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NOTES FOR CONTRIBUTORS to *North West Catholic History* and occasional publications.

I: Contributions

1. *North West Catholic History* is a peer-reviewed journal of research. In addition to the editor and assistant editors, submissions may be considered by anonymous referees, who have published scholarly work in the relevant subjects.
2. The editor reserves the right not only to reject or to accept manuscripts, but also to alter those accepted, whether unsolicited or invited.
3. The editor cannot guarantee publication of an article in a particular issue. Publication can take up to twelve months (Christmas is the usual deadline for *North West Catholic History*).
4. Articles should normally consist of new material, based largely on primary sources, which should be cited. Material based on secondary sources should be kept to a minimum, and all material should be strictly relevant and expressed concisely.
5. Editions of short unpublished primary sources are acceptable ('Notes for transcribing documents' are available from the editor).
6. Essays in synthesis, which should be based on primary as well as secondary sources, are acceptable from scholars who have published original work in the field.
7. Critical bibliographical studies, which define a problem, review the published work, and suggest lines and material for further research, are welcome from published scholars in the field.
8. Descriptions of archives and of other remains, together with notes on conditions of access, are welcome from their custodians. Such archives include not only public record offices but also any official or private archives, including those of parishes and families.
9. Contributions to the series of brief occasional publications in the form of general outlines of topics or editions of relevant works or of unpublished sources are acceptable from scholars in the field, though a preliminary description of the proposed work should be submitted in advance.
10. Illustrations, which are welcome for publication, will be printed in black and white. Contributors should make their own selection, and not ask the editor to choose for them. Illustrations should be supplied with the title and (in brackets) the owner of the copyright. The owner of the copyright is

usually the artist and/or the photographer, but though his/her copyright may have lapsed, there may be copyright in any published version. Contributors should obtain and acknowledge permission to reproduce illustrations which are not their own work. Illustrations should not be embedded in the text, but should be sent by e-mail as separate pdf files one at a time, each with its own specific title. Their preferred position in the text should be indicated thus (Fig. a), together with the illustration's title and any description and/or comment on the illustration should be confined to the text.

11. Contributions to the journal should be in electronic form, that is as an e-mail attachment. The file should be in Word or another compatible word processing programme such as Open Office. Please do NOT send it as a zip file. PLEASE GIVE THE FILE A SPECIFIC NAME, i.e. a short title and not a general name, e.g. NOT 'North West Catholic History'. A file which is returned to you for amendment, should, when amended, be re-named for return to distinguish it from earlier files, e.g. by the addition of a number 2, 3, etc.
12. *North West Catholic History* is a peer-reviewed journal. When first submitted, therefore, contributions should not include the author's name.
13. Contributors will be provided with proofs to correct, approve, and return.
14. The editor is willing to give every assistance to contributors in the preparation of articles, but must reserve complete control of the contents of the society's publications. Contributors are advised that they must do their own research and writing.
15. Before submitting work, potential contributors are advised to ask someone to read it to check that it contains no typographical or grammatical errors and that it conforms to these 'Notes' and to ask someone who is knowledgeable about the subject of the article to read it to ensure that it contains no errors or omissions.

II: Style

1. THIS STYLE is to be adhered to strictly. Articles which do not will be returned for correction. Please consult the Society's publications for the Society's style. For further details, see *MHRA Style Book* (London, 1996), on-line at <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.html>
2. TYPE articles in 12-point Times New Roman on A4 and with double spacing. The first line of each paragraph should be indented by 0.5 cm. Please carefully check the manuscript to ensure that you have not made any of the common typographical errors which cause problems for the editors and the printer. Standard English spellings should be used, but note that some word processing programmes automatically use U.S. English. Please check especially that there is
 - only one space between each word
 - only one space between sentences
 - no blank line between paragraphs
 - no space between a word or full stop and a reference number.
3. NOTES for reference to all material which is not common historical knowledge, should follow the text, and be numbered consecutively throughout. (N. B. 'numbered consecutively' means that the notes in the text should be in numerical order, so that if the same reference as an earlier note is to be given, the next number should be used and the reference repeated in the notes, e.g. if you have just entered note 5, your next note should be note 6, even if you are repeating the reference in note 3). **The reference facility in Word or compatible software MUST be used.** This is done by using the route <insert> <reference> <footnote> <endnote>. The notes, which may also be used to acknowledge help etc., are primarily for references to sources. Information about the sources, such as their provenance, reliability etc. may be included in the notes, if such information cannot be easily fitted into the text. **The notes, however, are not for factual information, which, if relevant, should be included in the text, or, if irrelevant, should be omitted.**
4. QUOTATIONS should be enclosed in single inverted commas. Longer quotations should be indented on each side by 1.0 cm but have no inverted commas. Quotations, especially from printed sources, should be used sparingly. Quotations should be separately identified, each with its own note. Spelling and punctuation should be modernised, unless there is some compelling reason

to reproduce the original. Indirect quotations, i.e. not within inverted commas or indented, should be consistent and occasional words and phrases should not be placed within inverted commas unless there is a compelling reason.

5. REFERENCES should be precise and concise, and, except for the identification of quotations, should be consolidated. Each paragraph, therefore, will normally require a note, more than one if there are quotations.

MANUSCRIPTS should be referred to IN THE FIRST INSTANCE by the repository's name and location, the name of the document and the repository's reference for the document, thus:

Lancashire Record Office, Preston, ARR 15/1.

SUBSEQUENT REFERENCES should use an abbreviated form, thus: Lancs R O, ARR 15/3.

When an abbreviation consists of a number of initial letters, they require no full stops, e.g. *THLC*.

When such a series includes a longer abbreviation, it also requires no full stops, e.g. Lancs R O, Liv R O.

