

## Content, layout and formatting

- ✦ **Word count:** There is no minimum word count and shorter submissions are encouraged. Papers of more than 7000 words will be considered but may be more appropriate for the *Derbyshire Archaeological Journal* or other periodical.
- ✦ **Headings:** Include appropriate headings and subheadings throughout the article.
- ✦ **Quotes:** All direct quotes should be single speech marks ('...') and preferably in italics.
- ✦ **Original content:** The editor will consider the re-publication of articles that have already been published in other periodicals if: the original publication is not readily accessible for local historians without access to institutional libraries, there are substantial revisions or updates to the original article, *and* the original publisher has not restricted re-publication.
- ✦ **Format:** Microsoft Word or Open Text files are preferred, but alternatives will be accepted.
- ✦ **Illustrations:** all articles should have at least one illustration, preferably, and where appropriate, a minimum of one illustration should be included per 1500 words. See below for further guidance.
- ✦ **References:** all sources, archival and published, should be fully and appropriately referenced, using endnotes rather than footnotes. See *Endnotes* below for guidance on formatting references.
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## Illustrations

- ✦ **File format:** Illustrations should be sent as separate image files (e.g., jpeg) with an indication in the text about their placement, e.g., see Fig. 1.
- ✦ **Captions:** All illustrations must be accompanied by a caption giving a description and the date (or approximate date) of the illustration, plus details of any acknowledgements, credits and copyright statements required.
- ✦ **Copyright:** Ownership of an illustration does not necessarily mean ownership of the copyright. The copyright in published material usually expires after 70 years, copyright in unpublished material is often significantly longer. The editor can advise and the author is responsible for obtaining all relevant permissions.

## Endnotes

- ✦ Where online copies of archival or printed sources are used, give the full reference for the original item as well as details of the website the source was accessed on and on what date. A summary can be used for sites such as the British Newspaper Archive and Ancestry.com, for example:

*All newspaper sources were accessed via the British Newspaper Archive, [www.britishnewspaperarchive.co.uk](http://www.britishnewspaperarchive.co.uk) between September 2020 and July 2022.*

- ✦ The following table gives the format for different source types, with an example of the first and subsequent instances:

Type	Style (1 <sup>st</sup> and subsequent occurrence)	Examples
<b>Book</b>	A. Surname (YYYY) <i>Title</i> , p. #. Surname (YYYY), p. #.	D. Hey (2006) <i>Derbyshire A History</i> , p. 53. Hey (2006), p. 89.
<b>Chapter in book</b>	A. Surname (YYYY) 'Chapter Title', in Book Editor (Ed.), <i>Book Title</i> , pp. #-#. Surname (YYYY), p. #.	D. Fowkes (2007) 'William Senior's Survey of Aflow, c.1635', in P. Riden and D. G. Edwards (Eds), <i>Essays in Derbyshire History</i> , pp. 150-180. Fowkes (2007), p. 163.
<b>Periodical article</b>	A. Surname (YYYY) 'Article Title', in <i>Journal Title</i> , Volume #, Issue #, pp. #-#. Surname (YYYY), p. #.	R. Bryant (2022) 'Medieval Mellor and its corn mill', <i>Derbyshire Archaeological Journal (DAJ)</i> , Volume 142, pp. 139-151. Bryant (2002), p. 147.
<b>Online content</b>	Title of website, <u>web address</u> , accessed DD Month YYYY. Title of website, accessed DD Month YYYY.	British Newspaper Archive (BNA), <a href="http://www.britishnewspaperarchive.co.uk">www.britishnewspaperarchive.co.uk</a> , accessed 22 April 2022. BNA, accessed 29 April 2022.
<b>News article</b>	<i>Newspaper Title</i> (DD.MM.YYYY), 'Article Title', p. #-~. [~ for column] NT (DD.MM.YYYY), p. #-~.	<i>The Derbyshire Times (DT)</i> , (12.11.1904), 'Births, Marriages and Deaths', p. 3c. <i>DT</i> , (12.11.1904), p. 3c.
<b>Primary source</b>	Repository, Reference Number, Brief description, date. Rep., Reference Number.	Derbyshire Record Office (DRO), D3428/3/4, Heage Marriage Register, 1878-1900. DRO, D342/A/PI/3/4.