

## **GUIDELINES for CONTRIBUTORS to the Woolhope Club Transactions**

The Woolhope Club was founded in 1851 to study the geology, natural history, archaeology and history of Herefordshire. It is managed by an elected committee with a publications committee responsible for the production of the annual Transactions. These record the activities of the Club and also provide a platform for the publication of papers about subjects of interest to members.

The editor is always pleased to consider papers for publication in the Transactions. Potential contributors are advised to read recent Transactions to judge their content and standard—all local libraries should have copies—and to contact the editor. Please read these ‘Guidelines for Contributors’ before submitting a paper, as they could save you considerable time, and help the editor.

### **1 General Editorial Policy**

- 1.1 Papers must be directly concerned with Herefordshire and the surrounding districts, or have a particular relevance to Herefordshire.
- 1.2 The work should be original, and bring forward new material or a new interpretation of existing material. It is unlikely that papers which use only published sources and which do not put forward a new theory will be accepted. We do not publish papers which have been (or are likely to be) fully or partly published elsewhere. Papers should not be too generalised. Academic theses have a particular style which will probably need some amendment to make them suitable for the Transactions, and guidelines can be given for this.
- 1.3 All papers should follow academic standards in quoting and acknowledging sources. (see below) It is the responsibility of the author to ensure that copyright law is respected and that permission to reproduce is obtained where necessary. Evidence of this may be required. Charges for reproduction are the responsibility of the author, and if required the Club will give details of the print run.
- 1.4 Articles submitted by Club members are given priority, but those by non-members may be accepted as space allows. Where grants are available from funding bodies such as English Heritage these should be sought by the contributor. Individual contributors are not permitted to fund their own papers personally.
- 1.5 It has been decided to set a general maximum of 35 pages per article. This should include a short summary paragraph (of not more than 10 lines) as the first item, followed by the main text, all illustrations, tables etc.; and finishing with personal acknowledgements; bibliography and end-notes. The average number of words per text-page is about 550.

Please note that the custom of printing a short biography of each contributor has been revived. This will be printed separately and should not be more than 150 words—these are not counted in with the article.

- 1.6 Papers to be submitted should be sent to the Editor including the following items:
  - A covering letter with telephone number and email address if possible.
  - A paper copies with the printed text on A4 paper.
  - The text on a diskette or CD in one of the common word-processing formats.
  - The numbered illustrations on CD (preferred) or as hard copy.
  - A list of the illustrations, with numbers & captions.
  - A short biographical note about the author.

Members who are unable to submit material in electronic form should consult the editor, as help is available to them.

### **2 Illustrations**

- 2.1 Contributors are encouraged to use illustrations as much as possible, provided they are relevant to the text. Graphs, pie charts and similar diagrams take considerable space and should not be used if the information can be compressed into a small table.
- 2.2 Illustrations (including photographs) will be included within the text, and will all be termed ‘figures’ i.e. plates are no longer numbered separately. The author should indicate on the hard copy where in the text the illustrations should be placed, although this may be varied by the editor according to the text layout. Please note that the maximum size of the print area on the page is about 188mm by 135mm, which includes the caption (but excludes the Transaction headings). Illustrations should be reduced to their intended size by the author and printed to ensure that all details including text remain legible when reduced. It is the responsibility of the author to do this.
- 2.3 Fold-out pages for larger illustrations (not photographs) are to be avoided on the grounds of additional cost, which the contributor will be required to bear. The use of colour illustrations will be considered in exceptional circumstances only, due to the cost of printing. Contributors should bear this in mind when compiling charts, drawings and plans, or selecting photographs. The

illustration should be printed in greyscale to ensure that there is sufficient contrast, detail and clarity when the colour is removed.

- 2.4 Illustrations should be submitted in digital form wherever possible, in one of the common picture formats such as TIFF, JPEG etc. Please ensure that the resolution of drawings, plans and maps is at least 600dpi and photographs 300dpi. A high resolution printed copy of each illustration in greyscale should accompany the digital copies, which should give the file name and the figure number of the illustration. The file name for each illustration should be meaningful, with the author's name and figure number.
- 2.5 Contributors can submit illustrations in hard copy, but they should still ensure that they are satisfactory in greyscale and no larger than A4. The quality of the illustration is important, particularly in the case of O.S. maps. Images of poor photocopies cannot be used.

### 3 Format and Style of text

- 3.1 The standard font used for the text of the Transactions is Times New Roman 10 point. Please use this font if possible when providing the printed copy, as some symbols such as quote marks do not show properly in other fonts.
- 3.2 Indicate page numbers on the printed version of your paper: page numbers are inserted by the editor in a common format when the journal is assembled electronically, and previously inserted page codes may cause problems. The author's name should be given under the title in this fashion: 'by H.T. Smith'. This will appear as a heading in the Transactions, alternating with the title of the paper, abbreviated by the editor as necessary. Do not put these headers in the electronic version.
- 3.3 The importance of the various headings and sub-headings must be indicated by different point size—do not use underlining. Please be consistent, though be aware that the editor may alter these point sizes in the interest of consistency throughout the journal.
- 3.4 Style Notes:

**Spellings** of the *Concise Oxford Dictionary* should be used wherever possible.

**Hyphens** should be used where two words are used adjectivally: e.g. '17th-century tiles', but 'in the 17th century', or 'nails with wedge-shaped heads', but 'the plate was wedge shaped'. Note that hyphens should not be used in the body of the text with spaces on either side. Use an '**em dash**' to enclose a sub-clause in the text—like this—without spaces. Use an '**en dash**' between numbers as in 'pp. 87–92', again without spaces. These two characters can be found by using the 'Insert, symbol' option on a word-processor.

