

## CHNN STYLE GUIDE

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The editors of the *Communist History Network Newsletter* will be pleased to advise on any style or formatting questions, and can assist in the preparation of any article for publication, particularly where English is not the contributor's first language. Word processed material, submitted on disc or as an email attachment (in Word or Rich Text format), is preferred. Typed or clearly handwritten material is also acceptable.

Please adhere as closely as possible to the following guidelines in preparing your text.

### | Capitalisation

The *CHNN* house-style aims for minimum capitalisation and minimum extraneous punctuation.

The use of capital letters should be restricted, where possible, to proper nouns only.

*Hence:* marxism; communism; leninism; bolshevism; maoist; feminism (*rather than:* Marxism, Communism, Leninism, Bolshevism, Maoist, Feminism), *but* the Communist Party of the United States of America; the Institute of Marxism-Leninism.

*Hence:* 'the weakness of communism in the trade unions' (*rather than:* 'the weakness of Communism in the Trade Unions')

*Hence:* 'the hope that a communist party could play a vital role' (*rather than:* 'the hope that a Communist Party could play a vital role')

Capital first letters may be used for particular events or eras within communist or left history; alternatively these may appear in lower case within single quotation marks:

*Hence:* Third Period *or* 'third period'; Popular Front *or* 'popular front' (*but excluding* 'Third Period')

References to standard inner-party organisations and bodies should normally appear in lower case:

*Hence:* central committee; executive committee; party congress (*rather than:* Central Committee; Executive Committee; Party Congress)

However, capital first letters may be used for non-standard organisations, or when referring to a particular instance of that organisation or body.

*Hence:* 'the party established the new Policy and Procedure Sub-Committee' or 'delegates at the Twentieth Congress of the CPSU'

### | Punctuation and Abbreviations

The use of additional full-stops in names and abbreviations should be avoided.

*Hence:* E P Thompson; CPGB (*rather than E. P. Thompson; C.P.G.B.*)

References to page numbers should not include a full-stop

*Hence:* pp22-4 (*rather than pp.22-4*)

### | **Spelling conventions**

We use British spellings except in citing from original sources or referring to non-British institutions, e.g. -ise rather than -ize spellings throughout.

*Hence:* the Labour Party (UK) or the labour movement (generic) but the Farmer-Labor Party (USA)

### | **Publication titles**

The titles of all publications should appear *with the first letter of each main word capitalised and in italics* (eg *Marxism Today*; *The End of History*).

The titles of articles should appear in single quotes and should *not* be capitalised (eg ‘The communists’ capital’, was published in *Communist History Network Newsletter*).

Titles of theses should also appear in single quotes and not be capitalised.

### | **Quotation Marks**

Single quotation marks should be used for all quotations, with double-quotation marks within that if required.

*Hence:* the committee: ‘assessed the evidence, but rejected the “not guilty” plea’.

### | **References**

Footnotes may be used (and will appear in the *CHNN* as ‘endnotes’ after the author’s name). Contributors may use the footnote facility with Word, or submit footnotes as a numbered list, with the position of the footnote reference in the text clearly indicated.

For references to unpublished archival material, wherever appropriate use the file designation employed by the archive (for example CPGB/EC/09).

### | **Dates and numbers**

These should appear in the format [plain date] [month] [year]: as in 14 September 1940 (*rather than:* September 14<sup>th</sup> 1940)

To refer to decades, use ‘1930s’ (*rather than:* ‘30s’ or ‘thirties’).

Numbers to ninety-nine should be provided in words, number upwards of 100 in figures, except where used idiomatically ('there were three thousand mourners at the funeral.')

In providing covering page references, use shortened versions (pp225-7, *not* pp225-227 or 225-27) except for the teens (pp15-17, *not* 115-117 or 115-7).

### | **Announcements**

Announcements are intended to promote conferences, seminars and other events; and publicise research projects. Publication announcements are only normally used for material not available to UK readers through normal distribution channels.

### | **Thesis reports**

Thesis reports should summarise the purpose, outline the contents and introduce the key findings of the research.

The report should begin with a reference to the institution at which the thesis was completed; the date it was accepted; and any special repository at which a copy has been deposited.

### | **Book reviews**

Reviews should begin with a citation in the following format (assuming that all of the information is available).

[Author / Editor], [Title], ([Location of publication]: [Publisher]), [Year of Publication], [Pagination], [ISSN/ISBN], [Price].

*For example: John Smith, **A History of Communism, (Edinburgh: Castle Press), 2002. pp202, ISBN 123-4567-89, £19.50.***

If for any reason the material is best ordered direct from the publisher or author, please provide contact and price details.

The editors cannot accept unsolicited book reviews, but are always happy to receive details of books for review, particularly items of specialist interest published by small or independent publishers.

### | **Style within cited material**

Extracts from published and unpublished sources quoted by contributors should appear in their original format: ie, should not be reformatted in the *CHNN* style.

## | **Author credit**

Contributors have the option of adding an institutional affiliation or other attribution, which will appear next to their name at the end of their published piece. For example: ‘John Smith, University of Taunton’; ‘Jenny Smith, Rochdale History Society’.

An email contact address may be added if desired – but please be aware that this will also appear in the online edition of the *Newsletter* on the *CHNN* website.

## | **Length of contributions**

There are no fixed guidelines as to length of contributions. However, potential contributors are advised to consult the editors at an early stage for guidance regarding specific items.

## | **Deadlines**

The *CHNN* appears twice a year, in the spring and autumn. The deadlines for contributions are normally the end of March and the end of September respectively.

**Richard Cross**  
**Norman La Porte**  
**Kevin Morgan**  
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