



Registered Charity No. 1050252

HALIFAX ANTIQUARIAN SOCIETY

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TRANSACTIONS OF THE HALIFAX ANTIQUARIAN SOCIETY

Notes for Contributors

1. ARTICLES. Contributions are welcomed on any aspect of the history of the ancient parish of Halifax or the modern metropolitan district of Calderdale. Articles should not normally exceed 6,000-7,000 words (without discussion with the editor) and authors must inform the editor of the exact length of articles. Where appropriate, articles may be divided into sections. Shorter articles commenting on a particular archaeological site, historic building, documentary or visual source or assessing the value of a particular type of evidence or methodology are also welcomed.
2. REVIEWS. Reviews of particular publications and review articles of a number of related publications dealing with any aspect of the history of the ancient parish of Halifax or modern metropolitan district of Calderdale are also welcomed. Reviews should not normally exceed 1000 words and will usually range from 300 to 600 words in length. Reviews should be typed on one side with double spacing and ample margins, preferably on A4 size paper. They should be headed in the following manner: Author, Title (Place of Publication: Publisher. Date of Publication. Price). For example:
C. Giles and I. H. Goodhall, Yorkshire Textile Mills (London: HMSO. 1992. £16.95). Reviewers are invited to suggest a title for their review and asked to state the exact length of their review in an accompanying note to the editor. General guidelines on style will also apply to the review section.
3. NOTES ON CONTRIBUTORS. Contributors of articles and reviews are requested to supply notes about themselves for a Notes on Contributors section. Besides including details about place of birth, education, employment, membership of the society and other interests, contributors are also invited to indicate how their particular interest in this locality was aroused and nurtured.
4. ILLUSTRATIONS. Illustrations are welcomed. These might take the form of line drawings (camera-ready) or photographs. All illustrations should be carefully captioned and the source of the illustrations acknowledged. If several illustrations are submitted they should be labelled, in sequence beginning with Figure 1 and the most appropriate location in the text indicated by a clear note in square brackets in the margins.
5. REFERENCES. References should be numbered consecutively in round brackets throughout the article and listed on appended sheets at the end of the text of the article. They should be typed using doublespacing. References should be full enough when first cited to be readily identifiable. Any further references should be indicated by a clear abbreviation, thereby avoiding loc. cit. and op. cit., etc. Where a reference to a single work is followed in the next footnote by a reference to the

same work, *ibid*, may be used, but it should not be used after citations of more than one work.

- 5.1. Reference to books should indicate authors by initial(s) and surname, title in italics (underlined in typescripts), place of publication (other than London) and date in round brackets, abbreviation in square brackets, and page number, e.g.:
T. W. Hanson, The Story of Old Halifax, (Halifax, 1920) (hereafter Hanson, Old Halifax), p.219.
 - 5.2. References to libraries, archives, and other institutions should give their full title and location in the first instance; if they are to be referred to repeatedly an abbreviated form should be indicated on the first occasion and used thereafter, e.g. :
W(est) Y(orkshire) A(rchive) S(ervice), C(alderdale) D(istrict) A(rchives), Burial and Grave Register, South Parade Wesleyan Chapel, Halifax, MISC. 486/14. Later references, WYAS, CDA, MISC. 486/14.
 - 5.3. The shortened title of newspapers may be used in references, followed by the date, e.g.:
Halifax Courier, 19 August 1953.
 - 5.4. References to articles should indicate author, title of article in single quotation marks, journal in italics (underlined in typescript), place of publication (unless London) and date in round brackets, abbreviation in square brackets, volume and part (where appropriate) and page, e.g.: E. Webster, 'Nineteenth Century Housing in Halifax and the Growth of the Town', Transactions of the Halifax Antiquarian Society, (Halifax, 1986), 87. Later references, Webster THAS, (1986), 95
 - 5.5. References to these should cite the name of the author then the title within single quotation marks, followed by the degree (where known), institution date in parenthesis, e.g., John A. Hargreaves, 'Religion and Society in the Parish of Halifax, c 1740 - 1914' (unpublished Ph.D. thesis, Huddersfield Polytechnic, 1991).
6. QUOTATIONS. Quotations should be enclosed in single inverted commas, double inverted commas being reserved for quotations within quotations. Lengthy quotations should be indented on a fresh line and do not require inverted commas. They should, however, be double-spaced at this stage of the editing process.
 7. CAPITALS AND SPELLING. The spelling of the Concise Oxford Dictionary of Current English should be followed. Capitals should be used sparingly, preferably only for personal and place names and for titles when attached to a personal name (thus 'the king' but 'King William') and to avoid ambiguity.
 8. ABBREVIATIONS. Abbreviations should be followed by a full stop, for example: p., pp. e.g., a.m. Contractions, where the shortened word ends with the same letter as the original word, should not be followed by a full stop, for example: Dr, Mrs, Mr, Revd. Where the initial letters of each word of the title of a journal, series or name of an institution are used as an abbreviated title the full stops are omitted, e.g. VCH, PRO, DNB, THAS, BBC.
 9. DATES. These should be given in the form 5 May 1702, 10 December 1845, 1734-35. Centuries should be given in words: e.g., the eighteenth century and hyphenated when used adjectivally: e.g., nineteenth-century documents. Use the

form c. not circa. Write c.1790s not seventeen nineties and not 1790's 10.00 a.m., not 10.a.m.

10. NUMBERS. Use figures for measurement: 3ft, 50 acres, but express time in words: seven years. Write all other numbers under 100 in words: 'three reasons', but '590 broadcloths'. All percentages to be given in figures e.g. '25 per cent per annum', but in tables '%' and 'p.a.' may be used. For fractions use half a dozen, three-quarters and one and a half etc.
11. CURRENCY. Sums of money should be stated £12.6s.8d, though simple sums of money occurring in normal prose may be expressed in words. For decimal currency use: £4,372, 47p, £3.75, £33.05.
12. ITALICS. Italics should not be used for emphasis but are reserved for single words or short phrases in a foreign language and for the titles of printed works mentioned in the text or noted in the references.
13. COPY PREPARATION. In order to effect economies of cost and time all contributors are requested to ensure that typescripts conform to the guidelines indicated in these notes. A good, clean copy at this stage will help to eliminate mistakes at the word processing stage. If corrections and insertions are to be made to the typescript, if brief, type or write them legibly above the line involved. The margins should be left clear for editorial use. If a correction is of considerable length type it on a separate full-size sheet and mark it clearly (e.g. 'Insert A, page 5'). Indicate on the typescript the exact position where the insert or correction must go. Two copies of all articles and reviews should be submitted. A copy of an article or review accepted for publication may be returned to the author to bring it into conformity with these notes if it does not so confirm when submitted.
14. PROOFS. Proofs will be sent to contributors for correction and should be returned promptly. Only printers' errors should be corrected, new information may not be inserted. The copy should be returned with the corrected proof. All corrections should be in black ink, following the British Standard signs for proof correction as published in the MHRA Style Book, Whitaker's Almanac etc.
15. THANKS. The Editor is most grateful for your contributions and recognises that considerable time and patience will be needed in order to ensure that these guidelines are met. However, he feels sure that you will appreciate that the quality of the publication, which appeared in a new format in 1993, depends on the care taken by individual contributors to ensure that their contributions conform to a uniform style .

J. A. Hargreaves,
Editor
1.1.1993 (revised 26.2.1994)
(Ref. THASNFC NO 1).