

## Journal conventions

### Text

Articles should be submitted to the editors in a clear typeface in a minimum of 12pt size. Text should 1½ or double spaced.

Numbers up to 100 should be conveyed in words, unless they form part of a list, while numbers of more than 100 can be conveyed in numerical form. Numbers of more than three digits should have commas. Percentages should be conveyed in numerical form (eg. '45 per cent').

Dates should be expressed as '3 May 1926', 'the 1880s', '1871-2', '1910-11', 'in the mid-nineteenth century' but 'a mid-nineteenth-century phenomenon' and 'a late eighteenth-century development'.

Capitalisation should be kept to a minimum. Titles should be capitalised where they precede a name (eg. 'Bishop William Morgan') but should not be otherwise (eg. 'the general secretary of the TUC'). Institutions and organisations should also be capitalised (eg. 'the Labour Party', 'the South Wales Miners' Federation', 'Parliament') but less precise usages should not be capitalised (eg. 'parliamentary pressure', 'the Labour and Liberal parties', 'the Labour government'). Llafur practice is to capitalise the 'South Wales Coalfield' but not 'south Wales' or 'north Wales'.

### Formatting

At the end of each paragraph, two hard returns should be used to indicate the start of the next paragraph.

Use only one space at the end of a sentence and before the start of a new sentence, not two spaces.

Short quotations, of 50 words or less, should run on in the text and be indicated by single quotation marks. Longer quotations, of more than 50 words, should be set in their own paragraph and indented from the left paragraph. Quotations within quotations should be indicated by double quotation marks.

If emphasis is added to any part of a quotation through the use of italics, the author should indicate if the emphasis is present in the original or has been added by the author.

Distinguish between hyphens and dashes: hyphens are shorter and are used to connect two words (eg. 'working-class', 'all-pervasive'), while dashes are longer and can be used before and after parenthetical breaks in sentences (eg. 'He introduced 'silent monitors' – blocks of wood coloured black, blue, yellow and white – by which employees' conduct would be recorded').

Omissions in quotations need to be indicated by ellipses: '...'

### Footnotes

Automatically numbered footnotes, rather than endnotes, should be utilised for citations. Latin terms such as *ibid.*, *idem*, *eadem*, *op cit.*, etc. should be avoided; 'As above' can be used in place of 'ibid.' The first reference to a source should include the full citation. The format of the citations in the footnotes should include, for books, author's name, title, place and year of publication, page number(s), and, for articles, author's name, article title, journal title, journal volume and issue, date, page number(s). Examples of the format are set out below:

Andy Croll, *Civilizing the Urban: Popular Culture and Public Space in Merthyr, c.1870-1914* (Cardiff, 2000), pp.46-7.

Ieuan Gwynedd Jones, 'The Election of 1874 in Merthyr Tydfil: A Study of an Industrial Borough in the Mid-Nineteenth Century', in his *Explorations and Explanations: Essays in the Social History of Victorian Wales* (Llandysul, 1981), pp.208-11.

Stefan Berger, 'Working-Class Culture and the Labour Movement in the South Wales and the Ruhr Coalfields, 1850-2000: A Comparison', *Llafur*, 8, 2 (2001), pp.5-40.

Gregory Claeys, 'Owen, Robert (1771-1858)', *Oxford Dictionary of National Biography*, Oxford University Press, 2004  
[<http://www.oxforddnb.com/view/article/21027>, accessed 16 May 2006].

Bryn Rowlands, 'Class against Class: Communists and the Labour Movement in the Ebbw Fach valley 1929-1935', unpublished MA dissertation, University of Glamorgan, (2007).

Ministry of Labour, *Reports of Investigations into the Industrial Conditions in certain Depressed Areas* [Cmd.4728], 1933-34, xiii, p.130.

The National Archive, London (hereafter TNA), HO 144/20032, Letter from Sir John Simon to Judge MacNaughton, 16 December 1935.

Subsequent citations of a source in the article should be abbreviated:

Croll, *Civilizing the Urban*, p.34.

Berger, 'Working-Class Culture', p.33.

*Reports of the Investigations into the Industrial Conditions*, p.45.

Letter from Sir John Simon to Judge MacNaughton.