

LOCAL POPULATION STUDIES SOCIETY: SHORT CONVENTIONS

Articles should be in the region of 4,000–7,000 words inclusive of references and should be in English.

Contributors should, in the first instance, send a double-spaced hard-copy of the typescript to the editor ensuring that all illustrative material is included. When the article is accepted, an electronic version should be sent to the editor.

A statement of the article's length should be submitted with the initial draft, along with an autobiographical note (no longer than 50 words) including institutional affiliation (if appropriate).

All illustrative material (tables, figures etc.) should be submitted on separate sheets attached to the text, ensuring that each is directly referred to within the body of the text appropriately. e.g., 'see Figure 1' or 'as shown in Table 4'. The maximum size for figures is around 110mm x 180mm after reduction. Some computer-generated graphs may be re-drawn, so an indication of software used to generate such images will be appreciated along with the appropriate data points in a text format.

The publications policy of the LPSS is that endnotes are used for its journal (*Local Population Studies*) and footnotes are used in other publications. Submissions should reflect these conventions. Citations should follow the 'humanities' style of the *Chicago manual of style* with a number of exceptions. The most important of these are that publishers' names should be omitted and page references should follow a comma rather than a colon. All titles of articles should be in lower case apart from proper nouns and the first words of sentences. All journal titles should be in upper case. Full details can be found in the longer conventions attached. The basic styles are: A. Kussmaul, *A general view of the rural economy of England, 1538–1840* (Cambridge, 1999); B. Deacon and M. Donald, 'In search of community history', *Family and Community History*, 7 (2004), 13–18; S. Coppel, 'Wills and the community: a case study of Grantham', in P. Riden, ed., *Probate records and the local community* (Gloucester, 1985).

Subsequent citations should be in a shortened form, e.g., Kussmaul, *General view*, 42. The use of latinisms, like, *op. cit.*, and *ibid.* is unacceptable.

The copyright of contributions will reside with the Local Population Studies Society and the publisher, on the understanding that a) authors may re-use their own material, with acknowledgement and the publisher's consent, b) the Society will not consent to the reprinting of an article by a third party without having first obtained the author's consent. It is the author's responsibility to ensure that the articles submitted are not themselves in breach of copyright. The publisher will supply the author or the first named author with six copies of the issue of the journal in which their article appears.

LOCAL POPULATION STUDIES SOCIETY: FULL CONVENTIONS

Contributors to the publications series of the Local Population Studies Society will appreciate that the publications committee and the editorial board wish to maintain a high standard of presentation and give the printer every aid in producing a well produced journal. If contributors follow these conventions in their manuscripts it will help in getting their work into print quickly and with as few errors as possible.

It need hardly be said that in preparing a manuscript for publication greater attention must be paid to grammar, spelling and punctuation than in normal correspondence. Spellings should be consistent and conform to the allowable variations in the *Oxford English dictionary*. On matters of literary style Fowler's *Dictionary of modern English usage* and its successor Burchfield's *The new Fowler's modern English usage* are good guides for anyone who feels the need to study the subject further. *The Chicago manual of style* gives further detail than these conventions but, it should be noted, does not always conform to the conventions laid down below. Needless to say all tables, calculations etc. should be carefully checked.

I Contributors should send to the editor:

- A double-spaced hard-copy of the typescript, ensuring that all illustrative material is included.
- A statement of the submission's length, including a note of any tables, figures or other illustrative material.
- A short autobiographical note (no longer than 50 words), including institutional affiliation, either current or former, if appropriate.
- Full address for correspondence.

Once accepted an electronic copy of the revised article should be supplied to the editor, preferably via email.

Please consult the editor if you would prefer to submit in a different format.

II Preparation of the typescripts

- Manuscripts should be word-processed, double-spaced, and printed on one side of the paper with at least a one-inch margin on all sides.
- Pages should be numbered consecutively.

For the journal (*Local Population Studies*) endnotes should be provided rather than footnotes and should be included double-spaced following the main body of the text. For edited collections, footnotes should be used and included double-spaced at the bottom of the relevant page. References to endnotes and footnotes should be numbered consecutively through the text of the article. These references should be placed at the end of sentences, unless inappropriate, but always following punctuation.

III Conventions

1. Spelling

- Use British spelling and follow the style of *The Oxford modern English dictionary*. Use –ise forms where appropriate.

