

GUIDELINES FOR WRITING FOR THE SRHS JOURNAL¹

WRITING FOR THE JOURNAL SHOULD BE FUN, NOT A CHORE!

Writing up your research or article, should be FUN, a 'labour of love' and definitely not a 'chore'. If you hit a brick wall, walk away and come back to it later. You'll be amazed at how a break will help you resolve issues!

BASICS

Tell the editor what you are planning

S/he will know if anyone else is working on the same project as you, and can give guidance on length and whether the final article will need to be split into smaller parts.

Font and Line Spacing

It helps if contributions are delivered in Arial font in single or 1.5 spacing.

Word Count

Try and keep to between 1,000 -1,500 words.

By restricting the length it means more articles can appear in the Newsletter, and gives more contributors the chance to get published. If you want to produce a much longer article then you may want to consider splitting your contribution into two or more parts – depending on its length – so that the parts can be published in consecutive issues.

Keep formatting to a minimum

Your submission will have the text copied into a publishing software programme. This programme allows very sophisticated typesetting and graphics but has no affinity with Microsoft! It is therefore important that you keep your formatting to the basics. You can use bold, italic, bullets and indents. Although these functions are not copied over into the publishing software, they are clearly and quickly visible when checking for these during typesetting.

REFERENCES

Please put all references at the end of the text. As you write your article, type your references in at the end of your document, and keep them as part of the body of your work.

Do NOT use automatic referencing facility in Word for your end notes/refs

Do not use any of the automatic functions available in Word, such as automatic references/ footnotes in your document. The reference numbers placed in the text by Word will be ignored by the typesetting software and consequently all your references will be lost.

Indicate reference numbers in the text either by using a bright colour or enclosing it round brackets

¹ With thanks for permission to use to Angela Blaydon and FACHRS

The aim is to make the reference number stand out so that it is instantly visible when checking during typesetting. Don't make your reference number small. Either change the colour to an eye-catching colour, such as red, or place the number in round brackets, such as (1), (2), etc.

Wherever possible place reference numbers at the end of a sentence

This is just a standard practice and, in most cases, works well. However, there are instances when a sentence contains two or more distinct references. In this case place your reference number immediately at the end of the each reference following any punctuation and before any connecting word. The final reference can be as normal, immediately following the full stop. Never place spaces between reference number and that to which it refers.

TABLES, PHOTOGRAPHS AND ILLUSTRATIONS

Indicate where you would prefer tables, photographs and illustrations to be placed

It is preferable that tables and illustrations do not appear in your text. Tables should be placed, in order, at the end of your document, following the references. You should indicate in the text, using a separate paragraph, where each table should be placed, such as 'TABLE 1 HERE'. For illustrations you can also indicate in the text where you would like these located, identifying them accordingly, i.e. 'FIGURE 1 HERE' or 'MAP 1 HERE' or 'PHOTO OF DOOR', etc.

PLEASE NOTE: Tables and illustrations may not be placed exactly where you stipulate as it all depends on how the text falls in the publication. However, these will be placed as close as possible to where indicated.

Produce tables in a table layout

It is important that you do not type your table in the text. To do this you will have to use excessive tabs and spaces to line up your columns. When typesetting these tabs and spaces then have to be physically removed individually and are extremely time-consuming. Please use the table layout facility in Word as the contents can be converted easily for typesetting without having to remove any extras.

PHOTOGRAPHS AND OTHER IMAGES

'A picture is worth a thousand words' is such a true statement. If you can manage to supply at least one image to accompany your submission it will enhance your article and tells the reader so much more than you can write. If you are not sure what to send, always ask. Advice is always freely given.

Always supply images as separate jpeg files

Please don't embed your photographs and other images in your document. By doing this you are making a copy. To extract your image we have to go through a process that then makes a copy of a copy. Each copy degrades from the original and we end up with a poor quality image that doesn't print very well at all.

Image files should always be high resolution

Images that you view on your computer screen may look brilliant, but your computer screen has a resolution of 72dpi (dots per inch). A high resolution image needs to be a minimum of 300dpi to make it suitable quality for printing. Think of 72 dots in a one inch square. If you then squeeze in 300 dots into the same area there will be far less space between each dot

and therefore the quality of the image will be that much greater. Most cameras will take 'large' files. I know this takes more space on your memory card, but the end result means a good picture as opposed to one that shows the pixels. (That happens when the pixels are expanded to fill the space and that's when distortion occurs.) Any queries on this, please ask.

Always supply a caption for your image

A picture is useless if we don't know what it is! Always supply a caption to explain the picture. If there are several people in a picture please name them from left to right and by reference to row(where more than one row).

COPYRIGHT

Always obtain permission to use an image that is not yours

It is taken that if you are supplying an image that belongs to you that you are giving your permission for that to be used. If you are sending an image from another source, such as the Internet or from an archive, either ensure that it is not subject to copyright or make sure you obtain permission to use it and send any required acknowledgement with the image.

Many archives will give their permission on condition that you acknowledge it is their copyright and that you have permission to use it. Occasionally you will find that a fee is required.

Remember also, that permission given or payment made to use an image refers only to that one instance. It does not give you permission to use the image more than for the stipulated reason.

Images from the Internet

Most images on the Internet are of very low resolution/ poor quality. Some will be clearly stated to be in the public domain (free of copyright or free to use subject to an acknowledgement), but the majority will be copyright.

Any images that do not have permission to be used will not be published as we will not allow the Society to be put in the possible position of being sued for copyright theft.

Clearly indicate direct quotes and always reference them

If you are using direct quotes in your article, clearly indicate this, either by placing the text in single quotes or, if longer, by placing in a separate, indented paragraph. When quoting directly, always reference the source.

Acknowledge all your sources in references

If you use a specific source for your points or arguments in your article, please remember to reference them all. It is only polite and also avoids any hint of plagiarism.

GOOD LUCK!

Questions? Articles to send? Contact editorsrhsjournal@gmail.com or call 01483773452

