, 1940), 4–9

E. S. Worrall (ed.), *Return of papists 1767: Diocese of Chester* (Catholic Record Society, Occasional Publications 1, 1980)

Published conference papers and proceedings

C. O'Brien, 'Business Leaders and Society: The Originators of the Statistical Societies of Liverpool, Manchester, and London', Conference of the Association of Business Historians, Nottingham University Business School, June 2004.

E. A. Wrigley, 'Some problems of family reconstitution using English parish register material', Proceedings of the 3rd international economic history conference, Munich, 1965. Section VII, demography and economy (Paris, 1972), 199–221.

### **General**

Where the place or date of publication is not known the abbreviations, n.p. (no place) and n.d. (no date) are acceptable. If standard reference sources include a date or place these should be included within square brackets to denote that this information is not provided in the text being used by the author.

G. Kearns, *Urban epidemics and historical geography: cholera in London, 1848–9*, Historical Geography Research Series, 15 (n.p., 1985).

### **Parliamentary papers**

Parliamentary papers should be given with the issuing body or a general 'authorial' description, followed by the title given on the title page in italics. This should be followed (in the case of British parliamentary papers) with the abbreviation BPP followed by the year of publication and the volume number of the parliamentary paper series. Additionally the command number which is indicated by different abbreviations dependent on date may be added at the end.

Poor Law Board, *21st Annual Report*, BPP 1869, XXVIII, 16–18.

Local Government Board, *1st Annual Report*, BPP 1872, XXVIII, 67.

### **Acts of Parliament**

Public Acts of Parliament should be given with their full title followed by the reference in the following form. The precise date is optional, but in all cases a year should be given.

*1881 Census of England and Wales, vol II, Area, houses and population*, BPP 1883, LXXIX [C.3563].

*Return of paupers in receipt of relief on the 1<sup>st</sup> day of January, 1881*, BPP 1882 [C.339].

### **Electronic publications**

Citations referring to electronic publications should generally follow the same format as books, with the addition of the particular medium in which the source was found. In general the format is: Author, title in italics [date of resource creation or version cited] [where available]. [date of examination, i.e., last recorded date of access].

WWW Peter Higginbotham, Poor laws [2000–] <URL: <http://www.workhouses.org.uk/poorlaws>> [16 April 2014].



ftp The King James Bible: electronic edition [online]. [13 Feb 1994]  
<ftp://ota.ox.ac.uk/pub/ota/public/english/Bible/KJBible.sgm>. [18 Sept 2013].

e-mail I. Beer <ibeer@lancs.ac.uk>, 'Black pudding and the Lancastrian diet', 12 January 2013.

CD-ROM R. J. Kain, A socio-economic survey of land use and the agricultural economy. The 1836 national tithe files database [CD-ROM] (Marlborough, 1995).

### **Archival sources**

The first citation of material from any material repository should give the name of the repository in full, with the location included. If there are subsequent citations of material from the same repository, an abbreviated reference can be used:

The National Archives, London (hereafter TNA) MH12/5593/fo. 27

Cheshire Archives and Local Studies, Chester (hereafter CALS), P/157/1/1 St Catherine's, Tranmere, parish registers.

Lancashire Archives (hereafter LA), QSB/1/259/62.

Citation of archival material should follow the conventions of the repository in question, but should use the following standard abbreviations: MS, MSS (pl.), fo., fos, r. (recto) and v. (verso). Archival dates which are attributed to documents, but not explicitly stated in them, should be given in square brackets. Electronic sources archived within data archives should be cited in the style of the archive. For example: M. Anderson, B. Collins and C. Stott, National sample from the 1851 census of Great Britain [computer file] Colchester, England, The Data Archive [distributor], 1979. SN 1316.