Port Towns & Urban Cultures

Website Article Submission Guidelines

Articles or blog posts must be:

- Relevant or relative to the study of port towns or port cities. All areas of study / research, geographic focus, subjects, approaches and perspectives are considered providing the relevance or relation to the study of port towns or port cities is met.

- Between c.500 – 1,000 words, (excluding title and references). However, we do accept articles over 1,000 words – please contact us for further information.

- In MS Word, not PDF.

- Fully referenced following Chicago 16th A format, (see below) using footnotes (**please do not use endnotes**).

- Sent with an image for use in conjunction with the article or post that adheres to copyright law. Images should be supplied with the highest quality and in an electronic format, preferably a JPEG file, which helps us to publish your article in the best way possible.

- May include image captions. Image captions are essential if you are using images which require acknowledgement from the copyright holder. Maximum 25 words (not included in the total article word count). It is the author's responsibility to seek and secure copyright.

- If you wish to write a blog post for Isaac Land's *The Coastal History Blog*, please contact Isaac directly. See this page for more details: http://porttowns.port.ac.uk/coastal-history-blog/

*** Note that it is the author's responsibility to adhere to the formatting and referencing guidelines. Articles will not be published until all formatting is completed and image copyright is established.

We retain the right to edit and amend submissions for stylistic / formatting purposes. All other requests for changes to articles will be notified and agreed to before publication, if accepted.

Once completed, please send the article via email as an attached MS Word doc along with your images, for inclusion. We stress that the images must be relevant to the article and in adherence with copyright law.

We also will require a profile image of the author(s) and a short biography to ptuc@port.ac.uk.

Upon confirmation of acceptance to publish, we endeavour to publish the article on the website within 21 days from the date of accepted confirmation.

Port Towns Website Referencing Style Guideline:

- Footnotes are indicated in the main text **by a number**, placed **immediately after the full stop** at the end of a sentence, or after the inverted commas of a quotation.
- Inserted as a superscript number, please use MS Word formatting.
- Notes should number continuously throughout the piece of writing.

Examples of how to reference different materials below

Single-authored book:
Robert James, *Popular Culture and Working-class Taste in Britain 1930-1939 : a round of cheap diversions?* (Manchester: Manchester University Press, 2010), 6.

Multi-authored book:
Gerald D. Feldman and Wolfgang Seibel. *Networks of Nazi Persecution : bureaucracy, business, and the organization of the Holocaust.* (New York; Oxford: Berghahn, 2005), 68.

Book with more than one edition:
John Tosh, *The Pursuit of History*, 5th ed, (Harlow: Longman, 2010), 9.

Chapter in edited book:
Richard Taylor, "The Stalinist Musical," in ed. James Chapman, H. Mark Glancy and Sue Harper, *The New Film History : sources, methods, approaches* (Basingstoke: Palgrave Macmillan, 2007), 140.

References to journal articles
Brad Beaven, "Challenges to Civic Governance in Post-war England: the Peace Day disturbances of 1919," *Urban History,* vol. 33, no. 3, (2006), 370.

Abbreviation of later references
Once you have indicated the full details of a text in the first reference to it, please abbreviate it in later references. For example:

James, *Popular culture*, 12; Feldman and Seibel, *Networks*, 24; Tosh, *Pursuit*, 67; Beaven, "Challenges," 371-373.

Quoted material in another publication:
If you are using material from a book, article or other publication that has already been referenced/quoted you should provide the original reference as well as the location where the information is from. For example:

William Beveridge, *Pillars of Society* (London: Allen and Unwin, 1943), 109, Quoted in, Kenneth O. Morgan, *Britain since 1945 : the people's peace*, 3rd ed, (Oxford: Oxford University Press, 2001), 3.

References to primary documents

Below are some examples of commonly used types of primary material. All primary materials are slightly different and may therefore not provide all of this information. Please include as much information as you have and certainly enough information so that other people can find the material that you used.

Document in a sourcebook
Richard Wagner, "Judaism in Music, 1850," in Roderick Stackelberg and Sally Anne Winkle, *The Nazi Germany sourcebook: an anthology of texts* (Florence: Routledge, 2002), 3.

Newspapers:
Geoffrey Moorhouse, "Peace Patrol," *The Manchester Guardian*, 1 January 1968.

Government reports:
"The Report of the Committee on the Age of Majority under the Chairmanship of the Honourable Mr. Justice Lately," July 1967.

TV or radio programme:
"That was the week that was," *BBC*, 23 November, (1963).

Film:
Look Back in Anger, Tony Richardson, (1959).

Documents in an online database:
Louise Otto's statement of principles in the first issue of the *Women's Newspaper* 21 April 1849, http://germanhistorydocs.ghi-dc.org/sub_document.cfm?document_id=459, date last accessed 15 May 2011.

Internet sources:

"Coventry and Dresden after 1940/5," *Institute of Historical Research,* http://www.history.ac.uk/projects/coventry-and-dresden, date last accessed 28 June 2011.

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Note that it is the author's responsibility to adhere to the referencing guidelines and we request correct formatting prior to final acceptance and publishing.
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Please direct all queries regarding article submission to ptuc@port.ac.uk