

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

### 1. Introduction

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* (TWNFC). 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. *Transactions* from 1852-1938 and 2003 to date are now available to download on the Club's website [www.woolhopeclub.org.uk](http://www.woolhopeclub.org.uk) under the PUBLICATIONS tab, though only Club members can access *Transactions* from the last ten years on a rolling basis. Those from 1939 to 2002 inclusive should be accessible by the end of 2019.

Please read these 'Guidelines for Contributors' before submitting a paper, as it could save you considerable time, and help the editor.

**Please note that papers can now be published in electronic form only on the Club's website under *Transactions Extra*.** These must be written to the same standard as the paper *Transactions* but do not have the same length restrictions or limitation on the number of colour plates. They are fully indexed.

### 2. General Editorial Policy

Papers must be directly concerned with Herefordshire and the surrounding districts or must have a particular relevance to Herefordshire.

The work should be original; it should present and discuss new material. It is unlikely that papers drawing only on published sources or those which do not put forward a new interpretation of their material will be accepted. Papers which are general, full of *caveats* or make unwarranted assumptions are not suitable.

We do not publish papers which have been fully published elsewhere - this includes electronic versions. In general, papers on family history are not accepted unless the family concerned has had a major impact on Herefordshire's history e.g. the Mortimers. All papers should follow the Club's standards in quoting and acknowledging sources. Papers need to be accessible by the general reader, so material first prepared for another purpose, e.g. an academic thesis or technical archaeological report, is likely to need some revision to make them suitable for the *Transactions*. Conversely, the text of a paper already published in the *Transactions* may, with the agreement of the publications committee, be published on an academic website with alterations appropriate to an academic thesis.

The journal accepts articles of various lengths. The *Transactions* are issued on a yearly basis and papers have to take their places alongside Club material. Most papers are in the range of 3,000 to 10,000 words. The average number of words per text-page is about 550. The maximum word count (not including endnotes) is 10,000 words. Endnotes should be no more than 25% of the article word count. Articles with many illustrations may be further curtailed.

### 3. Submission of papers for consideration

Contributors should contact, in the first instance, the editor via the CONTACT US tab on the Club's website: [www.woolhopeclub.org.uk](http://www.woolhopeclub.org.uk). For security reasons attachments cannot be attached to communications via the CONTACT US method – the editor will get in touch to arrange this. All correspondence must be conducted via the editor.

The editor will advise on the necessary details for an initial enquiry:

Name, address, email address, telephone number, author's research and interests

A summary of the proposed article of some 200 words.

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An idea of the proposed length and number of illustrations. (Note there is a restriction on the number of colour illustrations due to cost.)

### **4. Presentation of the paper**

When the editor has agreed with the other members of the publications committee that a paper is a possible candidate for publication, the author will be asked to send a draft of the paper for further consideration. We encourage the use of illustrations, graphs, and tables where they present essential material or aid understanding. If possible these should be included at this submission stage. They should be submitted as one pdf file containing a simple scan of each image. All figures to be numbered in one sequence and simple captions given. Reproduced images should be of sufficient quality to enable the reviewer to understand their relevance for the text. The minimum quality of images needed for accepted papers is given below. Authors are responsible for obtaining copyright permission for illustrations. These points need to be borne in mind when submitting your proposals at the initial stage.

### **5. Technical details**

Text should be presented to a scholarly standard – check with recent *Transactions* for this. The main text font used is Times New Roman 10 point. Arabic numeral endnotes to be used and inserted using the word processor's endnote insert facility. Unnumbered sub sections can be used to structure longer papers. Keep formatting to a minimum. Paragraph starts to be indicated by an indent. No indent to first paragraph of text or the first under a subheading. No illustrations to be included in the text. Use (Fig. 1) and caption to indicate proximate placement of images in your text. (See more detail later on style.)

### **6. Next steps**

When a paper has been considered by the publications committee the editor will inform the author of the committee's decision. This will be one of:

- a. Paper accepted with minor editing.
- b. Paper not accepted but can be resubmitted if author agrees to redrafting in line with recommendations of the committee. A likely date of publication will be given subject to completion of necessary redrafting within the required timescale.
- c. Paper declined with helpful reasons provided. Papers are not declined lightly and authors are expected to accept the decision gracefully.

