

JOURNAL OF LIBERAL HISTORY

LIBERAL DEMOCRAT HISTORY GROUP

EDITOR: DUNCAN BRACK

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GUIDELINES FOR AUTHORS

Articles, biographies and book reviews

The Liberal Democrat History Group exists to promote the discussion and research of topics relating to the histories of the Liberal Democrats, Liberal Party, and SDP, and of political Liberalism more broadly – mainly within the UK, but we welcome articles on Liberal parties in other countries.

The quarterly *Journal of Liberal History* is our main publication. Its readership is drawn mainly from within the Liberal Democrats, but also includes a significant number of academics and students of liberal history outside the party, and several university libraries take it. You can assume its readership is informed but non-expert.

In terms of style we aim to be authoritative but accessible – not a heavyweight academic journal, but something more on the lines of *History Today*. However, articles should still be comprehensive and rigorous, and we particularly welcome the outcome of original research.

We welcome the submission of articles on any aspect of Liberal/SDP/Liberal Democrat history, including short biographies of famous (or not-so-famous) Liberals. A length of about 4,000 – 6,000 words is standard, but anything between 2,000 and 8,000 words is acceptable. We do occasionally publish shorter or longer articles; please contact the Editor in advance if you wish to do so. Book reviews should be between 500 and 1,500 words in length.

Review system

The *Journal of Liberal History* employs a pre-publication review system for all articles submitted for publication. We ask three or four people, including, if possible, experts in relevant subject areas, to read and comment on each article. Comments received are forwarded (anonymously) to the author, if the reviewers think the article needs any revision – though it is, of course, up to the author to what extent they wish to incorporate them. We are prepared to reject an article based on reviewers' advice.

What we ask reviewers to comment on is, essentially, whether the article is worth publishing in the *Journal*. This includes consideration of:

- whether the article properly covers its subject matter;
- whether its arguments are comprehensive – i.e. take into account key facts and opinions;
- whether the article contains any mistakes;
- whether the author has clearly explained his thesis.

Obviously, reviewers will not always agree with the author's arguments; that does not matter as long as they are sound and coherently expressed.

Submission

We very much prefer to receive submissions by email – any common word processing programme, PC or Mac format, is acceptable. If this is not possible, articles should be typed and one and a half- or double-spaced. Please include your contact details, including email.

Articles

- Supply a short para with author details at the end of the article – e.g. ‘Dr Graham Davis is Course Director of the MA in Local and Regional History and the MA in Irish Studies at Bath Spa University College, and is co-author, with Penny Bonsall, of *Bath: A New History* (Keele University Press, 1996).’
- For a long article, provide sub-headings and (if possible) a small number of key sentences to be pulled out as quotes.

Footnotes / endnotes

- Don’t use too many – as above, we aim to be authoritative but accessible, not a heavyweight academic journal – and use them mainly for references.
- We will print them as endnotes, but if you prefer to leave them as footnotes in your script, it’s not a problem.

Illustrations

Please provide if at all possible, particularly for biographical pieces – photos, cartoons, press cuttings, etc., etc. Scanned images are ideal (TIFF format preferably) but we can scan originals – black and white or colour, but the best quality you can possibly get. Originals will always be returned if you request them.

Copyright

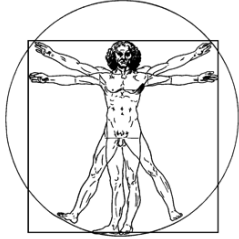
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Published articles may be deposited in an institutional repository either in text form or as an extract from the *Journal of Liberal History*, and authors will be provided with a copy of the relevant pages in pdf format on request. Deposited articles should reference the issue of the *Journal of Liberal History* in which they have been published, preferably with a link to the website at www.liberalhistory.org.uk.

Questions?

Don’t hesitate to contact the Editor, Duncan Brack – contact details are at the top.

Also see: style guide (attached)



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STYLE GUIDE

Standard usages:

- Use capitals only sparingly – lower case for parliament and parliamentary, government, general election.
- Lower case p for party except where the full name is given (Liberal Party, Labour Party ...).
- Lower case for job titles except where used as part of a name: e.g. 'Prime Minister Tony Blair', but 'the prime minister'.
- Use First World War / Second World War, not World War I or World War II.
- No full stops in acronyms, e.g. SDP and MP (not S.D.P., M.P.).
- But do include full stops in people's initials, e.g. H. H. Asquith.
- Dates: 24 January 1960 (not January 24, 1960 or 24/1/60 (and no th, nd, etc)).
- Date ranges: use the second two digits, e.g. 1992–97 (not 1992–7, or 1992–1997).
- Numbers: use words for one to one hundred, and numerals (101, 102, etc.) above that.
- Exceptions where numerals should be used: lists of numbers (e.g. '338 Conservatives, 137 Liberals and 10 Labour'), and percentages (e.g. '10 per cent').
- per cent, not %
- -ise spellings rather than -ize (realise, organise; not realize, organize).

Specific cases:

- Nonconformity, Nonconformist (cap N)
- home rule (small h, r)

Style:

- Leave only one space after a full stop.
- Do not leave blank lines between paragraphs.
- Indent the first line of paras (use first-line indents, not tabs).
- Use *italics* for any emphasis (not **bold** or underline).
- Any quotes should be enclosed in single inverted commas. Quotes within quotes use double inverted commas.
- Use en dashes not hyphens (i.e. –, not -) for dashes in date ranges (e.g. 1905–15), and for text enclosed between two dashes. En dashes are usually control - (where the - is either the hyphen or the minus sign on the numeral part of the keyboard) on a PC, or alt - on a Mac. Word generally does this automatically, but not always.

References:

- Citations and references appear, in the formats below, in footnotes or endnotes; we do not use in-text citations (i.e. Oxford style, rather than Harvard or APA style).
- Titles of books and journals should be in *italics*; titles of journal articles should be enclosed in single inverted commas.
- Book refs should be in the following format: Chris Cook, *A Short History of the Liberal Party 1900–1997* (5th edn., Macmillan, 1998), p. no.
- For chapters within books: Philip Cowley and Martin Ryder, 'Into Government: Coalition (2010–2011)', in Duncan Brack and Robert Ingham (eds.), *Peace, Reform and Liberation: A History of Liberal Politics in Britain, 1679–2011* (Biteback, 2011), p. no.
- For journal articles: Catherine Ellis and Matthew Redding, 'Not Playing Games: The Young Liberals and Anti-Apartheid Campaigns, 1968–70', *Journal of Liberal History*, 74 (Spring 2012), p. no.
- For a repeated reference:
 - Use 'Ibid.' if the reference is identical to the one immediately above it.
 - Use 'Ibid., p. no.' if the reference differs only in the page number from the one immediately above it.
 - Use a short form of the previous reference if another reference occurs in between, e.g. Cook, *Short History*, p. no.
- For manuscript sources:
 - Basic format: Gladstone to Catherine Gladstone, 16 Aug. 1848 (Glynne-Gladstone papers, MS 771, f. 85).
 - For diaries: D, iii, p. 584 (diary entry of 20 Nov. 1846).
- For parliamentary debates: Hansard, Parl. Debs. (series 3) vol. 98, col. 130 (10 Apr. 1848). After 1909, specify whether it is a House of Commons or a House of Lords volume: Hansard, HC (series 5) vol. 357, cols. 234–45 (13 Apr. 1965).