PRINTED BOOKS AND JOURNALS should have their title in italics, but the titles of articles and unpublished theses should be enclosed in single inverted commas. The contributor's own thesis should be cited, if relevant, but not cited as a source for detail.

IN THE FIRST INSTANCE, for books, the author's name and the title should be given in full, (the title in italics) with the publisher, place and the date of publication in brackets followed by the appropriate page numbers. For journals, the author's name should be given, followed by the title of the article, (the title of the article in single inverted commas), title of the journal, (the title of the journal in italics), the number of the volume, and the year of publication, followed by the appropriate page numbers. The volume number should be given in Roman capitals, the part of a volume in Arabic numerals in brackets, and the pages in Roman or Arabic numerals, as in the following examples:

John Bossy, *The English Catholic Community 1570-1850* (Darton, Longman and Todd, London, 1975), pp. 91-96;

John Bossy, 'The Character of Elizabethan Catholicism' in T. Aston (ed.), *Crisis in Europe 1560-1660* (Routledge and Kegan Paul, London, 1965), pp. 223-46;

P. Renold (ed.), *Letters of William Allen and Richard Barret 1572-1598* (Catholic Record Society, LVIII, London, 1967), pp. xv, 275-84.

John Miller, 'The Catholic Factor in English Politics 1660-1688' (Ph.D. thesis, Cambridge, 1971), p. 36;

P. R. Newman, 'Roman Catholics in Pre-Civil War England: The Problem of Definition', *Recusant History*, XV (2) (1979), pp. 148-52.

INTERNET SOURCES should give the URL ('internet address') and the date accessed, as in the example: www.nwcatholichistory.org.uk/ (accessed 20 July 2017).

ORAL EVIDENCE should be recorded and referenced in the form: name of interviewee, name of interviewer, date of interview (where available); a transcript of an interview should be given a title, and referenced as other sources.

SUBSEQUENT REFERENCES should give the author's surname and, in the case of more than one work by the same author, an abbreviated title, with volume and page numbers, thus:

Bossy, *Catholic Community*, pp. 91-96;

Bossy, *Crisis*, pp. 221-46;

Renold, p. 78;

Miller, p. 367;

Newman, pp. 148-52.

When the same reference is cited in consecutive notes the abbreviation 'Ibid.' should be used.

6. DATES, NUMBERS, CURRENCY

DATES should be in the form: 5 November 1605.

NUMBERS up to one hundred should normally be expressed in words, but statistical information should be expressed in figures.

CURRENCY should normally be expressed in words, but in statistical information should be expressed in figures, with pre-decimal currency written thus £144 10s. 6d.

7. WEIGHTS AND MEASURES should normally be expressed in words, but in statistical information should be expressed in figures. Use the original weights and measures, but if necessary give the metric equivalent in brackets.

8. ABBREVIATIONS AND CONTRACTIONS

ABBREVIATIONS should be concluded with a full stop, (e.g. Reverend should be abbreviated as Rev.), but CONTRACTIONS should be concluded with the last letter (e.g. Father should be

abbreviated as Fr). Abbreviations consisting of a number of initials, e.g. OSB, SJ, require no full stops.

9. FOREIGN WORDS such as quotations from foreign languages should be in Roman type and translations should follow in square brackets. Single words or phrases should also be in Roman type, except for *sic*, which should be in italics. Foreign place names should take their traditional English form, e.g. Douay, St Omers, Padua, Leghorn, though the foreign form can be added in brackets.
10. TITLES AND DIGNITIES should begin with capital letters only when they appear in full or immediately preceding a personal name, e.g. The Archbishop of Westminster and several other bishops were present, but Bishop Smith was not. Before the mid-nineteenth century members of the English secular clergy were not known as 'Father', but as 'Mr', and accordingly they should be referred to not as 'Fr' but as 'the Rev. Mr X'. Bishops are right reverend and addressed as my lord, archbishops are most reverend and addressed as your grace. Contributors should ensure that academic and other titles are correctly written, for example, do not write Dr John Smith PhD, which is tautological. The eldest sons of dukes, marquesses and earls take their fathers' second title. The younger sons of dukes and marquesses are addressed as lord forename, surname, and the younger sons of earls are the honourable forename, surname. All daughters are addressed as lady forename, surname. Note that Lady Mary Smith is the daughter of a peer whose surname is Smith, but Mary, Lady Smith, is the wife of Lord Smith. The children, male and female, of viscounts and barons are the honourable forename, surname.
11. UNITS OF LOCAL GOVERNMENT should refer to the units of administration before the Local Government Act of 1972, i.e. the historic counties, unless referring specifically to conditions and/or events after the Local Government Act of 1972.
12. WORDS AND PHRASES TO AVOID:
 - 1500s, 1600s, 1700s, 1800s, 1900s etc *except to mean* the first decade of the century
 - Biography *except to mean* a study of an individual
 - Decimate *except to mean* kill one in ten
 - Devout Catholic *except in contrast to* careless Catholic
 - Enormity *except to mean* great wickedness, crime
 - Epicentre *except to mean* the centre of a circle on the circumference of a larger circle

For x, see y, e.g. For the French Revolution, see Thomas Carlyle, *The French Revolution*

Hopefully

Icon, iconic *except in relation to* sacred images

Incredible, incredibly *except to mean* impossible to believe

Infamy/infamous *except to mean* ill fame, vile conduct

Of that ilk *except to mean* of that name

Monolith/monolithic *except to mean* consisting of one lump of stone

Perceive *except to mean* to understand clearly

Perception *except to mean* the act of understanding

Refute *except to mean* prove falsity by argument

Standing as it does/did

Staunch Catholic

Staunch Protestant

The present author

Transpire *except to mean* emerge into knowledge