The decision of the publications committee is final.

The *Transactions* are published in the autumn of each year. (e.g. 2014 Transactions published in Autumn 2015). The editor will agree a timetable for submission of final text with the authors of accepted papers. This is likely to be between January-March in the year of publication at the latest to allow sufficient time for proof-reading and production. If final papers cannot be agreed with in this timescale then publication may be delayed until the following year.

### **7. Detailed notes for accepted contributions**

Once a submission has been accepted, authors are responsible for preparing their work for copyediting by following the *TWNFC* stylistic conventions.

Texts must be accompanied by  
A numbered list of illustrations with captions.

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A short biography of the author around 150-200 words. This will be printed separately from the article.

### 8. Format and Style of text

Scripts must be submitted in electronic form using a common word processor. The text should be single-spaced, paginated, not right-justified (i.e. with a ragged right margin – the editor will correct this), Paragraph breaks should be indicated but not by tabs. The first paragraph of an article should not be indented. Font to be Times New Roman 10 point. Do not use any headers or footers.

The author's name should be given under the title in this fashion: 'by H.T. Smith'.

Aim for one level of sub-heading only. These should not be numbered and be presented in bold capital letters as in **ROSS TURNPIKE TRUST**. No line space below a subheading, and the first paragraph should not be indented.

### Spellings

British, rather than American, conventions should be followed. The *Concise Oxford Dictionary* is a good guide.

### Numerals

Spell out all numbers up to ninety-nine, except when used in groups or in statistical discussion, e.g. '75 voted for, 39 against, and 30 abstained'.

Precise measurements should be in figures (7 stone, 23.4mm, 8ft. 6ins.', '6m.' and '15°F'. Percentages should be in figures, with the words 'per cent' spelt out (25 per cent). Thousands take a comma: '5,000'. Note the use of elisions: 156-9 (except that teens are not fully elided: 115-16).

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'.

**Punctuation** Do not leave two spaces after the full stop at the end of a sentence, as word processors adjust this space when justifying the text.

No full stop after Mr, Mrs and Dr where the last letter of the abbreviation is the same as that of the full title; by this rule, Reverend should be abbreviated to Rev. or Revd .

Abbreviate forenames with full stops and a space between, e.g. J. T. Smith.

Use the serial comma: 'red, white, and blue' not 'red, white and blue'.

The addition of a possessive 's following a name ending in -s is preferred (e.g. Dickens's not Dickens'), except that people in the ancient world do not carry the possessive final 's, e.g. Sophocles', Jesus'.

### Capitals

These 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'.

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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’

Use lower case for titles of books and articles (except for the initial letter), but not for journals and newspapers, where each significant word carries a capital. E.g. ‘In his book *The making of peace* he argued in favour; but, writing in *The Sheffield Gazette*, he declared that ...’ Note that newspapers include the definite article in their titles when cited in the text, e.g. *The Guardian*, *The Observer*, *The Lancet*; but without the definite article in footnotes, e.g. *Guardian*, 14 Aug. 1964, p. 8.

In general, use lower case for institutions, government agencies, etc.: the cabinet, privy council, royal commission, select committee, member of parliament (but MP), the opposition. But upper case to avoid ambiguity or where convention insists: the Bank of England, King’s Bench, the Inner Temple, the House of Commons.

Use lower case for official publications (e.g. the report of the select committee on agriculture, a bill, an act, the act, the bill), except for the names of specific items (e.g. the Stamp Act).

**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*.

### Dates

12 December 1970 (no comma) in the text (not December 12th, 1970).

In endnotes use the standard abbreviations for months: Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., Nov., Dec.

Elisions: 1834-5, 1816-17, except that in article headings and in citing titles of books and articles use 1834-1835, i.e. without elision. Place a comma before dates when citing titles of books and articles: *A history of Hungary*, 1810-1890.

Decades: 1850s not 1850's.

‘From 1785 to 1789’, not ‘from 1785-9’; likewise ‘between 1785 and 1789’, not ‘between 1785-9’.

