

# 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 wishes 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, use Burchfield's *The New Fowler's Modern English Usage*. Footnotes are used; the *Chicago Manual of Style* gives further detail than these conventions but it should be noted that *Transactions* uses some exceptions, particularly in regard to page numbers. Needless to say all tables, calculations etc. should be carefully checked.

### PREPARATION OF THE TYPESCRIPT

Articles should be in the region of 8,000 to 10,000 words inclusive of references.

Research in Progress articles should be in the region of 4,000 words including references.

Book Reviews should be in the region of 500-800 words.

All submissions must be in English.

Manuscripts must be word-processed using a recent version of MS Word (but certainly no earlier than 2003), double-spaced, and formatted with margins of one inch on all sides. Pages should be numbered consecutively, with the page number at the bottom right of the page.

Footnotes must be used and no separate bibliography is included. 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.

#### **Abbreviations, acronyms, initialisms**

Where an abbreviation does not finish with the final letter of the original word, include a full stop – ed. (editor), eds (editors), co. (company), Ltd (limited), St (street/saint). Common initialisms and acronyms such as 'USA', 'BBC', 'NATO' and 'EU' should not have stops. Define less common initialisms and acronyms upon first use, e.g.: Democratic Unionist Party (DUP), London Record Society (LRS). Degrees should not have stops, e.g.: BA, MSc, MJur, PhD.

#### **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 50 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). Material which is interpolated for grammatical reasons or clarity should be enclosed in square brackets, e.g., 'Smith 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, and Arabic numerals thereafter.

Please note the following exceptions:

- Figures are always used for percentages and decimals (fractions are to be avoided). A stop, not a comma, is used for the decimal point.
- Words are always used for numbers at the beginning of sentences.
- Centuries are written in words, e.g., twentieth century, eighteenth-century furniture, unless abbreviations are used, such as 340BCE, 1130AD.
- 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 four figures or more. Thus, 8,450 and 12,347.
- Use 'per cent' not 'percent' (nor '%') in the main text. ('%' is acceptable in tables).
- Spans of numbers should be written in full, including page numbers in footnotes and dates, e.g. 24-28, 117-118, 1914-1918. 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-east Lancashire’, ‘southern Cheshire’. Please note that, if appropriate to the period, there are specific regions in England, such as the North West or South East.
- 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 Party’, however, use lower case in general senses, ‘non-conformity’, ‘socialist’, ‘communist’. ‘Tory’ is always capitalised, as is ‘Labour’ if it is specifically referring to the Labour Party.
- 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), ‘french’ (doors).

### **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.

### **Contractions**

These are best avoided unless well known to readers. Do not use contractions of informal speech, such as ‘don’t’, ‘can’t’, etc.

Omit any apostrophe 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**

Where a name or other noun is used adjectivally it is not usual to use an apostrophe, e.g., the ‘British Records Association’; check with the institution to ensure any apostrophe (or lack thereof) is appropriate.

### **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. Please note that *Transactions* does not use colour figures or tables. Text smaller than 9pts is likely to be rejected.

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). The title should be in bold.

### Figures

It is the author's responsibility to supply good quality maps or other illustrative devices that are suitable for reproduction. It is the responsibility of the author to ensure that permission is granted to reproduce the figure where that copyright is held by a third party.

All figures need to make a positive impact on the article. As far as is 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). An approximate position for the figure should also be indicated within the text. Do not incorporate text such as the title of the figure within the figure itself. Labelling should be consistent throughout each figure.

### 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 labelling of axes etc. should be consistent throughout the table and the article. Gridlines should be avoided. The inclusion of a separate Excel spreadsheet for each table is preferable (as well as that given in the text of the article) as it may assist the printers.

The table number and title should be typed in bold 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 superscript 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.

**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: N. 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: Categories include:

a) 12 labourers, 1 ploughright; b) 1 alehouse keeper, 5 “gents”; c) 1 miller, 1 priest, 1 steward; d) 2 blacksmiths, 1 carpenter, 1 house carpenter, 1 plasterer, 2 websters, 1 wright; e) 2 blacksmiths, 1 apprentice blacksmith, 1 plasterer, 1 apprentice plasterer, 2 turners, 3 weavers.

### **Acknowledgements**

Whilst acknowledgements are generally not encouraged, it is acceptable to include brief acknowledgements within the first footnote.

