

Notes for the guidance of contributors to the *Leicestershire Archaeological and Historical Society Blog*

Aims and Objectives

The LAHS Blog aims to provide an open access online platform, primarily for members, whether first-time or experienced authors, to share the results of their own research into different aspects of Leicestershire and Rutland's past, in a shorter format than LAHS's other publications, *Transactions* and the *Leicestershire Historian*. Articles are published throughout the year and cover a full range of time periods, topics and places.

Guidelines

- Topic should be relevant to an aspect of Leicestershire and Rutland's past.
- The article must be the author's own original work, with any contributions from others acknowledged.
- Word Count- 1000-2500 words excluding references.
- Submissions highlighting a topic not previously covered in a blog post are particularly welcome.
- Should be illustrated. The online format of the articles works best with a good number and variety of images, for which sources need to be cited, and any permissions obtained. As a guide, please source images from the following, to avoid copyright issues:
 - Public Domain images.
 - Images specifically licensed for general re-use. i.e. under a Creative Commons (CC-BY) or Open Government (OGL) Licence.
 - Original images. provided directly by the author of the article to be published.
- Sources used in the article need to be clear. But this can either be within the text, as a listing at the end or with footnotes, as preferred.
- If a series of blogs is envisaged, each part must also be capable of being read as a standalone piece.

Submission of articles

- Submission should be to the Blog Editor, email address: website@lahs.org.uk
- Articles can be submitted at any time of the year, acceptance and timing of publication will depend not only on the outcome of the review process but also on the mix of other articles received at any one time.

- The article should be submitted in a word or google doc or equivalent not pdf.
- Each image should be accompanied by a caption, together with source/credit/permissions as appropriate.
- Images should be jpeg or png format, standard sizing is around 500 pixels length and no more than 1200 pixels width and submitted separately to the article text.
- Although original pieces are preferred, articles which have appeared in other formats, either in whole or part elsewhere can be accepted, depending on the details. But the author must have permission to re-publish them and provide full details of the original publication, so this can be acknowledged.
- The author can choose whether or not to have contact details included at the end of the article.

Other

- Copyright for an article remains with the author. LAHS reserves the right to edit/ take down the post from its site at any time.
- A single house editing style is not imposed, beyond certain presentational aspects, to allow authors to retain their own style and individuality.
- Aim is for an initial response to a submission within a week, detailed review may take longer depending on the amount of queries and degree of editing required.