

Style sheet and notes for contributors

NWLH aims to be both accessible and rigorous and the following notes are provided for guidance:

- Articles to be supplied as a document. Word is preferable but we will accept any other file formats, please do not embed in an email.
- Do not indent paragraphs, leave a double space.
- Automatic hyphenation should be switched off.
- Images to illustrate your article must be sent separately, you may embed in your document to show placement but must also be sent as an individual file.
- Any suggestions from contributors on possible illustrations for their submission are welcome.
- Images taken from the internet maybe unusable for two reasons. Firstly, it may be under copyright and you will need written permission to use and, secondly, the image may not be the correct resolution or quality for printing. Printing requires a much higher resolution than a monitor screen. As a guide images should be at least 1Mb. Please let us know the web address of any images if you would like confirmation of the conditions.
- Tables and graphs should be included in the main document.
- Please supply captions for all illustrations, graphs and tables.
- Please avoid the use of jargon. Except for the most common acronyms or abbreviations (e.g. TUC) please use the full version with the abbreviation in brackets - e.g. National Society of Operative Printers, Graphical and Media Personnel (Natsopa). Thereafter the abbreviation may be used.
- Please use capital initial letters only for proper nouns - e.g. the Labour Representation Committee - but not for general terms - e.g. labour representation.
- For numbers up to ten please use the word, not the number (one, two, three... ten, 11, 12 etc.).
- Do not use footnotes and place all references at the end of the article.
- For numbering references use Arabic numerals not roman (³ not ⁱⁱⁱ)
- When referencing sources please use the numerical system - ie:
¹ George Howell, *Trade unionism new and old*, London, Methuen, 1891, p. 15.
- Suggested further reading, web links or resources may be included as an end piece.

Reviews:

- Reviews must be a maximum of 500 words.

Books - please order the headings thus: title, author, publisher, date, ISBN no., format, number of pages, price.

Audiovisual items - please provide: title, publisher, catalogue or reference number and price.

Websites - please give the home page URL and, where appropriate, provide an email contact.

Deadline for submissions is 30th June each year.