

LOCAL PAST: Notes for Contributors

As from November 2015 *Local Past* is published in May and November each year by The Alcester and District Local History Society (previously June and December). Authors whose work is accepted for publication will receive one complimentary copy of the edition of *Local Past* in which the contribution appears.

These guidance notes are intended for prospective authors of formal articles, but informal contributions as a letter on any relevant subject for the *Letters to the Editor* page are always welcome. These can be sent by post or email to the address below. (N.B. the publishing of a letter does not qualify the writer for a complimentary copy of the journal.)

Subject matter

Contributions are welcomed on all aspects of the history of our area, from personal reminiscences of contributors to fully-referenced research; the editor aims to achieve a balance between the various types of article. They may be sent on paper in manuscript or typescript form, or digitally in Microsoft Word compatible format; digital contributions can be sent by post on CD or by email (addresses below). If you intend to email very large images please send a low-resolution version first, and arrangements for sending the full-sized version can be discussed if necessary. The editor is happy to discuss possible contributions in advance or during preparation.

Illustrations

Photographs, in colour as well as monochrome, are welcomed, both as illustrations for articles and for publication in their own right. (Please note reproduction will always be in monochrome.) They should ideally be clear and sharply focussed, although poorer-quality images will be used if of sufficient interest. Prints should not exceed A4 in size (N.B. large images may be reduced). Digital photos should be of sufficiently high resolution not to appear pixellated at the size published (typically 300dpi), and in .jpg or .tiff format. ***If not sent by the photographer, a statement concerning copyright and permission to use from the copyright holder will be required.*** All printed photographs will be returned to the senders.

Drawings or other illustrative matter can be supplied as hard copy (max. A3 size) or digitally as .jpg or .tiff files. When preparing graphics, bear in mind that they may be reduced in size for publication, and choose appropriate line and lettering sizes. ***If not prepared by the author, a statement concerning copyright and permission to use from the copyright holder will be required.***

When submitting digital copy, it is helpful if you do not embed illustrations in the text - please send them as separate files. Authors can indicate where they think the illustrations should appear in the article, but the editor will use discretion to suit the page layout.

Deadlines

Contributions should reach the Editor not later than 28th February for the May edition, and 31st August for the November edition, but the Editor reserves the right to decide in which edition, if any, the work will appear. It may be possible to accept late submissions for specific editions, but this will be entirely at the editor's discretion.

Guidance on Length of Article

The average length of a full article in *Local Past* is about 1,000-1,500 words, but this is not set in stone. As an example, the June 2011 issue had one article of about 2,500 words, one of about 1,900 words, three of about 1,000, and two of about 500, most with illustrations and some with references/footnotes where necessary. Smaller articles and notes are always useful and welcome – there are usually odd corners of a page that need filling!

The normal maximum is about 2,500 words. Unless there were exceptional factors, anything longer would probably be split into two parts in successive issues, or editorial discretion may be used to abridge it. Even something of that length might be split or abridged, depending on what else is to go in the relevant issue.

There is no set rule on illustrations or graphics, but the total number of pages the article will take up, including the illustrations, is obviously a factor. If your article includes illustrations, please indicate which you consider essential and which (if any) are discretionary. The editor likes illustrations because they add interest even if not strictly necessary, but it is not always possible to accommodate all that may be desired.

The Editor reserves the right to edit as appropriate, but the author is always sent a draft proof copy for comment and correction before it is sent to the printer. Most editorial changes are only minor amendments to the text, punctuation, paragraph layout, etc. that are unlikely to be controversial. If significant changes are proposed, these would be discussed with the author at an earlier stage, so if s/he did not agree with the proposed changes the article could be withdrawn.

Address for contributions or letters:

The Editor, *Local Past*, 5 Kinwarton Road, Alcester, Warwickshire, B49 6QT, or by email to editor@alcesterhistory.org.uk

It would be appreciated if any contributors who wish their hard copy original work to be returned would enclose a stamped self-addressed envelope with it.

Ian Greig
Editor, *Local Past*
Alcester & District Local History Society

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