Transactions of the Halifax Antiquarian Society

https://www.halifaxhistory.org.uk/transactions-of-the-halifax-antiquarian-society/

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Notes for Contributors, November 2024

Introduction

The current, new series of the *Transactions of the Halifax Antiquarian Society* was begun in 1993 and directly succeeded the original series which covered the years 1901 until 1992. If you feel you can make a contribution, but are somewhat daunted by the task, please seek assistance so that your valued work can come to fruition.

NOTES ON CONTRIBUTORS TO ARTICLES AND REVIEWS

Contributors of articles and reviews are requested to supply notes about themselves for a Notes on Contributors to Articles, and the Reviews section.

MAIN ARTICLES

Scope

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 7,000 words. Shorter articles commenting on a particular aspect of local history are also welcomed.

Formatting of the textual content of main articles

Titles

Where appropriate indicate explicitly the time period which the article covers.

Spelling and hyphenation

The spelling of the *Concise Oxford English Dictionary* should be followed and checked using the UK English spell checker in *MS Word*.

Verbs ending in -ise or -ize. Use -ise where there is a choice. Use of -ise is obligatory for certain words. e.g. advertise, chastise, advise etc.

Hyphens are used for compound words and are often dependent on parts of speech.

e.g. working class, but adjectively: working-class man.

Numbers are hyphenated, e.g. seventy-six, three-quarters, half-dozen,

Centuries are not hyphenated, e.g. nineteenth century.

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. Ships names are also italicised.

Capitalisation

Initial 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.

Capitalise the initials of proper names, days, months, festivals and holidays. Also capitalize titles and ranks and trade names, names of ships and names of public houses and other buildings, etc.

Abbreviations and Symbols

Abbreviations should be followed by a full stop, for example: p.; pp.; a.m.; ft.; ins.; hectares, ha. etc.

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.: Victoria County History, VCH; The National Archives, TNA; Oxford Dictionary of National Biography, ODNB

This also applies to acronyms where abbreviations have become pronounceable words. e.g. Absent Without Leave, AWOL

Quotations

Short quotations should be enclosed in single inverted commas, double inverted commas being reserved for quotations within quotations. More lengthy quotations should be indented on a fresh line and do not require inverted commas. Do not italicise quotations. Note: Significant quotations should almost always be followed by a reference to the original source, see the separate section on referencing below.

Date and time

Eras: e.g.: 72 BC; AD 30

Calendar dates: These should be given in the form, 5 May 1702, 10 December 1845, 1685-1702, 1734-35. If a day is specified it should be in the form: Friday, 5 May 1702.

Centuries: should be given in words: e.g., the eighteenth century and only hyphenated when used adjectivally: e.g., nineteenth-century documents.

Decades: Use the form c. not circa. Write c.1790s not seventeen nineties and not 1790's.

Times of day: These should follow the forms: e.g. 10.15 a.m.; 2.34 p.m.; midnight; noon;
12.15 a.m.; 12.40 p.m.

Numerals and numbering

Numbers up to 100 in words should be expressed in words and numbers over ninety-nine in numerals, thus: 'three reasons', '590 broadcloths'; 'ninety-nine people', '100 people'.

Units of measure use figures e.g. 3ft., 50ac.

Percentages to be given in figures, e.g. '25 per cent per annum', but in tables, '%' and 'p.a.' may be used.

Fractions should be expressed in words and hyphenated. e.g. half-dozen, but half a dozen; three-quarters; one and a half, but one and seven-eighths etc.

In a statistical context or for an appreciable string of figures use decimals: e.g. 6; 0.75; 1.5; etc.

Currency for modern decimal currency use the forms: £4,372.47; $3.75; €33.05 without spaces.

For the system prior to 15 February 1971 use the form: £12.6s.8d. without spaces

Simple sums of money occurring in normal prose may be expressed in words if there is no ambiguity.

Formatting of the graphical content of main articles

i.e. photographs, line drawings, diagrams, tables, graphs and bar charts, and maps

The clarity of all graphics can suffer as a result of the reduction from A4 initial copy, to A5 final format, during production. This can be off-set by the rotation of items through 90 degrees anti-clockwise to maintain size.

Captions

All figures need to be captioned and the source acknowledged with permission obtained where appropriate. If several illustrations are included they should be labelled, in sequence beginning with **Figure 1**.

Photographs

The general caption format should include location, names of persons depicted, date and source with bold and italics as shown below.

Example: Photographic original image of actuality.

Figure 1 The Lord Nelson Inn, Luddenden. *(Photograph, J.Wormald, 1928).*

Example: Photograph or scanning of illustration from a secondary source.

Figure 2 The reading of the loyal address at the opening of Halifax Town Hall on 4 August 1863 by the Prince of Wales, later King Edward VII. *(Illustrated London News, 1863).*

Example: Photograph in a collection where the photographer is unknown.

Figure 3 Halifax in the 1960s, described as the Devil's Cauldron. (*Photograph, Stephen Gee collection*).

