

PRESTBURY LOCAL HISTORY SOCIETY

GUIDELINES FOR CONTRIBUTIONS TO PUBLICATIONS.

In line with our stated aim of researching, presenting and publishing materials relevant to the history of Prestbury, the committee has stated an intention to publish occasional journals in the form of books as a permanent record of our findings.

These Guidelines are written to help intending contributors present their material in a form that is of lasting value as historical documents.

FORMAT

Contributions can be accepted in the form of typescripts, but to save the editor the task of re-typing everything it is requested that submissions be in the form of digital files such as MS Word Documents. They may be saved on flash memory sticks, or sent as email attachments. They should not be sent as PDF files, as these cannot be edited. Picture files can be sent as JPEG, or TIFF files. It is recommended that these be saved at 300 dpi resolution — otherwise there will be loss of clarity in publication.

COPYRIGHT

Copyright of all articles remains with the author. In submitting articles for PLHS publication the writer of an article is not surrendering the right to re-use the same or similar elsewhere, or publish a revised version at a later date.

Copyright normally subsists on written materials for 70 years. If you quote from a book or magazine article that is less than 70 years old you may do so subject to fair use, that is, you are quoting for illustrative purposes or incorporating a sentence or two to advance the purport of your own work. You are not prohibited from including short quotations in this way. You should however, acknowledge your sources in such a way as to enable anyone in the future to find and check the source on which you rely.

For further guidance on this see below.

CONTENT

Prestbury Local History Society exists to promote historical understanding of the specific environment of Prestbury Parish, as defined by historic boundaries not modern ones, and any nearby geographic area that has an influence, or contributes to the overall context. The subject of any submission should be within these parameters.

STYLE

It is expected that all submissions for publication by PLHS should be seriously researched and presented in such a way as to enable future generations to check the validity of any arguments and conclusions. To this end we encourage authors to research, wherever, possible, primary source documents.

In such cases the location of the source should be given — e.g. Gloucestershire Archaeology Service, or Gloucestershire Archives – together with the catalogue number and sub-reference e.g. Gloucestershire Archives, D1785/11/3 or in the case of

museum artefacts, the accession reference e.g Cheltenham Art Gallery & Museum, acc. No. 1978/502. In this way your source can be located.

If you quote from previously published works you should indicate the source in the following manner:

For stand-alone books:

AUTHOR SURNAME, followed by first name or initials: Title of work [in full], date of publication, page number[s].

e.g. Crawford, O,G,S; Long Barrows of the Cotswolds, 1925, pp.55-61.

For articles within journals:

Author surname, first name or initials: Title of Journal [including volume number, year of publication, and editor's name if that name appears on the title page], title of the work within that journal; page extent. [e.g. Pages 112-138.]

e.g. Elliott, Beryl; Prestbury Park Farm, in Journal of Cheltenham Local History Society, Vol. 3, 1985: pp. 1-4.

PICTURE CREDITS

It is intended to use only monochrome illustrations within any PLHS publication [though possibly having colour on the cover]. Therefore photographs or maps are best submitted in mono [Black and white]. Please ensure that if you do not own the photograph yourself, you have the permission of the owner of the original, and enquire of them the form in which they wish to be cited.

EDITORIAL DECISIONS

All decisions regarding the suitability of submitted articles shall rest with the editorial sub-committee. Copy editing will be undertaken by the editorial sub-committee and the revised or amended texts returned to the author for final approval. When approved by the author the editor reserves the right to publish without further amendment.

FUNDING

The committee of PLHS has determined that funds for publications[s] shall be drawn from the accumulated general fund of the society; that the book [or other publication] shall be sold, at a price which will reflect the cost of production (hopefully about £10); and that sales revenues shall be returned to the general fund, making the finance of further projects viable. The author of any article published shall receive one complimentary copy.