

**THE LIVERPOOL HISTORY SOCIETY'S JOURNAL 2021
SPECIAL 20th ANNIVERSARY EDITION**

To

be produced in full colour throughout. Guide to submitting articles.

The Journal is A5 in size with 15mm page margins all round (you can use this Word document as a guide). Article length is highly variable and depends on the nature of the article and the number of accompanying images. **The absolute maximum size is 6,000 words plus up to 20 images.** This should result in an article of no more than 14 pages. However, short articles of, say, 900 words (roughly two pages) are just as welcome. So too would an interesting image – photograph, illustration, map etc., and a caption – that may take up only one page.

Occasionally, a submission is judged to be unsuitable for the Journal for various reasons. Perhaps there is too little Liverpool/Merseyside emphasis, or the work is not original enough (e.g. it's largely a cut-and-paste from books and/or the internet), or the same article has already appeared in another publication. Or maybe the article is simply deemed unlikely to be of sufficient interest to our readers.

The article should be provided as a text-only file in Times New Roman, 10pt, justified (as here). No headers, footers or page numbers; no indenting of first lines; one space between sentences and one line between paragraphs; paragraph headings in bold; quotations in italics followed by superscript reference numbers (if you need them). Sources, notes and other citation references go at the end of the article.

The author's preferred position of each image should be identified in red in the text as 'Fig X' (X being the reference number you give to the jpg). Captions (and sources) for all the images should be listed at the end of the article.

It is the author's obligation to supply all images and it is also the author's responsibility to sort out any copyright issues. Images should be provided separately as colour or greyscale jpgs (the choice is yours). Between 0.5 and 1Mb is a rough guide for a suitable jpeg file size. Images 'harvested' from the Internet are often of insufficient size or quality and may also be subject to copyright. Brief tables may be incorporated in the text.

The deadline for the submission of articles is 31st January 2021. However, the sooner an article is submitted, the greater the chance there will be room for it in the Journal (to be published in time for the Society's AGM in May 2021). Once the draft text and images have been received, and after it has been agreed in principle that the article is suitable and that there is space in the next issue, the editor will contact the author if there are any matters to sort out (e.g. length, style, errors or ambiguities, image problems etc). The Editor will then insert the images and captions into the text to provide a PDF draft layout for the author and proofreaders to check. A PDF of the final, corrected version will be sent to the author.

Have any queries? Contact the Editor: Ron Jones by email – ron@rja-mpl.com