

## **CYFRWNG: MEDIA WALES JOURNAL – CYFNODOLYN CYFRYNGAU CYMRU**

### **General**

- Articles should not exceed 8,000 words in length and should be submitted in accordance with the guidelines included below.
- Please submit **TWO** printed copies of the article along with a copy via email attachment or formatted disk (see guidelines).
- Include an abstract of 100–150 words, 5/6 keywords for use on the website and a short biographical note.
- Please include printable copies of any images you wish to incorporate along with proof of copyright agreement. No more than 5 images per article will be included. Images should support arguments made within the articles.
- Please be sure to include correspondence address, email address and telephone number. The editors envisage that most contact will be via email.

### **University of Wales Press Guidelines for presentation of texts for publication**

#### **Presentation of print-out**

Most of the University of Wales Press's journals are copy-edited on paper so that authors may clearly see what has been altered; this means that corrections and typesetting mark-up are written between the lines or in the margins. The copy-editing process will be facilitated if you print out your text according to the following instructions.

- Use a clear typeface in a minimum of 12pt size.
- Do not justify text on the right-hand side.
- Print all text, including notes and references, in double spacing on one side of A4 paper, allowing generous margins on all four sides.
- Number pages consecutively throughout the text.
- Mark the first page of your print-out with the date on which the text was printed out. This date should correspond to that written on the disk label (see below).

#### **Preparation of your text on disk**

The University of Wales Press expects authors to present the final version of their text on computer disk with accompanying print-out.

#### **Types of disk**

- The Press can accept disks processed on a PC or Mac.
- The preferred software is Word or WordPerfect. If you do not use either of these software packages, please contact an editor at UWP at an early stage to ensure that your disk can be read.
- Floppy disks, CDs or zip disks are all acceptable methods of transferring your files to UWP.

#### **Text preparation on disk – the basics**

- If you are reusing a disk, delete all existing material and reformat the disk.
- Save each chapter as a new file, using sensible file-names – for example Chap1, Chap2, Conclusion. There is no need to save each file on a separate disk, but try to ensure that no individual file exceeds 100 kb.

- On submission ensure: (a) that you have saved the most recent updated version of your text; (b) that the print-out contains exactly the same text as the disk; (c) that the disk contains only material supplied on the print-out.
- Keep at least one back-up copy of your complete text (preferably on floppy disk as well as on your hard drive).
- Do not insert a password for any of your files, or save any file as a 'read-only' file.
- Label the disk with your name, book title and date it to correspond with the date on the print-out, and note the software used (Word, WordPerfect etc.).

### **Formatting**

We require a minimum of formatting in the files, since complicated layouts on file will have to be rearranged during the typesetting process. What looks good on paper might not be helpful for typesetting.

- Text should be ranged left only, not justified on the right or centred. Headings and subheadings should also be typed ranged left with a line space above and below. Use subheadings sparingly and consult an editor at UWP if you intend to use more than three levels of subheading.
- At the end of each paragraph use two hard returns to show the start of the next paragraph; there is no need to use the tab in addition in order to show the start of a paragraph.
- Indents should be used only for 'displayed' quotations, i.e. poetry or prose extracts not run on in the main text. Use one tab only to show the start of a displayed prose quote. For poetry extracts, use one tab for each line of poetry if the extract is to be ranged left, but if not, then consult an editor at UWP.
- Do not use the automatic hyphenation program or hyphenate words manually at the end of a line. Only use hyphens in words that must be hyphenated wherever they appear.
- Typists are trained to put two spaces after a full stop. Only *one* is required in a book.
- Please distinguish between hyphens and dashes: a hyphen (-) is a single short dash used for connecting words. An en dash (–) should be used without spaces for number ranges, e.g. dates and page numbers, and also with a space before and after for parenthetical breaks in sentences. If you are unable to create an en dash (in Word this is Alt 0150 with the Number Lock on), then use two hyphens (- -) to mark the difference from a hyphen.

