Local Population Studies

Advice to authors when preparing submissions

2023 edition

Contributors to *Local Population Studies* will appreciate that the Editorial Board wishes to maintain a high standard of presentation and give the typesetter and printer every aid in producing the 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. All tables, calculations etc. should be carefully checked.

The copyright of contributions will reside with the Local Population Studies Society (LPSS) and the publisher, on the understanding that (i) authors may re-use their own material, with acknowledgement and the publisher's consent, (ii) LPSS 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 in the case of multi-authored works) with one hard copy of the issue of the journal in which their article appears.

Use of language

Local Population Studies considers all manuscripts on the strict condition that they contain nothing that is abusive, defamatory, libellous, obscene, fraudulent, or illegal. Discriminatory language is to be avoided, including terms which might offend on the basis of age, gender, sexual orientation, or ability.

Masculine forms are not to be used as universals. The Editorial Board is happy to advise authors on the most suitable terminology to use.

What to submit

Contributors should send to the Editor:

- a double-spaced version 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) about each author, including institutional affiliation, either current or former, if appropriate;

- an abstract of about 150 words.
- contact details (both an e-mail address and a postal address).

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 (editor@localpopulationstudies.org.uk).

Preparation of typescripts

Submitted papers should be word-processed and double spaced in 12pt Garamond. Pages should be numbered consecutively.

Footnotes should be used for citing references and sources. References to footnotes should be numbered consecutively through the text of the article and placed at the end of sentences where possible.

Articles should be written in English and generally extend to no more than 7,000 words of text (excluding footnotes). Footnotes should be used primarily for the purposes of referring to sources or providing clarifications tangential to the main text. Lengthy discursive footnotes are discouraged.

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'. Their proposed position in the text should be clearly indicated as follows: '[Table 1 about here]'. The maximum size for figures is 148 mm x 190 mm after reduction.

Conventions for preparing submissions

Spelling

Use British spelling and follow the style of the *Oxford English Dictionary*. Use –ise forms where appropriate.

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.

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, and entirely contained within the quotation.

Quotations longer than about 50 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. '[h]e utterly denied that the object of the [Registration] Bill was to afford relief to the dissenters'.

Numbers

Use words for numbers up to and including ten, thereafter Arabic numerals. Note, however, the following exceptions:

- figures are always used for percentages and decimals;
- fractions are to be avoided where possible, and should be written out in words (e.g. 'three quarters', 'seven eighths';
- 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';
- ordinal numbers referring to centuries are to be written out in full, e.g. 'twentieth century'.

Avoid placing two Arabic numerals next to each other, e.g. rephrase 'in 1891 the population was 395, 153 of whom were male', to '... 395, of whom 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' or '%' in the main text ('%' is acceptable in tables).

Spans of integer 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.

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'.

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).

Capital letters

Within the text these should be used for:

- proper names or for titles accompanying them, e.g. 'Bishop of Oxford', 'Bishop Wilberforce', 'King William IV'; use lower case when a general sense is indicated, e.g. 'all the kings of England', 'the bishop was in charge' (but 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'; but use lower case in generalised descriptions, e.g. 'north-west England'; or where the area being described is not a recognised political or cultural entity (e.g. the south-east [of England]);
- institutions and movements, e.g. 'Census Office', 'Church of England', 'Keynsham Poor Law Union', 'New Poor Law'; but use lower case in general senses, 'the nineteenth century censuses', 'the churches of England', 'the poor laws';
- parties, denominations and organisations and their members, e.g. 'Baptist', 'Methodist', 'Presbyterian', 'Conservative', 'Socialist'; but 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 or close, e.g. 'Platonic', 'Henrician', 'Laudian'; also in 'Arabic numerals'.

Parentheses and brackets

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

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.

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, e.g. 'The Enumerator, who could—according to the Registrar—barely read and write, was obliged to ask his 15-year-old son to assist in the recording of the census details.'

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'.

Apostrophes

It is normal to drop the apostrophe from names, e.g. 'All Souls College', 'St James Park', except where the body concerned uses one, thus—confusingly—the underground station, 'St James's Park', but 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'.

Headings and sub-headings

One level of heading is usually sufficient for most material submitted to *Local Population Studies* publications. Headings 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.

Figures and tables

Figures and tables should be submitted on separate pages and grouped together in a section following the text.

Maps, graphs and other illustrations are collectively termed 'figures' and all figures should be numbered consecutively.

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 the 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 Editorial Board (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 148mm x 190mm. The author should indicate whether the figure should be reproduced portrait or landscape. Figures should be drawn so that they do not need to be stretched or reduced to fit into the journal.

Captions should be typed on a sheet separate from the figures.

All figures need to make positive impact on the article and only those that are clearly essential should be included. As far as practical, the title, notes and legend of the figure should enable the reader to understand it without reference to the text. In the text, figures should be identified by Arabic numbers (e.g. Figure 3). The approximate position of the figure should also be indicated within the text as follows: '[Figure 3 about here]'. Each figure should be presented on a single page with all titles, notes and sources on a separate page.

