

Journal Guide

Journal of Liberal History

The *Journal of Liberal History* is the only journal for the discussion and research of historical topics relating to the histories of the Liberal Democrats and its predecessor parties, the Liberal Party and the SDP, and of liberalism. Published quarterly since 1993, the *Journal* features articles, original research, biographies of leading (and more obscure!) Liberal figures, reports of Liberal Democrat History Group meetings, book reviews, guides to archive sources and a regularly updated 'research in progress' column. Its contents appeal to anyone with an interest in the history of British Liberalism, whether academics, party activists or spare-time students of political history.

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Contributions - letters, articles, and book reviews - are invited. The *Journal of Liberal History* is a refereed publication. All articles submitted will be reviewed.

Contributions should be sent to:

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Guidelines for authors

In terms of style we aim to be authoritative but accessible - not a heavyweight academic journal, but something more on the lines of *History Today*.

We welcome the submission of articles on any aspect of Liberal/SDP/Liberal Democrat history, including short biographies of famous (or not-so-famous) Liberals. A length of 2,000 - 5,000 words is standard, but we do occasionally publish shorter or longer articles; please contact the Editor in advance if you wish to discuss this. Book reviews should be between 500 and 1,500 words in length.

Review System

The *Journal of Liberal History* employs a pre-publication review system for all articles submitted for publication. We ask three or four people, including, if possible, experts in relevant subject areas, to read and comment on each article. Comments received are forwarded (anonymously) to the author, if the reviewers think the article needs any revision - though it is, of course, up to the author to what extent they wish to incorporate them. We are prepared to reject an article based on reviewers' advice.

What we ask reviewers to comment on is, essentially, whether the article is worth publishing in the *Journal*. This includes consideration of:

- whether the article properly covers its subject matter;
- whether its arguments are comprehensive - i.e. take into account key facts and opinions;
- whether the article contains any mistakes;
- whether the author has clearly explained his thesis.

Obviously, reviewers will not always agree with the author's arguments; that does not matter as long as they are sound and coherently expressed.

Submission

We prefer to receive submissions on disc or by email - any common word processing programme, PC or Mac format, is acceptable. If this is not possible, articles should be typed and one and a half- or double-spaced. Please include your contact details, including email.

Style

It doesn't make any difference what typeface or line spacing (unless you are using a typewriter) you use, but please:

- Leave only one space after a full stop.
- Do not leave blank lines between paragraphs.
- Indent the first line of paras (use first-line indents, not tabs).
- Use *italics* for any emphasis (not **bold** or underline).
- Any quotes should be enclosed in single inverted commas. Quotes within quotes use double inverted commas.
- Use n dashes (not hyphens) for dashes in date ranges (e.g. 1905-15), and for text enclosed between two dashes (n dashes are usually control - (where the - is the minus sign on the numeral part of the keyboard) (PC) or alt - (Mac)).

Articles

Supply an introductory sentence or two describing the article, and including the name of the author - e.g. 'What issues concerned Liberal activists in the 1930s? Dr Richard S. Grayson examines the records of one young Liberal group.'

Supply a short para with author details at the end of the article - e.g. Dr Graham Davis is Course Director of the MA in Local and Regional History and the MA in Irish Studies at Bath Spa University College, and is co-author, with Penny Bonsall, of *Bath: A New History* (Keele University Press, 1996).

For a long article, provide sub-headings and (if possible) a small number of key sentences to be pulled out as quotes.

References

Titles of books and journals should be in *italics*; titles of journal articles should be enclosed in single inverted commas.

Book references should be in the following format: Chris Cook, *A Short History of the Liberal Party 1900-1997* (Basingstoke: Macmillan Press, 1998 (fifth edition)).

Journal references should be in the following format: Graham Watson, 'Scottish Liberals, Scottish Nationalists and Dreams of a Common Front', *Journal of Liberal Democrat*

History 22 (Spring 1999).

Footnotes

Don't use too many - as above, we aim to be authoritative but accessible, not a heavyweight academic journal - and use them mainly for references.

Standard usages

- The Liberal Party, but he led the party' (i.e. caps only where the full name is given).
- Use Parliament and parliamentary - e.g. he entered Parliament in 1910, but was soon suspended for abuse of parliamentary procedures'.
- Use Government for a particular Government (e.g. the Asquith Government) but government for non-specific references (he entered government for the fourth time in 1892').
- In general, don't use capital letters unless necessary (e.g. Prime Minister, Leader are okay, but use managing director, ship captain).
- SDP and MP (not S.D.P., M.P.).
- Dates: 24 January 1960 (not January 24, 1960 or 24/1/60 (and no th, nd, etc)).
- Date ranges: use the second two digits, e.g. 1992-97 (not 1992-7, or 1992-1997).
- Numbers: use words for one to one hundred, and numerals (101, 102, etc.) above that.
- -ise spellings rather than -ize (realise, organise; not realize, organize).

Illustrations

Please provide if at all possible, particularly for biographical pieces - photos, cartoons, press cuttings, etc., etc. Scanned images are ideal (TIFF format preferably) but we can scan originals - black and white or colour, but the best quality you can possibly get. Originals will always be returned if you request them.