Line drawings and diagrams

There is no specific format for drawings and diagrams. Clarity and simplicity should be preferred to complexity. Descriptive captions are required and dates if relevant.

Tables

All tables need to be descriptively captioned and the source provided if not complied by the author. Standard abbreviation should be used to economically label columns.

Example:

	township		parish	
	mills	workers	mills	workers
Woollen	4	160	35	2,104
Worsted	14	769	45	2,551
Cotton	2	351	57	4,267
Silk	2	272	4	777
Unoccupied	0		12	
Total	22	1,552	153	9,699

Table 1 Textile mills and workers in the township and parish of Halifax, 1835 (*Source*: Returns to Factory inspectors, 1835).

Graphs and bar charts

Axes require clear labelling and scaling. Reproduced graphs need to acknowledge the source. For advice on appropriate chart types see:
https://style.ons.gov.uk/category/data-visualisation/chart-type/

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 welcomed. Items may be print, video or other format. Reviews should not normally exceed 1,000 words. The reviewer is also invited to select illustrations to complement the review and supply captions and sources. Reviews are also invited of books which include comparative methodological approaches or explore similar historical or geographical contexts or themes relevant to Halifax or Calderdale.

Reviews should be headed in the following manner:
author(s) or editor(s), *title*, (publisher, date of publication, hardback or paperback, number of pages, price, ISBN)

ENQUIRY AND RESEARCH

This section includes concise items where questions can be circulated, areas of new research registered, points of interest shared or related aspects covered.

REFERENCES

The author-number or Vancouver style system is used. A superscript number is inserted in the text and a numerically arranged list of references appended as endnotes to the article. Superscript numerals should be inserted at the end of sentences after the stop and not within a sentence. Footnotes at the bottom of pages are not used. Endnotes in free text can be similarly keyed to the text in the sequence to briefly explain or clarify a point of interest.
Do not use: ibid. (ibidem – in the same work); op.cit. (opera citato – in the cited work); loc.cit (loco citato – in the cited place); id. (idem – the same person); art.cit (articulo citato – in the cited article) or passim. (for scattered references to a subject).

Books

Elements:

- creator(s) (surname first)
- *title: subtitle* (in italics, only capitalise the initial letter and proper names)
- edition number (if not the first)
- place of publication (if not London): publisher
- year of publication

Each element is followed by a comma.
Example: whole book, first instance:
Waddingham, Anne, ed., *New Hart's rules: The Oxford style guide*, 2nd ed., Oxford: Oxford University Press, 2014.
Example: subsequent instances:
Waddingham, (2014).
Example: specific point in book (add pagination), first instance:
Hey, David, ed., *The Oxford companion to family and local history*, 2nd ed., Oxford: Oxford University Press, 2008, pp. 223-25.
Example: subsequent instances.
Hey, (2008), p. 305.

Contributions to books

Example:
Madden, Lionel, 'Tennyson: a reader's guide', in Palmer, D.J., ed., *Tennyson*, Bell, 1973, pp. 1-22.

Articles in periodicals

Elements:

- creator(s) (surname first)
- title of article
- *title of the periodical* (in italics)
- volume number
- year (in parentheses)
- pagination

Example:

Moody, T.W., Michael Davitt and the British Labour Movement, 1885-1906, *Transactions of the Royal Historical Society*, 3 (1933), pp. 53-76.
If the volume is not applicable use the part number: e.g. '5, Dec' or 'No.6'.

Reports and publications under corporate authorship

Use the title as the lead element omitting 'A' or 'The' if they are the first word.
Example:
Creative industries in the Calderdale district: A report prepared for Calderdale MBC by the University of Leeds, 2004, University of Leeds School of Performance and Cultural Industries.

Theses, dissertations, unpublished works

Example:
Parr, Linda, *The history of libraries in Halifax and Huddersfield from the mid-sixteenth century to the coming of the public libraries*, unpublished PhD thesis, University College London, 2003.

Newspaper contributions

Example:
Davis, James William, 'A free library for Halifax', letter, *Halifax Courier,* 19 March 1881, p.7.

Manuscripts or other archival documents

References to original documents usually in archive collections should give their full title and location. If they are to be referred to repeatedly an abbreviated form should be used thereafter.
Example: first instance:
Burial and grave register, South Parade Wesleyan Chapel, Halifax, WYASC, MISC. 486/14.
Example: subsequent instances:
Burial and grave register, WYASC, MISC. 486/14.

Video, sound recordings, broadcasts

Include as many of the following elements as are available:
Elements:

- persons or body having primary intellectual responsibility
- title (italicised)
- place of publication
- publisher
- year of publication
- form of item (e.g. DVD, CD, audio cassette)
- duration

Example:
Attenborough, David, *Life on earth*, London, BBC, 1985, DVD. 120min.

Web sites

Elements:

- author/Editor (use the corporate author if no individual author or editor is named)
- title (this should be in italics)
- URL (not underlined)
- date accessed

Example:
British Association for Local History, *The local historian*, www.balh.org.uk/thelocalhistorian, 15 January 2015.