Where possible, figures should be prepared by computer, preferably using EXCEL, and they need to be of a sufficiently good quality that allows for reproduction. All labels, axes titles and any other text within a figure should be set in 10pt Calibri. Labelling should be consistent throughout each figure of an article. Gridlines should be avoided.

In exceptional circumstances members of the Editorial Board may be able to offer help and advice about preparing figures, although author(s) will be expected to provide their original data in an EXCEL spreadsheet.

The Editorial Board expects 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 proposed position in the text should be clearly noted as follows: '[Table 1 about here]'.

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 and source(s) should be typed below the bottom line. Avoid using superscript numerals or letters to refer to notes in tables.

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 baptisms: 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 columns may not sum exactly to 100 due to rounding.

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

Footnotes

Footnotes should be typed double-spaced at the bottom of the appropriate page of text.

The use of Latinisms, such as *op. cit.* and *ibid.*, should be avoided (the only exception is *et al.* in cases where a work has three or more authors and is being cited for the second or subsequent time). Note that the first time a work is cited, all authors' names should be listed.

Acknowledgements should be made in a separate section at the end of the article rather than in footnotes.

Bibliographical references in notes

Multiple references should be separated by a semi-colon.

Examples of citations of different types of source are given below. Please pay particular attention to *capitalisation* and *punctuation*.

Where the place or date of publication is not known the abbreviations, n.p. (no place) and n.d. (no date) are acceptable

Books

First citation:

> 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 edn (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).

> R. Floud (ed.) *Essays in Quantitative Economic History* (Oxford, 1974).

> R. Gough, *The History of Myddle*, edited by D. Hey (London, 1983).

Note that in the first citation of a work, *all* authors' names should be given, even if there are very many.

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

> Kussmaul, *General View*, p. 42;
> Garrett *et al.*, *Changing Family Size*, p. 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.

> 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), p. 192.

Articles in journals

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

Subsequent citation:

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

Articles or chapters in books

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), pp. 303–27, here at p. 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), pp. 5-10.

Subsequent citations:

Ransom and Sutch, 'Impact of aging', p. 307.
Slack, 'Introduction', p. 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 PhD thesis, University of Cambridge, 1974).

Subsequent citations:

Levine, 'Demographic implications', p. 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).

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), pp. 199–221.

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 dependent on date may be added at the end.

Note in the examples below that there were two separate versions of a number of the Registrar General's *Annual Reports*. Citation may be to either or both as appropriate.

Census of Ireland 1871, *Pt. III. General Report, Maps and Diagrams, Summary Tables, Appendices.* British Parliamentary Papers (hereafter BPP) 1876 LXXXI [C. 1377]

Census of England and Wales 1931, *Ecclesiastical Areas (England)* (London, 1933).

General Register Office, *Eighth Annual Report of the Registrar-General for 1845*, BPP 1847–1848 XXV [C. 967].

General Register Office, *Eighth Annual Report of the Registrar-General for 1845* (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.

Newspapers

Use the format below:

'Darley Friendly Society', *Derbyshire Advertiser and Journal*, 12 June 1868.

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 deprecated. 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 or journal articles, with the addition of the particular medium in which the source was found. In general the format for internet sources is:

Author, title [date of resource creation or version cited (where available)], url (if an internet source) [date of examination, i.e., last recorded date of access].

For example:

> P. Higginbotham, *Poor Laws* [2000–] http://www.workhouses.org.uk/poorlaws [accessed 16 June 2006].

For CD-ROMs:

> 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.

> Bibliotheque 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).

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, UK Data Archive [distributor], 1979. SN 1316.

K. Schürer, and E. Higgs, E. *Integrated Census Microdata (I-CeM), 1851-1911* [data collection] Colchester, England: UK Data Archive [distributor], 2014. SN 7481.

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Appendix: list of troublesome words and specific points

Ante-natal	NOT antenatal
Database	NOT data base
Data set	NOT dataset
Jail	NOT gaol
New Poor Law	initial capitals
Nonconformist	NOT non-conformist
Old Poor Law	initial capitals
Ongoing	NOT on-going
Online	NOT on-line
One third	NOT one-third
Preindustrial	NOT pre-industrial
Pre-modern	NOT premodern
Re-assess	NOT reassess
Socio-economic	NOT socioeconomic
The Local Historian (journal title)	NOT *Local Historian*
Under-registration	NOT underregistration
Web site	NOT website
Well-being	NOT wellbeing or well being
World War I [Roman 'I']	NOT World War 1 [Arabic '1']

Hyphenate 'nineteenth-century' used as an adjective but not when used as a noun: so 'nineteenth-century London', or 'mid-nineteenth-century' epidemics BUT 'in the late nineteenth century [no hyphens].

Similarly hyphenate '*x*-year-old child' when '*x*-year-old' is a compound adjective.

'Methodology' is the study of methods. So 'we begin with a brief methodological discussion' implies a discussion about the different methods we might use. 'We develop a new method for analysing the data', NOT 'we develop a new methodology for analysing the data'.