### **Notes**

When preparing your notes on disk use the endnote facility. If your system cannot create either endnotes or footnotes use superscript note numbers. All note number indicators should be placed outside the punctuation, like this.<sup>2</sup> Remember to print notes in double spacing.

### **Tables**

Tables may be included in position in the text files if they are straightforward, but large or complicated tables should be saved in a separate file from the text and their eventual position in the text noted in the margin. They should *not* be boxed or shaded.

## Illustrations

### General

- In deciding on illustrative material for inclusion in the text, authors should consider the legibility of each illustration, and particularly of any labelling, once it has been reduced to fit the printed page size.
- Authors are asked to ensure that all necessary illustrative material and files *are supplied at the same time as the final text disk and typescript are submitted for publication*.
- Please check the consistency of spelling on illustrative material with usage in the text.
- References in the text to illustrative material should take the form 'Table 1' etc. for tables and 'Figure 1' etc. for other illustrations including maps, not 'in the following diagram' since there is no guarantee that pagination will allow this precise positioning.
- It is usually helpful not to have map/diagram titles included within the body of the map or diagram; the titles should be provided separately so that they can be typeset as captions to match the text style.
- Authors are requested to obtain permission to reproduce any illustrative material already in copyright (see the section on Copyright below).

### Illustrative material on computer file

- Diagrams and charts should ideally be presented in Excel or Tiff format, but many other kinds of software may be acceptable; check with an editor at UWP. Please do not supply presentation software images, e.g. Powerpoint files.
- All figures, charts, diagrams and maps must be saved as greyscale, since figures in full colour cannot be accurately reproduced in black.
- All line-drawings on file should be saved at 800 pixels per inch.
- All diagrams, maps and charts will usually appear within the final printed page but should at typescript stage be provided in separate files from the text (and on separate pages in the typescript). The reason for this is that diagram files embedded in a text file can be difficult for the typesetter to access or adapt. The position of each diagram in the text should be indicated by a marginal note.
- It would be helpful if all illustrative material files could be listed, giving the filename and then showing the nature of the illustration by a brief caption (e.g. 'Fig. 4: Welsh use by 15–18 age range (graph)' or 'Fig. 9: map of Catalonia (line-drawing)').
- Black and white photographs can be accepted in file format, as long as they are scanned for reproduction at actual size and saved as Tiff files at 300 pixels per inch. If you are submitting colour images for reproduction in black and white, save as greyscale Tiffs.

### Illustrative material not on computer file

- Photographs and diagrams not on computer file should be submitted in camera-ready form (i.e. as best possible copy ready for reproduction).
- Do not supply photocopies or rough drafts in lieu of originals, as photocopies are *not* usually sufficient for reproduction purposes (exception may be made for some clear line-drawings for which a good photocopy may be suitable).

- For half-tone illustrations please provide a glossy black-and-white print if possible. Colour prints may be acceptable if no black-and-white prints are available.
- Do not write on the reverse of the print or use paper-clips; the quality of the reproduction can be severely affected.

### **Style of text in English**

Authors may find the following books useful as references for style or spelling:

*Oxford Quick Reference Spelling Dictionary* (OUP) for the most recent spelling conventions and reference for correct hyphenation; *The Oxford Dictionary for Writers and Editors* (OUP) for extremely useful references to abbreviations, many proper names and hyphenations; *Hart's Rules for Compositors* (OUP) for such matters as italicization, capitalization and use of other languages.

**Quotations:** Within running text, quotations should be in single quote marks (double for quotes within quotes). Quotations of more than forty-five words should be displayed (i.e. indented on the printed page) without quotation marks and with a line space before and after. Extracts of poetry should normally be displayed if they are longer than two lines.

It is important that the accuracy of quotations from other sources is checked before the typescript is submitted. In general, authors should follow the text of the original for capitalization, italic and spelling, though punctuation may be adjusted to fit its new context. If the author wishes to draw attention to an inaccuracy, the offending words should be followed by [*sic*]. Author's interpolations should be enclosed by square brackets.

