

## *Labour History Review*

### **Guide for Contributors**

All articles will be anonymously refereed so personal details (name, institutional affiliation, e-mail address and contact details) should not appear on the article or abstract. Articles should normally be no more than 10,000 words, including footnotes.

#### **1. PRESENTATION**

All articles will be anonymously refereed, so personal details (name, institutional affiliation, e-mail address, and contact details) should not appear on the article or abstract. Articles should normally be no more than 10,000 words, including footnotes.

Copies of any statistical tables, maps, or illustrations should be sent electronically as separate JPGs where possible. Please see the “Illustrations” section below for detailed submission requirements for images.

#### **2. LAYOUT**

All articles should be presented in A4 page layout, in double-spaced typing, with ample margins. Each page of the typescript should be numbered.

Indent the first line of a new paragraph consistently, except immediately after a sub-heading, when the paragraph should start flush with the left-hand margin. There is no need for extra space between paragraphs.

Avoid too many short paragraphs, as well as over-long paragraphs.

Footnotes should be numbered consecutively (1, 2, 3, etc, not i, ii, iii...) and presented in 1.5 or double-spaced typing as footnotes at the bottom of each page. If published, they will appear at the foot of the relevant page.

Book reviews should be presented according to the same layout as articles, though in book reviews there should be no footnotes.

#### **3. SPELLINGS**

Please use UK English spelling and punctuation. Use ‘z’ rather than ‘s’ in such words as ‘organize’, where there is a choice. Alternative spellings in quoted material, book and article titles should not be changed.

#### **4. PUNCTUATION**

##### **4.1 Quotations**

Quotations should be set in single inverted commas (quotation marks) if in the main text, with double quotation marks reserved only for a quotation within a quotation. The full point precedes the closing quotation mark ONLY if the quotation contains a grammatically complete sentence starting with a capital letter.

Quotations over three or four lines long should be indented and separated from the main text by a space above and below, and should not be set within quotation marks. Be sure to indicate by the indentation, or lack of it, of the first word of the matter following the quotation whether it is a new paragraph or a continuation of the paragraph containing the quote.

##### **4.2 Abbreviations and Contractions**

Unnecessary abbreviations should be avoided.

No full point should be used after contractions which end with the final letter of the original word (Mrs, Dr, edn, mss, hrs), or after acronyms (TUC, USA). But use for a.m./p.m. Full points are also required after ‘ed.’ (but not ‘eds’), ‘vol.’ (though not ‘vols’), ‘no.’ (but not ‘nos’), and ‘ms.’ (but not ‘mss’).

The months of the year should be spelled out in full in the main text, but may be abbreviated in tables and footnotes (eg. 8 Nov. 1945).

##### **4.3 Capitalization**

Capital letters should be used sparingly and for the specific rather than the general. Use 'the king', but 'King George V'; 'the Church' if the institution; but 'the state' (ie., the body politic), 'the government'. Offices of state should be capitalized (thus 'the Prime Minister', 'the Home Secretary'), as should government ministries ('Ministry of Defence').

Political parties take capitals ('the Labour Party'), but political movements do not ('the labour movement', 'liberalism', 'communism', 'capitalism', etc.).

Radical/radical; Liberal/liberal: capitalize when referring to a political party, lower case when used in a general political sense.

Use lower case for 'the left of the party', 'left-wing parties', 'the women's movement' etc.

Use 'the North', but 'northern England', 'south Wales'.

Book, journal and newspaper titles should be capitalized throughout. The titles of journal articles and chapters in books should not be capitalized.

#### **4.4 Apostrophes**

Use 's for the possessive case in English names and surnames wherever possible: Charles's, Jones's.

Do not use 's for plurals of capitalized abbreviations: NCOs, the 1960s (or the Joneses). Do use for lower-case abbreviations: e.m.f.'s, dotting his i's.

#### **4.5 Hyphens**

Hyphens should be applied consistently. Please note the following:

inter-war, not interwar

the working class, but working-class aspirations

the twentieth century, but twentieth-century politics

in the long term, but long-term trends

Co-operative, but cooperation

#### **4.6 Spacing**

Dashes should be spaced em dashes ( – ).

Ellipses should be spaced ( ... )

Multiple initials in names should not be spaced: thus, G.D.H. Cole, not G. D. H. Cole.

#### **4.7 Other**

Please note: i.e. and e.g. not followed by comma.

Please use the Oxford comma; for example, "a, b, and c", not "a, b and c".

### **5. NUMBERS AND DATES**

Numbers in the text should be spelt out up to ninety-nine (except in the case of percentages etc), and appear as numerals from 100 upwards. Numbers appearing at the beginning of a sentence should be spelled out, as should round numbers ('one hundred') or approximate ones ('about three hundred and fifty'). Use 'per cent', not '%'. Dates should appear as follows: 8 November 1945

The months of the year should be spelled out in full in the main text, but may be abbreviated in tables and footnotes (eg. 8 Nov 1945). Always use the name of the month, not the number.

The century number should be spelled out in full: the twentieth century

Decades should be presented as follows: the 1930s, not the 1930's or the Thirties.

Use an oblique stroke for a year, such as a financial or academic year, covering more than one calendar year:

1998/9; the years 1995/6–1997/8.

Write 'from 1924 to 1928' not 'from 1924–8' and 'between 1924 and 1928' not 'between 1924–8'.

