

Notes for contributors

The Huddersfield Local History Society Journal aims to bring together authors and historians whose work focuses on the history of Huddersfield and the surrounding area. It welcomes contributions, whether articles, news items, reviews or new projects. Articles should be emailed to the editor, Robert Piggott at: editor@huddersfieldhistory.org.uk

Articles are submitted to the process of review by the journal's review committee. Four decisions can be made: accept, revise and resubmit, reject or defer to future editions. The journal committee is keen to work with authors so that rejections can be avoided. Occasionally, following acceptance, your article may be subject to changes as part of the editing process, although we will aim to work with you so that proposed changes can be approved prior to publication.

Copy deadlines

The Huddersfield Local History Society Journal is published once a year, with the next issue to be published in May 2019. Authors are invited to submit articles or proposals for articles at any time of year, bearing in mind that these should be submitted as early as possible to allow for editing and formatting before the journal's publication date. The Huddersfield Local History Society will publicise deadline dates to its members – these will normally fall around the end of December.

Manuscripts

Articles should normally be up to 3,000 words in length. There is no minimum word limit, although it is generally expected that shorter articles (such as book reviews) should be at least 800 words in length. The journal aims to publish concise, focused, articles on subjects of interest to Huddersfield, Kirklees and the surrounding region. All articles, together with an abstract (see below for details) and an accurate word count should be submitted electronically with double spacing and each page clearly numbered. Please ensure you retain a back-up copy of your work. The journal committee will assist authors who require support with technology or are unable to submit electronically when necessary.

Biographical details

Each author should submit a biography along with their manuscript. This should generally not be more than three lines long. We also encourage you to supply a contact email for inclusion at the end of your article when it is published to allow readers to contact you directly, although this is entirely optional.

Style Guidelines

Contributions should be written in a clear non-technical style which avoids jargon. Colloquial terms should be illustrated and explained where appropriate. Our journal aims to reach a broad readership, and articles should be edited accordingly.

Titles - The full title of the article should appear at the top of the first page. Authors are encouraged to keep article titles as short as possible (maximum of 20 words).

Paragraphs should be separated by an extra line and not indented. Sections should be separated by two extra lines. Text should be justified to the right margin.

Conventions - 'S' should be used rather than 'z' in words such as 'civilisation', 'theorise' etc. However, alternative spellings in quotations should not be changed. Please use capitalisation sparingly and in those cases where the title refers to specifically to an individual (etc.), e.g. the king, and King George. Use 'the North', but 'northern England'.

Numbers - should be written out in full up to ten, and given in numerals upwards of this. Decades should be rendered as 1870s, 1980s etc. Century numbers should be written out in full, i.e. 'the nineteenth century'.

Quotations and quotation marks - Please paraphrase as much as possible. The use of longer direct quotations is acceptable only in cases where this advances the narrative of the article. Punctuation should precede the final quotation mark **only** if the quotation contains a grammatically complete sentence starting with a capital letter. Quotations must be referenced. Quotations of sentences in length should be included in the main body of the text using double quotation marks. Quotations longer than two sentences should be indented without quotation marks.

Referencing Style

We encourage authors to acknowledge the original source material by inserting footnotes at the bottom of each page. Footnotes should be consistent and follow the suggested style. The Journal Committee will provide assistance with citation and reference styles if necessary. You may use the following references as examples:

Journal Articles: A. Cambers and M. Wolfe, 'Reading, Family Religion, and Evangelical Identity in Late Stuart England', *The Historical Journal*, 47, 4, 2004, pp. 875 – 896

Newspaper Articles: *Leeds Mercury*, 30 April 1915

Books: Vivien Teasdale, *Huddersfield Mills: A Textile Heritage*, Wharnccliffe Books, Barnsley, 2004, p. 23

Chapters in books: John H. Rumsby, 'A Castle Well Guarded: the Archaeology and History of Castle Hill, Almondbury', in Hilary Haigh (ed.), *Huddersfield: a Most Handsome Town* (Kirklees Metropolitan Council, Huddersfield: 1992), pp. 1-16

Archival material: Henry Scott, 'The Cinema and The Church', *St Andrew's Parish Magazine*, May 1973, p5, West Yorkshire Archive Service [WYAS thereafter], WYW1467/40

Websites: Huddersfield Local History Society, 'Huddersfield History', Retrieved from: <http://www.huddersfieldhistory.org.uk/>, on 10/11/2018

Use of Latin in references should be avoided. Thus, *Ibid.*, *Op. Cit.*, *Loc. Cit.*, should not be used. Rather a foreshortened version of the reference should be used which reduces the reference surname(s), one or two words of the title and the date of publication.

Illustrations and Images

The Huddersfield Local History Journal prefers to publish articles accompanied by photographs, drawings, maps, diagrams, etc. Each illustration should be numbered and its preferred position in the text noted. Please ensure that you have copyright permission to reproduce any illustration. When submitting an article for publication, captions and credits should be numbered and typed on a separate sheet of paper, headed captions and with the title of the article. The journal prefers to deal with digital or digitised images, but in cases where this may not be possible the journal can coordinate the digitisation of any hard copy illustrations if they are submitted well in advance. Please ensure that digital images are scanned at as large a size as possible and saved as JPEGs (.jpg), tiffs (.tif), or eps (.eps).

N.B. Copyright permission lies within the responsibility of the author. Do not submit any illustrations which you do not have permission to use.

Final Note

The Huddersfield Local History Journal is keen to publish the work of researchers from all levels of experience, and as such we are happy to provide assistance in the way of advice or technical support provided that authors approach the committee well in advance of the publication deadlines. If you have never published before, please consider entering your article for the Edward Law History Prize the details of which can be found at: <http://www.huddersfieldhistory.org.uk/huddersfields-history/edwardlaw/>