2. Foreign languages

- Foreign words and phrases in an English sentence should be italicised in the typescript, unless they are proper names, quotations or foreign words which have passed into regular English usage. Please ensure that all accents are correctly marked on the typescript.

3. Quotations

- Use single inverted commas for quotations, with double inverted commas only for quotations within quotations.
- The closing inverted comma precedes all punctuation except an exclamation mark, question mark, dash or parenthesis belonging to the quotation, or a full point at the end of a grammatically complete sentence starting with a capital letter.
- Quotations longer than about 75 words should be broken off from the text and indented from the left hand margin, without inverted commas.
- Extensive quotations from non-English sources should be translated into English in the text and, if necessary, the original should be given in a note.
- The omission of a word, phrase or line from any quoted material should be indicated by ellipsis points (for practical purposes three full stops, separated by spaces will suffice). If any omission includes at least one complete sentence AND the remaining quotation makes grammatical sense, an additional full stop should be added. Material which is interpolated for grammatical reasons or clarity should be enclosed in square brackets, e.g., ‘He utterly denied that the object of the [Registration] Bill was to afford relief to the dissenters’.

4. Numbers

- Use words for numbers up to and including ten, thereafter Arabic numerals. Note the following exceptions:
 - Figures are always used for percentages and decimals (fractions are to be avoided).
 - Words are always used for numbers at the beginning of sentences.
 - Numbers and words should not be mixed, e.g., use ‘9 men and 12 women’. (However, avoid placing two Arabic numerals next to each other, e.g., rephrase ‘In 1891 the population was 395, 153 of which were male’, to ‘... 395, of which 153 were male’.)
- Use comma separators in all numbers (including those in tables) over 1,000. (Do not use a space as a separator.)
- Use ‘per cent’ not ‘percent’ (nor ‘%’) in the main text. (‘%’ is acceptable in tables).
- Spans of numbers should be elided to the smallest unit (except for numbers from 10–19), e.g., 23–5, 296–8, 211–15, 208–12. However, dates should always be in full, e.g. 1492–1497. Decimal numbers should never be elided, e.g., 5.3–5.5 *not* 5.3–5.

5. Money

- Abbreviations which follow (or precede) numbers to denote currency should follow the rules which apply to all abbreviations. The numbers that make up part of a currency statement follow the rules relating to dates, e.g., '£15 12s. 6d.' and '£75–100'.

6. Dates

- These should be given in the form of '4 December 1933'; '4 December'; 'December 1933'.
- Approximate dates should be given as '*c.1490*'. [Note the use of italics.]

7. Capital letters

Within the text these should be used for:

- proper names or for titles accompanying them, 'Bishop of Oxford', 'Bishop Wilberforce', 'King William IV', however use lower case when a general sense is indicated, 'All the kings of England', 'the bishop was in charge'. Note that if a specific person was indicated in the last example, the correct style would be: 'the Bishop was in charge'.
- recognised geographical names, e.g., 'Norfolk Broads', 'Northern Ireland', 'River Thames', 'High Street', however, use lower case in generalised descriptions, e.g., 'north-west England'.
- institutions and movements, e.g., 'Census Office', 'Church of England', 'Keynsham Poor Law Union', however, use lower case in general senses, 'the 1961 census', 'the churches of England'.
- parties, denominations and organisations and their members, e.g., 'Baptist', 'Methodist', 'Presbyterian', 'Conservative', 'Socialist', however, use lower case in general senses, 'non-conformity', 'conservative'.
- names of ships, and trade and proprietary names.
- in adjectives if the connection with the proper name is necessary, e.g., 'Platonic', 'Henrician', 'Laudian', but 'Arabic', 'roman' (numbers).

8. Parentheses and brackets

- Round brackets, i.e. '(' and ')', are used for parenthesis. Square brackets, i.e., '[' and ']', are used for editorial insertions and comments.

9. Hyphens and em-dashes

Hyphens should only be used when they serve a purpose, i.e. in words which are recognised to be hyphenated, words which avoid clumsy sequences because of them (co-operation), in adjectival clauses and to avoid ambiguity., e.g., 'late-nineteenth-century Leicester', but 'Leicester in the late-nineteenth century' and 'three year-old children' and 'three-year-old children'.

The use of em dashes is acceptable where it is necessary to emphasise demarcation between sub-clauses within a sentence. No space should be left either side of an em dash used in this way.