**Italic:** Type in italic (or underline if unable to type in italic) any words which are to appear in italic. Single words or short phrases in any language other than English should be in italic, but longer quotations in another language should be in roman within single quotation marks.

**Spellings:** Use -ize endings when given as an alternative to -ise, for example, realize, privatize, organize; but note analyse, franchise, advertise. American spellings, if used, will be standardized to British English spelling.

**Hyphenation:** A hyphen should be used in attributive adjectives (eighteenth-century farm, long-lost relative) unless the first half of the compound adjective is unmistakably an adverb (a beautifully furnished house). There should be no hyphen in a compound proper name used as an adjective (a White House official). Note that there should be no hyphen in coexist, coeducation, reuse, coordinate, cooperate, but many less common compound words (especially with two vowels juxtaposed) are hyphenated, e.g. re-elect, co-opt.

**Commas:** For preference, no list comma before 'and' as in 'red, white and black'.

**Possessives:** Jones's, Thomas's, Wales's, but classical names have no extra 's', e.g. Xerxes'.

**Ellipsis:** Three dots only for all instances, whether or not the sentence has finished. Dots to be evenly spaced . . . Then the next sentence.

**Abbreviations/contractions:** A full point for some abbreviations: Fig., a.m., p.m., ed., vol., *ibid.*, but not for most contractions: Mr, Dr, Revd, St (for saint). Plural forms of some common abbreviations are, in effect, contractions and so no point is needed; thus, ed., vol. and ch., which have a full point in the singular, become eds, vols and chs without a point in the plural (for use in notes and bibliographies).

Most acronyms and other abbreviations require no points – USA, TUC, NATO, MA, MPs, MS, NB, *but* Ph.D., M.Sc. Note that AD, BC are in small caps, no points, and that AD precedes dates (AD 410) and BC follows (70 BC).

**Numbers:** Up to 100 in words unless statistical or in a list. Numbers at the beginning of sentences and approximate numbers should be expressed in words. Percentages should be expressed as the number with ‘per cent’ (as ‘12 per cent’), but % should be used in tables. A comma should be included in all numbers of more than three digits, except for page/column/line numbers, document references and in tables.

**Money:** For pre-decimal currency, £5 6s 3d, 5s 0d, 4d, are now the usual forms. Decimal currency should be expressed as: 56p (not £0.56 unless in a list of money), £24.74, £12.05.

**Dates:** These should be expressed as 1 April 1987; Saturday, 29 September 1992; the 1990s (note that there is no apostrophe); 1939–45; 1996–9; 1914–18 (not 1914–8, i.e. retain two digits after elision for numbers between 10 and 19); the fourteenth century (but a fourteenth-century church), in the mid-fourteenth century and a mid-fourteenth-century document, but a late eighteenth-century doorway, an early twelfth-century source.

**Capitalization:** This should be kept to a minimum in the text; for titles, initial capitals should be used only when attached to a personal name: thus President Bush, Bishop William Morgan but the president of the United States, the bishop of St Asaph, the pope, the chairman, the general secretary of the TUC.

In general, titles of institutions and bodies should be capitalized, e.g. the Crown, the Labour Party, the Treasury, the Church (as opposed to a church meaning a building), the Central Committee, the Cabinet, Newport County Borough Council, but less precise usages are usually lower case, thus the Conservative government, the committee, the council.

UWP style is that ‘south’ in ‘south Wales’ should take lower case (also ‘north’, ‘east’, ‘west’ Wales/England etc.), since this is not a specific political, administrative or geographical region. South America or South Africa would take upper case since the term refers to the name of a continent or political entity respectively.

