

## GUIDELINES FOR AUTHORS

The Liverpool Medical Historian editors act in an unpaid voluntary capacity, and it greatly eases their task if contributors can respect the following guidelines when preparing their articles. Articles will not proceed to publication unless they adhere to the journal's house-style.

Articles should generally be no more than 8,000 words in length (INCLUDING footnotes and bibliography). Articles should be submitted in both electronic (WORD format on CD or as a file attachment) and hard copy to Dr Sally Sheard, Department of Public Health, Whelan Building, Quadrangle, Liverpool, L69 3GB: [sheard@liv.ac.uk](mailto:sheard@liv.ac.uk).

A statement of the author's present position, a **one-paragraph** CV and both postal and email addresses should also be provided on a separate sheet, together with a contact telephone number.

### House Style

All articles should be in Times New Roman font, 12 point, left-justified and double-spaced. The article should be paginated throughout. Graphs and figures can be inserted in the main text.

Numbers under twenty should be written out as words, those over twenty put as numerals.

Dates should be written in the main text as 16 March 2006. Dates in references, for example for newspaper articles, letters, diary entries, should be written in the format dd.mm.yyyy.

Please use single spaces after full stops. Reference numbers should appear **after** full stops, and not in the middle of sentences.

For percentages use figures and (two words) per cent, e.g. 8 per cent.

Quotations of up to two sentences in length should be included in the main text, enclosed within 'single quotation marks'. Quotations over this length should be given a separate paragraph. This paragraph should not be italicised, and should

be indented with wider margins than the main body of the text. The paragraph should be separated from the main text by a one-line space above and below the quotation. The indented paragraph should not be in quotation marks. Quotations *within* an indented quotation should be in 'single quotes'.

## Referencing your article

Notes and references must be contained in word-processor generated **footnotes**. This means that if one footnote is removed, the remaining ones will automatically be re-numbered. Please follow the precise format used in the examples below, noting in particular the use of commas, full stops and brackets:

### *Articles in journals*

W.H. Dolamore, 'Some old advertisements', *Brit. dent. J.*, 45 (1924), 185-87.

### *Books*

A. Hill, *The history of the Reform Movement in the Dental Profession in Great Britain during the last twenty years* (London, Trübner, 1877), p. 257.

### *Edited books*

T. H. Johnson (ed.), *Emily Dickinson: Selected letters*, 2nd edn (Cambridge, MA, Harvard University Press, 1985), pp. 194-97.

### *Articles/chapters in books*

R. Ramasubban, 'Imperial health in British India, 1857-1900', in R.Macleod and M.Lewis (eds), *Disease, Medicine and Empire*, (London, Routledge, 1988).

**Later references** - if it is necessary to refer to the same source later in the paper, the above forms may be abbreviated:

For journal articles use: Dolamore, 'Some old advertisements', 190.

For books use: Hill, *History of Reform Movement*, p. 321.

Please put a full stop after the 'p' before page numbers, followed by a space before the number. There should be full stops at the ends of footnotes and references, and (ed.) should be used for one editor and (eds) for more editors.

Note that journal page references do not require 'pp', but book ones do.

Please use *Ibid* (not italicized) only for immediate following references from the same source. Please do not use *op.cit.*

Books cited which are reprints of earlier works should have the original publication date included in square brackets after the date of the edition cited.

Sources for tables, maps and illustrations should be given in full detail. Copyright permission for the online and print use must be obtained by the author.