

GIBRALTAR HERITAGE JOURNAL

Guidelines for Contributors

*Contributors wishing to submit an article for consideration will need to do so before **31st January** of each year. Articles will be considered by the Editorial Board, and may be edited for publication. The decision of the Editorial Board is final. Articles that have not been properly referenced will not be considered.*

The following guidelines should be followed by contributors:

- Articles should be original unpublished work and not exceed 5,000 words in length unless this has been specifically approved (in advance) by the Editorial Board.
- Articles should be submitted electronically and in hard copy.
- Articles should be 1.15 spaced, font size 12, Times New Roman.
- Photographs or illustrations should not be embedded in the text, but submitted separately as high resolution JPEG files (minimum 300dpi)
- It is the responsibility of the author to secure copyright and reproduction permissions for the use of images and to provide evidence of this permission.
- The text document should have clear captions where it is suggested that each photograph/ illustration is placed. The position of images will be determined by the layout of the article.
- Numbers within the text (other than for dates or where the context so requires) should be written in full, in the case of numbers up to ten. Numbers above ten can be expressed in numerals. It is best to remain consistent throughout and not change from one to the other.
- Contributors will be required to assign publishing rights of their article when accepted for publication in the Journal.

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References

- The text and the images should be properly referenced and acknowledged according to copyright laws.
- When referring to a period ‘before christ’ the new standard form is BCE.
- References should be in the form of end notes at the end of the document, and should not be positioned at the foot of each page. There should be a single space between a word and the number of the endnote. Endnotes should be in font size 9.

For example: the Gibraltar Heritage Trust ¹⁵ situated at the Main Guard.

- All quotations should be fully referenced with numbered endnotes which will include author’s name, book title, place of publication, publisher’s name, date of publication and page number.

For example: Benady, Sam G, *General Sir George Don and the Dawn of Gibraltarian Identity: a Biography*, Gibraltar: Gibraltar Books, 2006, p. 55.

- Subsequent references to the same publication can be shortened and limited to the author’s name, title and page number. Abbreviations such as *Ibid.*, *Op. cit.* etc may also be used when referring to a text or article cited immediately above.
- In the case of articles, references should include the author’s name, article title, title of journal, issue number, date and page number.

For example: Burke, Stacie D A, Sawchuk, Lawrence A, ‘Alien encounters: The *jus soli* and reproductive politics in the 19th - century fortress and colony of Gibraltar’, *History of the Family* 6 (2001), p. 536.

- In the case of websites, references should include the author, year/date created or update/, name of sponsor of site (if available), accessed day, month, year (day you viewed the site) URL or internet address between pointed brackets.

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For example: Gibraltar Heritage Trust 2017,
<gibraltarheritagetrust.org.gi>, accessed 6 October 2017.

- Subsequent references to the same article should be reduced to the author's name, the article title and page number.
- When referring to an archival source for the first time the institution's name should be cited in full followed by the work or document's catalogue number or reference. The Institution's name should be abbreviated in subsequent references.

For example: The National Archives (hereafter TNA) CO91/285, 'Flood to Freeling', Gibraltar 29 August 1866.

For example: Gibraltar Government Archives (hereafter GGA) Crown Land Series A/General 'Bland's Court of Enquiry 1749 including Orders in Council'.

- Titles of short stories or poems taken from a collection should be in inverted commas whereas the title of the collection should be in italics followed by publication details.

For example: Chipulina, Eric, 'A Practical Man', *The Mamela Rock and other stories*, Gibraltar: Gibraltar Books, 2001.

- Titles of books, journals, films, and names such as names of ships etc should be in *italics*.
- Quotations should be in inverted commas and fully referenced.
- Quotations exceeding three lines should be italicized, indented and single spaced. These longer quotations do not require inverted commas. These also need to be fully referenced. If a title, name or foreign word that would normally be placed in italics is contained in a quotation, then that title, name or foreign word should be in standard (ordinary) text and not in italics.

For example:

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HMS Euryalus was also a 36-gun fifth-rate Apollo-class frigate. She served in the Battle of Trafalgar, after which the ship had a brief period of fame: for ten days she became the Royal Navy's flagship when Admiral Cuthbert Collingwood transferred his flag from Royal Sovereign to Euryalus following the death of Lord Nelson, It was from Euryalus that Collingwood sent his report on the battle to Gibraltar which was printed in the Gibraltar Chronicle.¹

Notes

1. Benady, T, *The Royal Navy at Gibraltar*, Maritime Books, 1992, p. 102.

We are hoping to generate a steady flow of contributions throughout the year, but these must be received by the 31st January to be considered for that year's issue. For further enquiries please contact exec@gibraltarheritagetrust.org.gi

Republication of articles or material from the Gibraltar Heritage Journal

No article or material from a *Gibraltar Heritage Journal* is to be re-published without prior written consent from that of the author and The Gibraltar Heritage Trust. No material will be considered for republication until one calendar year after the publication date. In all circumstances where material from the Journal is used the *Gibraltar Heritage Journal* must be fully acknowledged and referenced, including article title, author, Journal number and page numbers. This acknowledgement should be clear and in prominent place. For example, in the case of a blog it should appear at the beginning of the text.