**THE LIVERPOOL HISTORY SOCIETY'S JOURNAL: A Style Guide for Aspiring Authors.**

Please follow the guidance set out here. It is essential for all articles to follow and adhere to this guide prior to proof-reading and peer review. Articles that don’t follow these instructions will not be considered. It is the author’s responsibility to make any necessary corrections and to source all images.

**Article length:** **The absolute maximum length 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.

The articles must have an historical focus with a Liverpool/Merseyside/City Region emphasis. Articles must use original sources where possible, and/or provide fresh interpretation of secondary material. The article may not have been published elsewhere.

The article should be provided to the Editor in email as an attachment Word-Docx file. The file should not have headers, footers or page numbers; no indenting of first lines.

**Sources,** notes and other citation references go at the end of the article as endnotes. Use the Word EndNote feature. Please use *Modern Humanities Research Association* style guide for all sources:

 <http://www.mhra.org.uk/style/quick.html>

**Formatting**: The author must ensure that the following specification is followed:

Font – Times New Roman

Size 10, Regular

Single spacing

Single return between paragraphs

Single return after subtitle

Subtitles – Bold

Quotes – italic

Block quotes – start as a new paragraph and make italic. **Do Not Indent** (this will be applied consistently across the journal in the layout stage.

Image Captions – italic, font size 8. All images to be captioned.

**Images**

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 figure). Captions (and sources) for all the images should be listed at the end of the article.

Images need to be high resolution at minimum 300 dpi. Images saved from the internet are unlikely to be suitable for print reproduction. The author is responsible for sourcing all images, paying reproduction fees, and obtaining permission from copyright holders.

Please indicate image sizing:

For landscape images

Max width: 118mm (Full page width) or Max width 59mm (half page width)

For portrait images

Max height: 90mm (half a page height)

Max width: 59mm (half page width)

Fill page: 90mm x 118mm

***For any questions or queries please contact the Editor: Iain Jackson on ijackson@liv.ac.uk***