10. Contractions

- These are best avoided unless well known to readers.

- The plural of initial contractions is formed by adding 's, e.g., k.o's. The apostrophe, however, is omitted after capital contractions and dates, e.g., CEBs, 1820s. For contractions consisting of capital letters the omission of full stops is preferred. A full stop after a contraction indicates that letters have been omitted after the stop, e.g., 'vol.' Where the contraction includes the final letter of the word a full stop should *not* be used, e.g., 'vols', 'Dr', 'Mr', 'St', including the cases of MS and MSS. Note that in the case of a parish consisting of two saints' names the contraction SS should not be used, e.g., 'St Philip and St Jacob'.

11. Apostrophes

- It is normal to drop the apostrophe from names: 'All Souls College', 'St James Park', except where the body concerned uses one, thus, confusingly, the underground station, 'St James's Park', the park, 'St James Park'. The omission of the apostrophe leads to all names being treated as plurals, e.g., 'All Souls' graduates'. Where a name or other noun is used adjectivally it is not usual to use an apostrophe, e.g., the 'British Records Association', 'the hundred years war'.

12. Headings and sub-headings

- One level of heading is usually sufficient for most material submitted to LPSS publications. These should be un-numbered and presented on a separate line in bold typeface on the typescript. If a sub-heading level is necessary these should also be un-numbered and presented on a separate line in italic typeface on the typescript.

13. Figures and tables

- Figures and tables should be submitted on separate pages and grouped together in a section following the submission.
- Maps, graphs and other illustrations are collectively termed 'figures' and all figures should be numbered consecutively.
- Authors should indicate clearly in the text the approximate position of each table or figure if the figure or table is not explicitly mentioned within the text, e.g., <Figure 1 near here>
- Authors should avoid making tables and other displays of data so dense and/or complex that they will not be readily intelligible on the printed page, and should avoid unnecessary decimal places.

Figures

- At submission stage rough drafts of any maps, graphs or other figures should accompany the article. Before the article is accepted for publication the author will be responsible for amending figures as suggested by the editors (if necessary) and presenting them in final, camera-ready form (i.e. suitable for direct reproduction). Please note that photocopies are generally *not* acceptable.
- The maximum dimension for a figure is 110mm x 180mm after reduction.
- Lettering should be sized so that no lower-case letters are less than about 1mm after reproduction. Avoid gross disparities on a drawing.

- Captions should be typed on a separate sheet from the figures.
- The editors expect authors to clear copyright (where necessary) for any figures prior to publication.

Tables

- Tables should be numbered consecutively and referred to in the text as such: '(see Table 1)', not '(see table below)'. Note the use of upper case when referring to figures or tables.
- The table number and title should be typed above the body of the table.
- Type a single continuous line above and below the body of the table, but avoid vertical rules.
- Notes, indicated by raised lower-case letters, and source(s) should be typed below the bottom rule.
- If percentages are cited give, '%' as a column heading and do not repeat it within the body of the table., e.g.

Table 2 Weekly distribution of baptism: St Saviour's, Southwark, 1579–1634

Day	1579 %	1612 %	1634 %
Sunday	42.0	62.2	61.5
Monday	13.0	3.3	1.2
Tuesday	7.3	2.7	2.5
Wednesday	10.4	2.7	4.1
Thursday	6.7	26.7	25.6
Friday	8.8	1.2	3.5
Saturday	11.9	1.2	1.6
Total	100	100	100
n.	193	333	488

Note: The percentage columns may not sum exactly to 100 due to rounding.

Source: St Saviour's baptism register, Greater London Record Office, P92/SA/3001–4.

14. Footnotes and endnotes

- For submissions to edited collections, footnotes should be typed double-spaced at the bottom of the appropriate page of text.
- For submissions to the journal, *Local Population Studies*, endnotes should be typed double-spaced at the end of the typescript.
- The use of Latinisms, e.g., *op. cit.*, *ibid.*, should be avoided.

- In footnotes acknowledgements should be made in the first footnote. In endnotes acknowledgements precede the first endnote but should not be part of the numbered sequence.
- Avoid the use of cross-references in notes, unless absolutely necessary.

15. Bibliographical references in notes

Multiple references should be separated by a semi-colon.