Centuries should be written as ‘16th century’ or ‘1st half of the 11th century’ (noun, without hyphen) but ‘mid-18th-century carving’ (adjective, with hyphen).

**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’.

### Hyphens

To 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 exception for compounds with adverbs ending in -ly (expertly written books).

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.

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**Figures.** Reference to figures should be placed in brackets at the end of a sentence as shown here (Fig. 9).

### **Quotations**

Follow the punctuation, capitalization, and spelling of the original. Use single quotation marks (except that quotations within quotations take double quotation marks). Long quotations of fifty words or more should be typed as a displayed extract, i.e. a separate block with a line space above and below, double spaced, *without quotation marks*.

Use three point ellipses ... (without spaces on either side) when omitting material within quotations. Do not put brackets around ellipses; and rarely is there any purpose in placing ellipses at the beginning or end of quotations. Punctuation should come after closing quotation marks, except for exclamation marks and question marks belonging to the quotation, or a full stop if the quotation is (or ends with) a grammatically complete sentence beginning with a capital. Some examples:

He declared that 'the sergemakers are rebelling'.

He made his report. 'The sergemakers are rebelling.'

He stated that 'Mr Ovington told me, "the sergemakers will rebel", but I did not believe him'. Use square brackets for editorial interpolations within quoted matter.

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.

### **Acknowledgments**

Acknowledgements should given in a paragraph headed 'Acknowledgements' at the end of the text.

## **9. Illustrations**

A numbered list of illustrations with captions must be supplied with the text. A distinction should be made between black and white figures to be placed within the text and colour plates which will be printed in a separate section.

Contributors are encouraged to use illustrations as much as possible, provided they are directly relevant. Graphs, pie charts and similar diagrams take considerable space and should not be used if the information can be compressed into a small table.

Illustrations (including photographs) will be included within the text and will all be termed 'figures'. 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. Use this format (Fig. 1).

The maximum size of the print area on the page is about 188mm by 135mm, which includes the caption (but excludes the *Transactions* 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.

The use of colour illustrations will be considered but is restricted 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

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that there is sufficient contrast, detail and clarity when the colour is removed. If colour plates are used, these will be in a separate section.

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. The file name for each illustration should be meaningful, with the author's name and figure number.

Contributors can submit illustrations in hard copy if this is agreed with the editor. They should ensure they are of satisfactory quality in greyscale and no larger than A4. Images of poor photocopies cannot be used.

### **Copyright**

Contributors are responsible for obtaining permission to reproduce any material, including illustrations, in which they do not hold the copyright and for ensuring that the appropriate acknowledgements are included in the typescript. In quoting from copyright material, contributors should keep in mind that the rule of thumb for 'fair use' confines direct quotation to a maximum of 200 words. In obtaining permissions, authors must seek permission to reproduce material not within the author's copyright for dissemination worldwide in all forms and media, including electronic publication. The relevant permissions should be attached to the author's copyright forms on their return. It should be possible in most cases to obtain permissions for use of copyright material in the context of an academic journal article, but authors in need of advice are encouraged to consult the editor.

### **10. Citations**

**Endnotes** are 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. Arabic superscript format is used. The references will then 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.

Citations in the text following a Harvard-style system are not to be used, e.g. (Brandon, 1979, p. 34).

Keep notes brief. They are primarily for the citation of sources and should only very rarely be used to provide additional commentary or information. If it is relevant to your argument it should be in the text, if not then leave it out.

### **Format of citations**

The method of citation is to give a full bibliographical reference at the first citation, and then author-plus-short-title in subsequent citations.

First references to manuscript sources, books, dissertations and articles are to be punctuated, spelt out or abbreviated, and capitalized as in the following examples.

For second and subsequent references, use the author's surname and short title of not more than four words. Do not use the author's name alone, Follow the examples given. Put a full stop at the end of each endnote.

**Bibliography** A bibliography is not usually needed as full details of all sources are given at first citation in the endnotes.

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**Manuscript sources** Use abbreviations (e.g. for archive repositories) only if the abbreviation has been explained in the initial reference, e.g. The National Archives (TNA). 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* (on the right side) or *verso* (on the turned side of the page or left hand page).