### **References: the short-title system**

References are given as endnotes. Publishers’ names are not necessary. References in the endnotes should be given as follows:

**Books:** Michael Ignatieff, *Isaiah Berlin: A Life* (London, 1998), p. 189.

**Articles in an edited volume:** K. Popper, 'Normal science and its dangers', in I. Lakatos and A. B. Musgrave (eds), *Criticism and the Growth of Knowledge* (London/Cambridge, 1970), pp. 56–72. (Note the use of lower case for all initial letters except the first and proper names in the article title. Note that initials before names should be spaced.)

**Articles in a journal:** J. Graham Jones, 'Lloyd George, Welsh Liberalism and the political crisis of 1931', *Welsh History Review*, 19, 1 (1998), 68–102. (Note that no p./pp. required for journal references.)

**Unpublished theses:** P. B. Plouffe, 'The tainted Adam: the American hero in film noir' (unpublished Ph.D. thesis, University of California, Berkeley, 1979), 68.

**Manuscripts:** National Library of Wales, Ellis Papers 1698; 6 George IV, chap. 50, section 1, An Act for consolidating and amending the laws relative to Jurors and Juries.

**Internet addresses** should be given in italic, e.g. *[www.wales.ac.uk/press](http://www.wales.ac.uk/press)*. Unlike paper references, however, web-pages can change, so a date of access should also be noted.

**Continual reference:** For authorities and locations to which continual reference is made, an abbreviated form can be established on the first occurrence, e.g. National Library of Wales (NLW), and the abbreviation should then be listed at the front of the typescript. On the second or subsequent occurrences of a reference in a chapter, a **short form of the title** should be used, e.g. Ignatieff, *Isaiah Berlin*; Popper, 'Normal science and its dangers'. Avoid using 'op. cit.' which can lead to confusion. 'Ibid.' (in roman not italic) should be used in a footnote when the preceding note consists only of the work cited (i.e. not multiple references).

### Copyright

- The author's contract with UWP will show who owns the copyright in the work.
- Authors should obtain the necessary permission to use material such as illustrations or substantial excerpts of prose or poetry already protected by copyright, and correspondence concerning this should be forwarded to UWP so that the necessary acknowledgements may be included in the published volume.
- For excerpts from published works, apply to the most recent publishers of the work in question in the first instance so that the publishers may refer applicants to the correct copyright holder.
- If the work has not been published, apply to the author or artist (remember that copyright in a photograph is held by the photographer and in a painting/ map/ illustration by the artist or illustrator).
- Copyright in a literary or artistic work lasts for the life of the author and for 70 years afterwards.
- For any material which falls outside this period, unless republished, no copyright permission need be requested, though acknowledgement of the source is, of course, usual. For an item held in a collection or museum, a reproduction fee will usually be payable to the collection or museum, even if the item is technically out of copyright.
- If a quotation can be regarded as 'fair dealing . . . for the purposes of criticism and review', it is sufficient to acknowledge the source without requesting

permission, but since the definition of 'fair dealing' is ambiguous it would be sensible to seek formal permission for any 'substantial' extract of prose or poetry. This could be defined for prose as a single extract of more than 400 words, or for a number of quotations totalling up to 800 words from the same source; for poetry, for a single quotation or a series of extracts of more than 40 lines, or an extract or extracts comprising one-quarter or more of a complete poem.

- Authors' letters requesting permission should make it clear that they are preparing an academic work with a limited print-run (state the expected number of copies to be printed, if known, or consult your editor at UWP) for which they require non-exclusive English-language world rights for reproduction of the copyright material in question. If the sums requested as reproduction fees are substantial, then consult with your editor at UWP.

### **Proofs**

Contributors will see first page-proofs only and the second page-proofs will be checked by the journal editor(s). Contributors will usually be asked to check their proofs within seven days of receipt.

### **Return of materials**

UWP cannot guarantee that original typescripts and disks will be returned to authors after publication. If you would like them to be returned to you, please make this clear at the outset. Photographs and other illustrative material not on disk will be returned to authors as soon as possible once the printing process has been completed.