

NOTES FOR AUTHORS

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 long or short articles, news items, reviews or new projects. Articles should be emailed to the editor, Frank Grombir 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 differ to future editions. The journal committee is keen to work with authors so that rejections can be avoided.

Copy deadlines

The *Huddersfield Local History Society Journal* will be published once a year; with the next issue to be published May 2018. Authors are invited to submit articles or proposals for articles at any time of year, bearing in mind that articles should be submitted as early as possible to allow for edits and formatting before the journal's publication date. The Huddersfield Local History Society will publicise deadline dates to its members – deadline dates will normally fall around the end of January.

Manuscripts

Articles should normally be up to 3000 words in length due to the size of the journal and the nature its readership, however longer articles may be considered on an issue by issue basis. Rather than publishing lengthy historical manuscripts 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

An outline self-description of each author, not more than three lines long, should be submitted at the end of the manuscript. 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, though 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 level of 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. Avoid justifying the text on the right margin: leave it ragged.
- **Quotations and quotation marks** - The use of longer direct quotations is welcomed. Quotations must be referenced. If they are less than two sentences in length they should be included in the main body of the text using single 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* (Wharncliffe 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
- **Websites:**
Huddersfield Local History Society, 'Huddersfield History', Available [online] at: <<http://www.huddersfieldhistory.org.uk/huddersfields-history/>> [Accessed 2 February 2017]

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

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).

Final Note

The *Huddersfield Local History Journal* is keen to publish the work of researchers from all levels of experience and abilities, 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.