Books

The first citation should give:

Author's or editor's initials and surname (as given on the title page), full title (capitals should be only for the proper nouns and the first letters of the title or after a full stop) (see examples) in italics, edition (if second or later), place and date of publication in parenthesis and page number(s) if appropriate.

A. Kussmaul, *A general view of the rural economy of England, 1538–1840* (Cambridge, 1999).

R. Floud, *An introduction to quantitative methods for historians*, 2nd ed. (London, 1979).

E. Garrett, A. Reid, K. Schürer and S. Szreter, *Changing family size in England and Wales. Place, class and demography, 1891–1911* (Cambridge, 2001).

Note that the ampersand '&' is not used as 'and' in lists of authors.

Subsequent citations should give the author's or editor's surname, short title and page number. Where more than three authors' names are included it is appropriate to use the first authors name followed by the abbreviation *et al.*

Kussmaul, *General view*, 42.

Garrett, *et al.*, *Changing family size*, 76.

Multivolume works

Multivolume works should be cited as books, but some differences may be necessary in order to make it clear to the reader which volume is being cited. In the first of the two examples below the whole series is being cited; in the second, only the first volume is being cited. Care should be taken in subsequent citations to ensure that the reader is aware of which volume is being cited. Reference should be made to the *Chicago Manual of Style* for citing multi-volume works with different names.

H. Mayhew, *London labour and the London poor*, 4 vols. (London, 1861–2).

H. Mayhew, *London labour and the London poor*, Vol. 1. (London, 1861), 192.

Mayhew, *London labour and the London poor*, 1: 192.

Articles in journals

The first citation should give:

Author's initials and surname, article title (in single inverted commas, with no capitals except for proper nouns and the first word of a title or subsequent sentence), full journal title (in italics), volume number (in Arabic), part number (optional), date of publication (in parenthesis) and full page numbers. If a citation is needed it should follow the reference as in the example below.

B. Deacon and M. Donald, 'In search of community history', *Family and Community History*, 7 (2004), 13–18. Here at 15.

Subsequent citation:

Deacon and Donald, 'In search of community history', 15.

Articles in books

The first citation should give:

Author's initials and surname, article title (in single inverted commas, capitals as for articles in journals), editor's initials and surname, full title of volume (capitals as for books) in italics, place and date of publication in parenthesis and full page numbers. If a citation is needed it should follow the reference as in the example below.

R. L. Ransom and R. Sutch, 'The impact of aging on the employment of men in American working-class communities at the end of the nineteenth century', in D. I. Kertzer and P. Laslett, eds, *Aging in the past. Demography, society and old age* (Berkeley and Los Angeles, 1995), 303–327. Here at 307.

Introductions and appendices should follow the same form. For example:

P. Slack, 'Introduction', in *The plague reconsidered. A new look at its origins and effects in the sixteenth and seventeenth centuries* (Matlock, 1977).

Subsequent citations:

Ransom and Sutch, 'Impact of aging', 307.
Slack, 'Introduction', 5.

Theses

The first citation should give:

Author's initials and surname, title (in single inverted commas), degree university and date (in parenthesis).

D. Levine, 'The demographic implications of rural industrialisation: a family reconstitution study of Leicestershire villages, 1600–1851' (unpublished Ph.D. thesis, University of Cambridge, 1974).

Subsequent citations:

Levine, 'Demographic implications', 99.

Note that the name of the university should be that which was used by the university at the date of the granting of the degree.

Other publications

Some publications are more readily identifiable by their series and thus more information may be helpful.

H. C. F. Lansberry, ed., *Sevenoaks wills and inventories in the reign of Charles II*, Kent Archaeological Society, 25 (Maidstone, 1988).

W. M. Bramwell, *Pubs and localised communities in mid-Victorian Birmingham*, Department of Geography and Earth Science, Queen Mary and Westfield College, Occasional Paper, 22 (London, 1984).

More confusingly, some volumes are technically part of more than one series. It is recommended to include information on both if possible.

M. A. Havinden, ed., *Household and farm inventories in Oxfordshire, 1550–1590*, Oxfordshire Record Society 44 (=Historical Manuscripts Commission, JP 10) (London, 1965).

Published conference proceedings

E. A. Wrigley, 'Some problems of family reconstitution using English parish register material', *Proceedings of the 3rd international economic history conference, Munich, 1965. Section VII, demography and economy* (Paris, 1972), 199–221.