The archive service provider for Herefordshire is called Herefordshire Archive Services and is abbreviated to (HAS). However, the records are located at the Herefordshire Archives and Records Centre (HARC). So where a reference is to the location of a physical document use HARC; where, for example, acknowledgements are given it should be to Herefordshire Archive Services. The abbreviation should be made clear at first use. A reference could be Herefordshire Archive and Records Centre (henceforth HARC), O68/II/26, *f.*26. Short form HARC, O68/II/26, *ff.*34-7.

Cardwell to Russell, 3 Nov. 1865, London, The National Archives (TNA), Russell papers, 30/22/156, *f.* 23. TNA, Russell papers, 30/22/156, *ff.* 41-7.

### Printed Books

John Morley, *The life of William Ewart Gladstone* (2 vols., 1988), II, pp. 121-34.  
Morley, *Gladstone*, II, pp. 147-9.

M. Cowling, *1867: Disraeli, Gladstone and revolution: the passing of the second Reform Bill* (1967), pp. 41-5, 140-7.  
Cowling, *1867*, p. 181.

David Harris Sacks, *The widening gate: Bristol and the Atlantic economy, 1450-1700* (1991), pp. 54-66.  
Sacks, *Widening gate*, p. 13.

Chapter in edited volume.

Sverre Bagge, 'The individual in medieval historiography', in Janet Coleman (ed.) *The individual in political theory and practice* (Oxford, 1996), p. 45.

### Unpublished theses

C. M. Williams, 'The political career of Henry Marten' (D.Phil. thesis, Oxford, 1954), ch. 6, *passim*.  
Williams, 'Henry Marten', pp. 45-7.

### Articles

W. G. Hynes, 'British mercantile attitudes towards imperial expansion', *Historical Journal*, 19 (1976), pp. 969-76.  
Hynes, 'Mercantile attitudes', pp. 971-3.

N. P. Bridgewater, 'The Medieval Homestead of Wallingstones,' *Trans. Woolhope Natur. Fld. Club*, 40 (1970), pp.75–116.  
Bridgewater, 'Wallingstones', p. 98.  
The correct abbreviation for the Woolhope Club's *Transactions* is *Trans. Woolhope Natur. Fld. Club*, but *TWNFC* is also acceptable.

### Newspapers

*Hereford Times* (henceforth *HT*), 22. Jan. 1870.

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Note that newspapers include the definite article in their titles when cited in the text, e.g. *The Guardian*, *The Observer*, *The Lancet*; but without the definite article in footnotes, e.g. *Guardian*, 14 Aug. 1964, p. 8.

Note the following points:

lower case in titles (except for journals and newspapers) lower case for 'bk', 'ch.'

place of publication but not publisher

authors' forenames or initials as they appear in the original (though it is permissible to reduce all forenames to initials)

'p.' or 'pp.' are always used before page references

a space follows 'p.' and 'pp.'

volume numbers of journals in arabic or roman numerals as printed.

'(ed.)' and '(eds.)' editors' names come before and not after a book title,

'ch.' not 'chap.'

a space follows initials of names

supply full page ranges for articles in journals at first citation.

### Latin abbreviations

Only two may be used (these are italicised).

'*Ibid.*' (at the same place). This is used to denote a repetition of the immediately preceding item, where only a different page number needs to be recorded. Do not use if the preceding footnote contains two or more references because of the ambiguity. If the page number is different, add the relevant page number.

Nicola Mones, *Ewyas Harold* (London, 2010), pp. 45-7.

*Ibid.*, p. 90.

*Ibid.*

*Idem.* This is used to denote a repetition of the immediately preceding author's name, where only a different book or article title (and page references) needs to be recorded.

Nicola Mones, *Ewyas Harold* (London, 2010), pp. 45-7.

*Ibid.*, *Golden Valley*, p. 3.

Note that *passim* (*here and there*), *op. cit.* (in the work cited), *loc. cit.* (in the place cited), *cf.* (compare) and other abbreviations have fallen out of common use. This has been influenced by increased use of word search facilities within digital media and growing international standardisation.

If in doubt, please consult the editor.

## 11. Other points

### Funding

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

### Level of detail required for published works in end notes

Publication details – current guidelines are title and date and author.