

THE LIVERPOOL HISTORY SOCIETY'S JOURNAL: A 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.

Interesting images should be included – 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: These 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.

Continued overleaf.

Images: All images need to be high resolution at minimum 300 dpi.

Images saved from the internet are unlikely to be suitable for print reproduction. Wherever possible, images should be sourced from original archives rather than secondary sources.

The author is responsible for sourcing all images, paying reproduction fees, and obtaining permission from copyright holders.

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.

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

How do I know an image is good enough for printing?

The technical answer is that the image should be 300dpi (dots per inch) when reproduced at the final size in the journal. This would be 2480 x 1748 pixels if it was to be a full page image. This gets a little complicated because a large image that is only 72dpi may end up as 300dpi when reduced. Equally, a 300dpi image of small dimensions may end up well below 300dpi when enlarged.

The simple answer is to use your judgement first. If pixels are visible when viewed at a small size on your screen, it definitely will not be suitable for print. But if you can zoom into the image at a reasonable size and still not see pixels, it's likely the image will be suitable.

Another indication is the file size. In most cases, if the image is less than 1mgb, it probably won't be good enough for printing (unless reproduced at a small size).

Deadline for submitting an article

The cut-off date for submission is 1st August. Articles submitted after that date will not be considered.

The editor will then choose which articles will be included. The editor will endeavour to inform all authors if their article will be included by the end of September.

If chosen, the articles will be proof-read, and suggested amendments will be sent out before the end of November.

Continued overleaf.

Helpful tips

You may find the following helpful if you are new to writing and researching. In particular, the archives listed below may assist you in finding high quality images. If no images can be sourced, you can consider including a map or a printed article/advertisement.

Archives to search

Liverpool Record Office

Many historical images and texts relating to Liverpool can be found here. You can search for items using their [online catalogue](#). Visits to the archive are by appointment only, all that is required is a Liverpool library card. The library has an overhead scanner that is free and simple to use. The staff are very friendly and will help you. The images taken by this are high resolution and free from shadows and distortion. You need to bring a USB stick to save the images onto. LRO as it is commonly known, also has a collection of watercolours of historical street scenes by artists such as William Gawin Herdman. The printed catalogue for these can be viewed at the library. The archive is located on the 3rd Floor of Central Library, William Brown Street, L3 8EW.

Maps of Liverpool

The [Liverpool 1207](#) website has an incredible collection of maps available to view for free online.

Martin Greaney's [Historic Liverpool](#) website has a superb collection of maps. If you are researching a structure in central Liverpool that an image would otherwise be impossible to source, you may be able to find it in one of the several amazing aerial drawings from the 19th century that are included here.

National Library of Scotland (includes many maps of Liverpool and the surrounding areas)

Here you'll find a great number of ordnance survey maps covering the whole of Britain. Maps can be searched for [individually](#), or by area. Here are the [county maps for Lancashire](#), starting in 1645. A really useful feature of this website is their [side-by-side maps](#). By zooming into an area on the modern map, you can accurately locate the same spot on a large selection of maps going back to the 1840s. You can also change the modern map to satellite or even LiDAR. County maps of Lancashire are also available [here](#), beginning in 1645.

Internet Archive

The [Internet Archive](#) is a fantastic online resource for thousands of rare books and publications. The advantage of this resource is that text can be copied from the documents (unlike Google Books). Internet Archive requires you to make a free account and then books can be 'borrowed'.

The Special Collections of the University of Liverpool

The archives of the university can be [searched online](#). A fee is charged for copying of images and/or text. The website also showcases a [selection of images and archives](#).

British Library

This is an amazing online resource. Many of the images can be reproduced and are of high quality. Some images need prior permission. You can search for items [here](#).

British Museum

As above, you can search their collection [here](#).

Wellcome Collection

As above, you can search their collection [here](#).

Old newspapers

The [British Newspaper Archive](#) has Liverpool newspapers that date back to the 1760s, all the way up until 1999. Mentions of Liverpool can be found in national papers going back as early as 1704. The website is free to search but requires a subscription. However, many articles pre-1900 are free to view. As with all subscription sites, make sure you opt out of the Auto Renewal option. If you don't, the website will continue to charge you every month.

For any questions or queries please contact the Editor: Jim Kenny thecastironshore@gmail.com