## *Warwickshire History*

### Notes for contributors

#### General Format

1. Articles should be type-set in Times New Roman, 12 pt., line-and-a-half spaced, unjustified and with a margin of at least 2.5 cm. Hard copy format is acceptable but it is preferred that contributors submit articles in Microsoft Word format, either on disk or as an email attachment.

2. The first line of each paragraph, apart from the first, should be indented.

3. Direct quotations of less than three lines should be placed within single quotation marks: 'The quality of mercy is not strained'. Quotations longer than this should be indented without quotation marks. Quotations within quotations should use double quotation marks.

4. The titles of newspapers and books should be in italics. Non-English words and expressions should also be italicised (*pro rata*).

5. Figures under 100 should be written out (ninety-eight) except for complex weights and measures: e.g. £5 2s. 5d. This includes centuries, e.g., ‘nineteenth century’.

6. Use 'per cent' (not %).

7. Avoid excessive use of capitals. As a general rule, do not capitalize where a word is being used in a descriptive way rather than as part of an individual's title (e.g. 'It came as a shock to Bishop Roger of Worcester': 'it came as a shock to Roger bishop of Worcester'.

8. Dates should be rendered: '28 December 1979'.

9. Avoid abbreviations where possible; e.g. 'Reverend', not 'Rev.' Where they are used, only use a full point when the last letter is not the last letter of the expanded word ('Mr', 'Dr', but 'p.').

10. In general, *WH* follows the Modern Humanities Research Association *Style Guide.*

# Notes

1. Notes should be in the form of footnotes, preceded by any acknowledgements. (The Editor will convert to endnotes for publication, but it is easier to edit footnotes). Set in Times New Roman, 10pt.

2. Please follow these guidelines for the five main categories:

a) Published secondary work:

John Smith, *The Beauties of Borchester*, London 1989, p.12

or (for multi-volume works)

John Smith, *The Beauties of Borchester*, 3 vols, London 1989, ii, p.12

b) Published articles

John Smith, 'The Beauties of Borchester', *Transactions of the Borsetshire Local History Society*, xii, 1979, pp.18-29.

c) Published essay

John Smith, 'The Beauties of Borchester', in Robert Cox, ed., *The Beauties of English Towns*, London 1989, pp.126-95.

d) Edited text

*The Chronicle of Borchester*, ed. John Smith, Borsetshire Record Society, xv, 1989, p.97.

e) unpublished manuscript

Borsetshire County Record Office (BCRO), DR 959/72, fol. 77.

f) Unpublished thesis,

John Smith, ‘A Study of Borsetershire place-names’, University of Borset 2015.

The full reference need only be given once. Thereafter use abbreviated form; eg. Smith, *Beauties of Borchester*, p.19; BCRO.

Do not use *ibid., op.cit, loc.cit*. etc.

**Illustrations**

1. Illustrations
   1. Maps, photographs and drawings all count as illustrations and should go in one numbered sequence.
   2. Illustrations of all kinds must not be embedded in the tex, but sent as individual images (jpeg, tiff or png), numbered and titled.
   3. Please send a separate list of illustrations and captions.
   4. It is the author’s responsibility to obtain permission to reproduce copyright material.
2. Tables
   1. Tables should have their own number sequence.
   2. Tables should also be submitted seperately, with caption, which should indicate the source of the data.