

# Saothar

## Guide for contributors

Contributions normally fall into the categories below, though we are happy to vary the format, and always receptive to suggestions on fresh categories or features

**Letters** may be on any topic related to labour history, *Saothar*, or the ILHS.

**Articles**, ideally, should be about 6,000 words of text with fewer than 1,500 words in footnotes, through length is secondary to content.

**Essays** may be thematic overviews, or discussions of issues, problems, questions or theory, and offer greater scope than articles for opinion and criticism. Essays should normally be under 4,000 words.

**Document studies** focus on specific documents or collection of documents (such as a run of newspapers, journals, pamphlets, articles or films). Studies of lesser-known authors/documents should offer brief introductions to their subject(s), but all document studies should concentrate on description, critique, or explanation of the text(s) and context. Illustration of the document(s) is very important; short documents may be reproduced in full, longer or multiple texts in part. Studies should not normally exceed 4,000 words.

**Sources articles** describe holdings of labour history interest in archives, libraries, museums or exhibitions, with brief comments on their value to historians. Where possible the holdings should be listed, with call numbers. Details on address, telephone numbers, email, etc. of the institution should be given with details on access and person to contact.

**Recollections/oral history:** *Saothar* is keen to publish interviews with veterans, of specific events or long-term experience, and welcomes proposals. The journal is also interested in items of oral history that focus on the lives of working people up to 1970.

**Conference reports** describe the occasion, theme(s), content and chief debates, noting disputes/contributions from the floor if significant.

References should be endnotes as follows

**Archival material:** archive, title of MSS collection, description of ms, date (if appropriate), call number.

**Articles in journals:** author (as on title page), 'title: subtitle', in Journal title, vol. no. (year of publication), pp. For subsequent references, the author's surname and title will suffice.

**Books:** author (as on title page), title, subtitle (Place, date of publication), pp. for subsequent references the authors surname and short title will suffice.

**British Parliamentary Papers:** cite with command numbers and dates.

**Capitals** should generally be confined to proper names and official titles.

**Dates:** cite as, e.g. 12 September 1723; and always use four digits for years; e.g. 1798 rather than '98 or ninety-eight, unless starting a sentence. *Decades:* cite as digits as, e.g. 1950s.

**Dissertations:** cite as Author, 'Title, subtitle' (degree, University, date).

**Footnotes:** number throughout the text, and place as endnotes at the end of the article

**Initials:** unless starting a sentence, initials may be used for official names cited more than three times in the text. Write the initials in brackets after the first reference, and omit punctuation from the initials. The following initials are in such regular use that the full names do not need to be cited: ILHS, IRA, ITGWU, ITUC, SIPTU, UCD.

**Journal and newspaper titles** should be cited in full, and not abbreviated.

**Latinisms** should be confined to *ibid*, where an endnote is exactly the same as the preceding one; *op. cit*, *loc cit*, *idem*, *eadem*, and so on, should be avoided.

**Numbers:** spell out up to ninety-nine, using digits thereafter, unless using percentages.

**Official names:** should be given in full in the first instance. Shorthands such as 'the Transport Union', 'the Amalgamated', 'the Woodworkers', etc, can add to the feel of a text, and may be used provided they are or have been in common usage, but they should be used only after the full title is already given.

**Page numbers:** cite as e.g. p. 1. pp 1-2, pp 11-12, pp 26-32, pp 101-2, pp 115-17, pp 129-31, pp 1, 3, 5, pp 49-51, 53 etc.

**Percentages** should be given in numerals, e.g. 53 per cent.

**Punctuation** should not come immediately before a bracket, or after contractions ending in the same letter as their full versions, e.g. Mr Davitt, not Mr. Davitt.

**Quotations:** if under thirty words put in single inverted commas; if quotes within quotes, put in double inverted commas; of over thirty words, indent and separate within the text by a line above and a line below. All quotations should be referenced.

Sentences should always begin with a capital letter and a word. If beginning a sentence, official names should be given in full (i.e. no initials); years should be spelt or preceded with 'The year', e.g. 'Nineteen-forty-one' or 'The year 1941' etc; percentages should be spelt out, e.g. 'Fifty-two per cent'.