**Compass points** should be written in full in the text as 'north' or 'north-west', though in certain circumstances they may be abbreviated as 'NW.' or 'ENE.' rather than 'E.N.E.'. At the beginning of a sentence when they must be written in full with hyphens: 'North-west' or 'East-north-east'.

**Capitals** should be used sparingly to indicate proper names, including commonly used geological and archaeological names: e.g. 'Wigmore Limestone' and 'Bronze Age'. Capitals should also be used for titles: e.g. 'Dr.' or 'Sir' and when writing about a particular individual, e.g. 'the Earl of Hereford', 'Lady Hereford', 'the Bishop of Hereford'.

Use lower case initials for 'the midlands,' 'the earls of Hereford,' 'the middle ages,' 'river Wye,' 'no. 10.' St. Peter's Church,' 'Wigmore Castle': but note 'the church of St. Peter and 'the castle at Wigmore'

**Italics** should be used for the titles of books and periodicals, for technical terms and specialised names in a foreign language e.g. *c.1850*, [*sic*], *Ibid.*, *Carex remota*.

**Quotation marks** should be single as in '. Double-inverted commas should be used only for secondary quotations within single quotation marks. Omissions from quotations should be marked by three full points. Corrections or amplifications within quotations should be enclosed within square brackets [ ]. Examples are [*sic*], app[ortionmen]t. Only insert comments in this way for clarification, or if a transcription error by the author would otherwise be suspected.

**Specific numbers** should be indicated by figures: e.g. '8ft. 6ins.', '6m.' and '15°F'. Numbers containing two or more figures should be given in figures: e.g. '650 men'; below 10 they should be written in full e.g. 'nine brewers', though the context and readability should always be taken into consideration. Words should be used rather than figures at the beginning and end of a sentence.

**Financial amounts** in pre-decimal currency should be written as '£1,262 7s. 4d.' or '6½d.' or '¾d.'. Decimal points should be reserved for decimal currency which should be quoted as '7p.' or '£262.34'.

**Dates** should be written in the form: '22 January 1833'.

**Centuries** should be written as '16th century', 'mid-18th-century carving', '1st half of the 11th century'.

**References** to figures should be in brackets: e.g. (Fig. 9).

**Punctuation:** It is no longer desirable to leave two spaces after the full stop at the end of a sentence, as word processors adjust this space anyway when justifying the text. A full stop should be used after abbreviations such as Mr., Mrs. and forenames e.g. J. T. Smith.

#### 4 Acknowledgments

All acknowledgements should be omitted from the main text and placed in a paragraph headed 'Acknowledgements' at the end of the paper.

#### 5 Citations

##### 5.1 References and endnotes

**Endnotes** must be used in preference to footnotes. The endnote reference must be inserted using the word processor's facility so that the endnote is automatically linked to the text. The references should be numbered consecutively throughout each paper with figures in the superior position and outside punctuation marks: e.g. '<sup>12</sup>'. They should normally be placed at the end of the sentence but may be placed at the end of an intermediate clause for the sake of clarity.

**References** should be given as follows:

Books: Pugh, R. B., *How to write a Parish History* (1954), p.27.

Articles: Bridgwater, N. P., 'The Medieval Homestead of Wallingstones,' *Trans. Woolhope Natur. Fld. Club*, XL (1970), pp.75–116. Note 'p.' or 'pp.'

**Please do not put references to printed works of the form (Brandon, 1979, Smith, 1999) in the text—they should be cited in the endnotes.**

If printed material is cited extensively in the endnotes please precede the end-notes with a separate bibliography, and refer to this by author name in the endnotes.

**Manuscripts:** Please give the archive and full reference, and if necessary *folio* number(s) in the form: *ff*11–13, *f*12, *f*25*r.* or *f*48*v.* for *recto* or *verso*. Please note that although the archive service provider for Herefordshire is called Herefordshire Archive Services, the archive's name is still Herefordshire Record Office, and this should still be used in references.

**Titles of periodicals** should be abbreviated in accordance with the C.B.A. key list of titles or the American Standard. The correct abbreviation for the Woolhope Club's transactions is *Trans. Woolhope Natur. Fld. Club*, but *TWNFC*. is also acceptable.

The volume number (if any) should precede the year reference, which should be for the year of publication in the case of a book and the year for which it was published in the case of journals. Where a work is frequently cited the full reference should be given on the first occasion and an abbreviated form on all subsequent occasions. These abbreviations should then be listed at the end of the essay. Works not so listed should on all occasions after the first be cited as '*op. cit.* in note 23, 17–21'.

The titles of unpublished works such as academic theses should not be italicised.

***Ibid.*** should be used to refer to an immediately preceding note.

***Id.*** should be used to refer to an immediately preceding author's name, or title of periodical.

***Loc. cit.*** should be used to refer to the same reference as before and if it is used more than one note back the words 'in note...' should be used.

If in doubt, please consult the editor.

18 June 2007