

## MHS HOUSE STYLE FOR *BULLETIN* ARTICLES

We much prefer to receive an article in the simplest possible text in Microsoft Word, avoiding most of the bells and whistles available.

If you have illustrations, send them as separate files, and do not include them in the Word text. That gives us the flexibility to enlarge or shrink them a bit, and to place them most effectively within the article.

References should be in endnotes, rather than footnotes.

If you use several issues of a street directory or similar, lump them all together in one end-note, listing the relevant dates, eg. '*Kelly's Street Directories* for Wimbledon and District, 1905/6, 1912, 1932'.

Formal publications (books, pamphlets, etc.) should be cited separately for each reference, and include author, title (in italics), date of publication, publisher and page(s).

An article in a magazine is referenced similarly, but inserts the article title (within single quote marks) before the magazine title (in italics). This is normally in the form Author, 'article title' in *Journal* No. (date) pp.

And we are quite happy with 'pers. comm.' (personal communication) provided it has a date, whether exact to the day, or approximate (eg. year or years only). It does not matter if it was received as a letter, e-mail, or in conversation, as in family history anything helps.

Numbers up to 10 within text will normally be in words (one – ten), with larger numbers in figures.

Street addresses will always be in figures, eg. '3 High Street'. If that address is used a number of times, then 'no.3' can be used for variety, and also to avoid having to write a long street name such as 'Robin Hood and Little John Forest Park Road' repeatedly.

Dates should be as eg. '12 September', and not '12th September'.

Quotations should be enclosed in single quote marks (' ').

Double quotes (" ") are only used for a further quotation completely within a first one.

eg. The last words in the book are 'Mick said to Charlie "Not if I can help it" in a meaningful tone of voice.'

Sub-headings and Emphasis We prefer to use as few or little of these as possible and may well over-rule your preference. We would choose between using bold, underline or italics, depending on the page layout.

The main exceptions to the general rule are long and wordy lists, such as this note.

Don't use 'don't', 'couldn't', etc., except in direct quotation.