### **6. ITALICS**

Italics may be indicated by underlining or with an italic typeface. Use for titles of books, newspapers, journals and pamphlets, also films, plays, TV or radio programmes (series title, not episode title), also names of ships. Do not use for manuscripts, exhibitions, or individual episode titles of TV or radio series, where plain text in single inverted commas should be used.

NB: the *Guardian*, but *The Times*. For regional newspapers, indicate the locality where not evident from the title, e.g. the *Glasgow Herald*, but the *London Evening Standard*.

Foreign words that are not in common usage should be italicized, with a translation following in parentheses if appropriate.

## 7. TERMINOLOGY

Use Britain/Great Britain only when you intend to include England, Scotland and Wales in the term; do not use it as a synonym for England. United Kingdom refers to Great Britain and Northern Ireland. The British Isles refers to the United Kingdom and the Irish Republic.

Use United States of America or USA rather than America where there is a possibility of ambiguity.

Use the First World War, not the first world war, or World War I.

## 8. REFERENCES

**Citations within the text should be by use of footnotes, with works referenced in the following manner:**

**Books** should be cited as follows: author's full name as it appears on the title page, book title (italicized), place and date of publication (both in brackets). Punctuation should be as in the examples below. In second and subsequent references, author surname and an abbreviated title should be adopted in preference to the use of *Ibid*. Page references should give the number only, without the preface p.. Book titles should be capitalized throughout.

Kenneth O. Morgan, *Labour in Power 1945–1951* (Oxford, 1984).

Morgan, *Labour*, 72.

**Edited collections** are indicated by (ed.) for single editors and (eds) for multiple authors, as follows:

Angela V. John (ed.), *Our Mothers' Land: Chapters in Welsh Women's History 1830–1939* (Cardiff, 1991).

Carl Bridge and Kent Fedorowich (eds), *The British World: Diaspora, Culture and Identity* (London, 2003).

**Chapters in edited collections** should be cited as follows: author's full name as it appears on the contents page, title of chapter in single quotation marks, editor or editors' full name(s) as they appear on the title page of the collection, title of the collection (italicized), place and date of publication (in brackets), and either full page reference or specific page reference as appropriate. Punctuation should be as in the examples below. The title of the collection should be capitalized throughout, but the title of the chapter should not be capitalized. In second and subsequent references, author surname and an abbreviated version of the chapter title (in quotation marks) should be adopted.

W.D. Rubinstein, 'Men of property: Some aspects of occupation, inheritance and power among top British wealthholders', in Philip Stanworth and Anthony Giddens (eds), *Elites and Power in British Society* (London, 1974), 144–69.

Rubinstein, 'Men of property', 145.

**Journal articles** should be cited as follows: author's name as it appears in the journal, title of article in single quotation marks, title of the journal (italicized), volume number of journal (Arabic numerals), year of publication (in brackets), and either full page reference or specific page reference as appropriate. Punctuation should be as in the examples below. The journal title should be capitalized throughout, but the title of the article itself should not be capitalized. In second and subsequent references to an article, author surname and an abbreviated version of the article title (in quotation marks) should be adopted.

Andrew Thorpe, 'J.H. Thomas and the rise of the Labour Party in Derby, 1880–1945', *Midland History*, 15 (1994), 111–28.

Thorpe, 'J.H. Thomas', 120.

**Unpublished dissertations and theses** should be cited as follows: author's name, title of thesis in single quotation marks, degree for which the thesis was submitted (formatted as follows: MPhil, PhD, DPhil, etc), university, date of degree award. Punctuation should be as in the example below.

Matthew Frank, 'Britain and the transfer of the Germans from East Central Europe, 1939–47', DPhil thesis, University of Oxford, 2005.

**Newspaper references** should give the newspaper title (italicized), date, and page number if available. *The Times*, 5 November 1952, 6. (alt: *The Times*, 5 Nov. 1952, 6).

Please note: *The Times*, but *Daily Mirror*; also *London Evening Standard*

**Official publications:**

Parliamentary debates should be cited as follows: *Parliamentary Debates* (Commons/Lords), volume number, date, column number(s)

*Parliamentary Debates* (Commons), 163, 8 May 1923, 2166–9

Command Papers should be abbreviated as follows: Cmnd.

**Manuscript references** should list the following, in this order: Name of archive repository, location, name of manuscript collection (where appropriate), reference or file code used by the collection, document details (including date).

The first reference to the archive repository and/or manuscript collection should be in full, and should specify the short version to be used in any subsequent references (please check with the archive repository for their preferred short form of reference). Please note that the Public Record Office should now be referred to on first reference as The National Archives: Public Record Office, Kew; the standard short form TNA: PRO should then be employed in second and subsequent footnote references.

For **website references**, list the title of the website, the url, and the date of access.

## 9. ILLUSTRATIONS

Authors are welcome to submit illustrations (photographs etc.) to accompany their articles. Please note, however, that it is the author's sole responsibility to obtain the relevant permissions for reproduction of such illustrations from the copyright holder and to make any payments required by the copyright holder. Only in exceptional circumstances will the journal make a contribution to the costs of obtaining such permissions.

**\*Please note\***

Figures should be submitted:

- in JPG format,
- at a resolution of at least 300 dpi, and
- at a size approximate to the size of the journal page.
- We are unable to use images that have been embedded in Word files, so images need to be submitted as separate JPG files.
- The files should be clearly labelled as "Figure 1.jpg", "Figure 2.jpg", etc.
- Their approximate placing in the main text of the article should be indicated as follows: "[Figure 1 here]"
- The text file should include a caption for each figure.