General

Where the place or date of publication is not known the abbreviations, n.p. (no place) and n.d. (no date) are acceptable. If standard reference sources include a date or place these should be included within square brackets to denote that this information is not provided in the text being used by the author.

G. Kearns, *Urban epidemics and historical geography: cholera in London, 1848–9*, Historical Geography Research Series, 15 (n.p., 1985).

W. Brass and M. Kabir, 'Regional variations in fertility and child mortality during the demographic transition in England and Wales', in J. Hobcraft and P. Rees, eds, *Regional demographic development* (London, [1980]), 71–88. Here at 85.

Parliamentary papers

Parliamentary papers should be given with the issuing body or a general 'authorial' description, followed by the title given on the title page in italics. This should be followed (in the case of *British* parliamentary papers) with the abbreviation BPP followed by the year of publication and the

volume number of the parliamentary paper series. Additionally the command number which is indicated by different abbreviations dependant on date may be added at the end.

Note in the examples below that because there were two separate versions of a number of Registrar-General's annual reports, it is important to distinguish between them.

1871 Census of Ireland, <i>Pt. III. General report, maps and diagrams, summary tables, appendices.</i> BPP 1876 LXXXI [C. 1377]
1901 Census of England and Wales, <i>County of Hertford.</i> BPP 1902 CXIX [Cd. 1377]
1931 Census of England and Wales, <i>Ecclesiastical areas (England)</i> (London, 1933).
General Register Office, <i>Eighth annual report of the Registrar-General for 1845</i> , BPP 1847–1848 XXV [967].
General Register Office, <i>Eighth annual report of the Registrar-General for 1845</i> (London, 1849).

Generally speaking the citation of page in a Parliamentary Paper should be the printed page number for that particular report or paper, and not the hand-written number which indicates the sequence of pages within a volume of parliamentary papers.

Acts of Parliament

Public Acts of Parliament should be given with their full title followed by the reference in the following form. Short titles are depreciated. The precise date is optional, but in all cases a year should be given.

An Act to provide for the better regulation of births, deaths, and marriages in Scotland. 17 & 18 Vict. c. 80. (7 August 1854).

Local and personal, and private acts should, if published, be cited in a similar manner, though the c[hapter] number should be given in Roman numerals for local and personal acts, and in italicised Arabic numerals for private acts.

An Act to re-incorporate Price's Patent Candle Company, and to extend powers. 18 & 19 Vict. c.xxii. (1855)
An Act to dissolve the marriage of Henry Newsham Pedder with Emma Pedder his now Wife, and to enable him to marry again; and for other purposes. 18 & 19 Vict c.18 (1855).

Electronic publications

Citations referring to electronic publications should generally follow the same format as books, with the addition of the particular medium in which the source was found. In general the format is:

Author, <i>title in italics</i> [date of resource creation or version cited] [where available]. [date of examination, i.e., last recorded date of access].
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WWW

Peter Higginbotham, *Poor laws* [2000–] <URL: <http://www.workhouses.org.uk/poorlaws>> [16 June 2006].

ftp

The King James Bible: electronic edition [online]. [13 Feb 1994] <<ftp://ota.ox.ac.uk/pub/ota/public/english/Bible/KJBible.sgm>>. [18 Sept 1998].

e-mail

J. Smith <johnsmith@arts.polyu.ac.uk>, 'Clay pots rediscovered in the museum', [e-mail to Peter Rogers <pr056@arch.uscol.edu>]. 5 February 1998.

CD-ROM

R. J. Kain, *A socio-economic survey of land use and the agricultural economy. The 1836 national tithe files database* [CD-ROM] (Marlborough, 1995).

Archival sources

The first citation of material from any material repository should give the name of the repository in full, with the location included.

If there are subsequent citations of material from the same repository, an abbreviated reference can be used:

The National Archives, London (hereafter TNA) DL30/63/790.

Bibliothèque National, Paris (hereafter BN) MS lat. 5650.

Citation of archival material should follow the conventions of the repository in question, but should use the following standard abbreviations: MS, MSS (pl.), fo., fos, r. (recto) and v. (verso).

Archival dates which are attributed to documents, but not explicitly stated in them, should be given in square brackets.

Electronic sources archived within data archives should be cited in the style of the archive. For example:

M. Anderson, B. Collins and C. Stott, *National sample from the 1851 census of Great Britain* [computer file] Colchester, England, The Data Archive [distributor], 1979. SN 1316.