### **Footnotes**

Footnotes should be typed single-spaced at the bottom of the appropriate page of text. They must be formatted as footnotes using MS Word’s footnoting tool. Footnotes are concluded by a full stop.

*Transactions* does not use Latin “gadgets” such as *op. cit.*, *supra*, etc. It does use *ibid.*, the abbreviation for *ibidem*, which can be used to repeat a citation in the immediately preceding footnote. Alone, ‘*ibid.*’ means strictly ‘in the very same place’, while ‘*ibid.*, 32’ means ‘in the same work, but this time at page 32’.

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: the author’s or editor’s initials and surname (as given on the title page, with stops but no spaces), full title of the work in italics (capitalise in accordance with standard English rules for titles), edition (only if second or later), place and year 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), 52.

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, a short title and page number. Where more than three authors’ names are included it is appropriate to use the first author’s name followed by the abbreviation et al.

Kussmaul, *General View*, 42.

Mitchinson, *Return of Papists*, 123-125.

Bayly et al., *History, Historians and Development Policy*, 91.

### **Multi-volume works**

Multi-volume 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 cited. Care should be taken in subsequent citations to ensure that the reader is aware 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, 1861–1862).

H. Mayhew, *London Labour and the London Poor*, vol. 1 (London, 1861), 192.

Mayhew, *London Labour*, 1, 192.

### **Articles in journals**

The first citation should give: the author’s initials and surname, article title (in single inverted commas, using title case), full journal title (in italics), volume number, followed by a colon and then the issue

number (in Arabic), 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*, 70:1 (2010), 108–132, 112.

Subsequent citation: McCarthy, 'League of Nations', 115.

### **Articles/chapters in books**

The first citation should give: the 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 year of publication in parenthesis and full page numbers. If a citation is needed it should follow the reference as in the example below.

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

Subsequent citation:

Fincham and Lake, 'Ecclesiastical Policies', 25.

### **Newspaper articles**

If possible, the name of the author should be given. If not available, it is not necessary to include the name of the newspaper twice.

*Liverpool Echo*, 'Toxteth riots: 1981 background', 4 July 2011.

N. Parveen, 'Manchester's building boom has left poorer families 'out in the cold'', *Guardian*, 13 September 2018.

### **Theses**

The first citation should give: the author's initials and surname, title (in single inverted commas), and the degree university and date (in parenthesis).

R. Kemsley, 'Landowners and Communities in the East Cheshire Pennines from the 13<sup>th</sup> Century to the 20<sup>th</sup>' (unpublished PhD 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.

E.K. 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.

### **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 3<sup>rd</sup> 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, *21<sup>st</sup> Annual Report*, BPP 1869, XXVIII, 16–18.

Local Government Board, *1<sup>st</sup> 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.

Witnesses Act 1806, 48 Geo. 3, c.47.

Seamen’s and Soldiers’ False Characters Act 1906, 6 Edw. 7, c.5.

## Electronic publications

Citations referring to electronic publications should generally follow the same format as books. In general the format is: author, title in italics [date of resource creation or version cited] [where available]. Please note that no date of access is included.

P. Higginbotham, *Poor Laws* [2000–], <<http://www.workhouses.org.uk/poorlaws>>.

Ecclesiastes 3:1-8, *King James Bible*, <<https://www.kingjamesbibleonline.org/Ecclesiastes-Chapter-3/>>.

R.J. Kain, ‘A Socio-Economic Survey of Land Use and the Agricultural Economy’, *The 1836 National Tithe Files Database* [CD-ROM] (Marlborough, 1995).

For an e-book consulted online:

C.B. Rose, *The Archaeology of Greek and Roman Troy* (New York, 2014), 255, <<https://doi-org.ezproxy.uleth.ca/10.1017/CBO9781139028080>>.

For a downloaded e-book:

B. Pullen and M. Abendstern, *A History of the University of Manchester, 1973-90* (Manchester, 2003), Kindle.

## 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) MH12/9367/160, Local Government Board and predecessors: Correspondence with Poor Law Unions and Other Local Authorities.

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, Quarter Sessions, Recognizances Roll.

Citation of archival material should follow the conventions of the repository in question. The addition of individual folio references is at the discretion of authors. 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.