

LECALE REVIEW

The *Lecale Review* serves as a resource of historical information associated with Lecale and County Down. Contributions to the *Lecale Review*, the annual journal of the Lecale & Downe Historical Society, are most welcome. These may range from short notices to longer pieces and do not have to be academic in content or tone. We are particularly interested in publishing information and stories from people who might not ordinarily think of writing them down.

Anyone who would like to contribute to the *Lecale Review* can make initial contact by emailing lecalerevieweditorial@gmail.com

HOUSE STYLE

General

- Please submit photographs separately as JPEGs. Do not embed photographs or maps in the body of text.
- Please use a single space between sentences.
- Submissions should be font size 10 in Palatino Lynotype font and justified. Endnotes should be font size 8 and not justified.
- The first paragraph of an article should not be indented. All subsequent paragraphs should be indented (three spaces).
- When citing dates, please use the following formats:
 - The collision occurred on 24 September 1898.
 - The response was sent on the 18th.
- Please use the Anglicised spelling of words ending in 'ise'. For example, organise, advertise.
- Titles of books, newspapers and journals in the text should be italicised, for example, *The Down Recorder*, *Lecale Review* or *Soul on Fire: A Life of Thomas Russell*.
- Use s' for the possessive of all proper names ending in s: For example, In Charles Dickens' time, Yeats' works were not published.
- There are no apostrophes when referring to decades. For example, the 1970s.

Quotations

- Extracts quoted from any book, journal or document should be in italics with single quotation marks. For example, 'My Lord, There is, I fear, significant danger in proceeding with this scheme.'
- Double quotation marks are only used for reported speech. For example, 'At one point, Parnell exclaimed, "No man shall have the right to fix the boundary to the march of a Nation; no man has a right to say to his country - thus far shalt thou go and no further."''

- If the complete sentence is a quotation, the full stop is before the last quotation mark; otherwise, the full stop is at the very end.
- Longer quotations following a colon should be on a new line, but not indented.
- Any editorial comments should be in square brackets. For example, '*The captain was followed into town [Belfast] and arrested.*'

Abbreviations and Acronyms

- Abbreviations should be spelled out the first time they are used. For example, The Public Record Office of Northern Ireland (PRONI).
- There is no need to include points. For example, Mr, MP, OBE, AJP Taylor.

Titles

Where it is the form of 'the queen' or 'the prime minister', use lower case. However, use upper case when referring to 'King Henry VIII', 'Lady Jane Grey' or 'Prime Minister Gladstone'.

Numbers

Please use full words when referring to numbers less than 100 and digits when the number is over 100. For example, '*The twenty-five MPs rebelled against the views of their 376 colleagues.*'

When referring to a stretch of time, please use the following: In 1987-88. But, between 1987 and 1991.

Endnotes

- For books: J Quinn, *Soul on Fire: A Life of Thomas Russell* (Dublin, 2003) pp. 34-35.
- For articles: J Kelly, 'The politics of Volunteering, 1779-93', *Irish Sword*, 22:8 (2000), pp.139-56.
- For newspapers: *Down Recorder*, 18 September 2024.
- For documents: PRONI, Downshire MSS D607/D/286, Bishop of Dromore to Lord Downshire, 5 November 1796.

September 2024