

Tamworth Heritage Magazine

Submissions Guide

This is general guidance for anyone wanting to write for Tamworth Heritage Magazine. In short *we would rather have something than nothing, so all submissions welcome.*

The more of the guidelines below you can work with the easier it gets for The Editor. However, if you are not sure email the editor and ask. The team have a lot of experience, access to databases of information and images. If in any doubt please email the editor@tamworthheritage.org.uk rather than not write an article.

IMPORTANT: Only use fonts that are standard on Apple Macs and/or Microsoft Windows.

Letters to the Editor: These can be any length but we reserve the right to edit. If they get much over a couple 100 words then they are starting to become an article. Several of our articles, and indeed one series started as a letter [email] to the editor.

Articles: These should be 1,000-3000 words, in English with English/UK (not US/American) spelling.

If you are going over 3,000 words talk to the editor as we may be able to extend word counts. Some things we can serialise or could be done as a shorter article and the full article as a stand-alone book*.

References and citations: Whilst the magazine is not academic we do prefer that where possible there are references and citations for things. These should be as end-notes i.e. all listed at the end of the article.

References can be to books, magazines or on-line sources such as web pages, videos, PDF documents and the like. NOTE **Wikipedia is not suitable as a reference.** Wikipedia is inherently unreliable as a primary source. You can use Wikipedia as a guide but citations and references cannot be Wikipedia.

For citations and references the preferred system is Chicago. This is basically (Author-name Date-of-publication) in the text and at the end of the article the full citation Author name, year, title, publisher, ISBN

For more information you can see

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

Here are some examples <https://subjectguides.york.ac.uk/referencing-style-guides/chicago/>

For academics and historians given the complexity of different sources we recommend you use the additional Notes and Bibliography Guide
<https://www.chicagomanualofstyle.org/book/ed17/part3/ch14/toc.html>

Books: Tamworth Heritage Magazine works closely with a publisher to produce both on-line PDF books and printed books.

File Formats:

Text should be supplied in the following formats: Microsoft Word .doc or .docx, Rich Text Format .rtf, Text file .txt, Open Doc .odt

Other format such as Apple Pages by arrangement (talk to the editor).

NOTE if you are using LibreOffice or Open Office save the file as RTF. Also make all footnotes to be end notes.

We cannot accept the following formats: Microsoft Publisher.

Note that MS Publisher is finally being obsoleted by Microsoft in 2025. We recommend that you move to Affinity Publisher.

Images (photos, maps, paintings)

All images should be sent separately and NOT embedded in the text file. Any images sent by email should be sent as Attachments not in the body of the email. There should be a note in the text to say which image is appropriate at that point in the form: [image: *peelimage1.jpg*].

There should be a list of all images at the end of the text, along with captions and any ownership or copyright. [image: *peelimage1.jpg* Caption: *Pig in Rev smiths house 1875* copyright: *Author*]

Image formats: All images should be supplied **separately to the text** and the highest resolution possible.

Preferably: .PNG .dng .tif or .tiff .jpg or.jpeg .eps We can also accept Nikon & Canon RAW files. Others RAW files and formats like .heic .BMP .Targa /webp by prior arrangement.

We can also accept any Serif-Affinity file formats.

We can accept Adobe .indd or CS6 (or below) and PDF

Image File names

Please name your main document according to its content eg Peel.docx

Then any additional files Peelimage1.jpg Peeltable1.xls etc

