

## Durham County Local History Society Journal : notes for contributors

1.	There is no maximum length for contributions, although articles of approximately 10,000 words or less are most acceptable. Longer contributions may need to be published in parts, at the editors' discretion.
2.	On acceptance of an article the editors will give an approximate date of publication, but the editors reserve the right to alter that date in order to secure a balanced issue of the <i>Journal</i> .
3.	Contributors are asked to inform the editors if an article is under consideration by another journal; the editors regret that such should (unhappily) have been found a necessary condition of publication.
4.	Printed versions of articles should be double-spaced, on A4 paper, with endnotes (also double-spaced), separately typed and numbered consecutively, attached to the end of the article. Endnotes rather than footnotes should be used.
5.	Endnotes should be indicated in the text by a superscript number, e.g. <p style="text-align: center;">Durham landlords were very rich <sup>3</sup></p> Endnote numbers in the text should not be enclosed in brackets. The endnote number should precede commas and semi-colons but follow full stops.
6.	Quotations in the text should be indicated by <i>single</i> inverted commas. Lengthy quotations (of e.g. more than four lines) should be block indented and the inverted commas omitted.
7.	First references in the notes to manuscript sources, books, journals, etc., should give the source, the author, the place and date of publication, the full title of the journal, etc., as appropriate, e.g. <p style="padding-left: 40px;">Durham University Library Archives and Special Collections (DUL ASC): Shafto Papers 365.</p> <p style="padding-left: 40px;">Durham County Record Office (DCRO): Londonderry Papers, D/Lo/C 161.</p> <p style="padding-left: 40px;">M. Cowling, 1867: <i>Disraeli, Gladstone, and Revolution; the Passing of the Second Reform Bill</i> (Cambridge, 1967), p.223.</p> <p style="padding-left: 40px;">G. Patterson, 'Plimsoll and Sunderland', <i>Sunderland History</i>, vol. i, 1983, pp.5-24.</p> <p style="padding-left: 40px;">'Royal Commission on Unseaworthy Ships', <i>Parliamentary Papers</i> (1873), xxxvi, pp.71-72.</p> <p style="padding-left: 40px;"><i>Boldon Buke</i>, edited by W. Greenwell, Surtees Society vol. 25 (1852), pp.14-15.</p> <p style="padding-left: 40px;"><i>The Victoria History of the County of Durham</i>, edited by W. Page (three vols., 1905-1928), vol. 2, pp.231-232.</p>
8.	Second and subsequent references may be abbreviated as appropriate, e.g. <p style="padding-left: 40px;">DUL ASC: Shafto Papers 365.</p> <p style="padding-left: 40px;">Londonderry Papers, DCRO: D/Lo/C 43.</p> <p style="padding-left: 40px;">Cowling, 1867, p.19.</p> <p style="padding-left: 40px;">Patterson, 'Plimsoll', p.14.</p> <p style="padding-left: 40px;">'R.C. Unseaworthy Ships', <i>P.P.</i> (1873), xxxvi, p.137.</p>
9.	Maps, plans, tables and other illustrations need to be of a quality that will bear reduction from A4 to A5. Halftones often reproduce badly, and the editors reserve the right to exclude unsatisfactory illustrations of any sort. Assistance with the production of maps etc. may be available.

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10.	Contributors should indicate their name and location, e.g. J. Bloggs, Middlesbrough or Janet Smith, University of York, in the appropriate style for inclusion in their article.
11.	It is helpful to receive a copy of an article on floppy disk or CD Rom, preferably using Microsoft Word for Windows. Electronic copies should always be accompanied by a hard-copy version of the article.
12.	Copyright in all material published in the <i>Journal</i> is vested in the Society. Permission to reproduce material from the <i>Journal</i> for any purpose must be obtained from the editors.

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