

## **Contributor Guidelines**

### **Pitching ideas**

Do pitch feature articles, interview suggestions, reviews of film, TV and books etc. directly to me at [editor@historiamag.com](mailto:editor@historiamag.com). Generally, we do not take part in blog tours but we are especially keen to support new releases from HWA members, so if you have a new book coming out, in any format, get in touch.

### **What works?**

Our most popular items are: features that have a hook, i.e. related to an historical event or anniversary or an issue that makes it newsworthy; features about anything risqué or controversial (within reason!); interviews with well-known authors; TV and film reviews. Personal, emotive articles about writing and publishing also do well. Book reviews struggle to reach a wide audience, but it's important that we continue to support members' new releases.

### **Deadlines**

Deadlines are usually set two weeks before the piece will run, but in some cases much less. Please make sure you stick to deadlines, or let me know if you'll be late. With TV, film, theatre and exhibition reviews, we aim to be as current as possible. TV reviews should be submitted within 2 days of the airdate, film reviews should be submitted while the film is still showing in cinemas/available on streaming services, theatre reviews should be submitted during the theatre run and exhibition reviews, within in the first few weeks of the exhibition opening. If you're not sure you can submit within these deadlines, please check with me.

### **Word Count**

There are no hard and fast rules when it comes to word count, but longer articles tend to get less traction, so you need to consider whether a longer piece is really necessary. Here are the guidelines for certain types of article. If you want to write more, or less, just drop me a line – we can be flexible.

Features: 1000 words

Interviews: 1000-1500 words

Reviews: 500 - 750 words

### **Sending copy**

Please send copy in a Word document, or similar, not in a PDF or the body of an email.

### **Hyperlinks**

One of the best ways to increase our readership is the use of hyperlinks. It would be really helpful if you could include web links to key phrases and words in your copy, particularly if you are reviewing/writing about a specific person/venue etc. Add hyperlinks in Word or as a list below the article. This helps with our Google rankings and is a great timesaver.

### **Photos/Images**

If possible, please supply images to illustrate your copy. This is especially relevant for feature articles when it is essential to use historically appropriate images. It is important that all images are good quality and copyright free or usable with attribution (e.g. A Creative Commons license). Ideally, images need to be landscape, **750x420** pixels. Portrait images and book covers must be at least **360 pixels** wide. Images that don't fit these specifications will be cropped.

Include any image attributions with your article, or I won't be able to use them. Good sources for images are:

Wikimedia Commons: [https://commons.wikimedia.org/wiki/Main\\_Page](https://commons.wikimedia.org/wiki/Main_Page)

Flickr (but check the license!): <https://www.flickr.com/>

Google images (filter by usage rights 'labeled for reuse'): <https://images.google.com/>

### **Biographies and sales links**

Please include a brief biography at the bottom of your article. A couple of sentences are enough. Include links to your website and any sales links for books that are mentioned. We use Amazon links as a default, but can link anywhere, including your own Amazon affiliate link.

### **Social media**

Facebook and Twitter are the main channels for getting content out there. I may not always have time to let you know that your piece is live, so following our accounts is the best way to make sure you know when your article goes public. Posts and tweets are scheduled throughout the week, so your piece may be live for a while before it is shared on social media. We encourage you to share your content as widely as possible.

<https://www.facebook.com/HistoriaHWA>

<https://twitter.com/HistoriaHWA>

### **Reading the finished article**

Please check your articles once they are on the site. In most cases I am only able to give content a quick proofread and make minor editorial changes. I am relying on you to double-check historical facts, dates and spellings – inevitably, mistakes will occasionally be made. If you spot any issues, just drop me a line so I can amend ASAP.

### **Copyright**

Historia is run on an entirely voluntary basis and we cannot pay contributors. As such, copyright of your content remains with you. You are free to re-use anything you write for Historia elsewhere. I would ask that you wait until your piece has run on Historia and, if appropriate, include the following acknowledgement: This article first appeared in [Historia Magazine](#).

### **Claiming for ALCS payments**

If you are registered with ALCS, you can register the articles you have written for Historia under 'Your Works' and receive payment via annual distributions. You will need the article title, approximate date and Historia's ISSN number, which is: **2515-2254**.

<https://www.alcs.co.uk/>

## **House Style**

Establishing a house style makes sure that Historia looks professional and helps us stand out as a quality publication. Please cast your eye over these basic guidelines – sticking to these rules will make it much easier and quicker to post your content.

### **Acronyms**

Please spell out acronyms in full at first mention and then put the abbreviation in brackets. For example, Manchester Metropolitan University (MMU) at first mention and MMU for the rest of the article.

### **British English**

Please use British English spelling, e.g. theatre not theater, labour not labor, realise not realize. Watch out for Word and other programmes automatically changing words to American spellings.

### **Dates**

Please write specific dates in the following format: 10 April 2018

Centuries should be numerical: 15<sup>th</sup> century, 12<sup>th</sup> century

AD and BC should be capped up

### **Fonts**

Please use a single, simple font. Wordpress will strip out any fancy presentation, so don't waste your time!

### **Numbers**

Numbers one to nine are written out.

Numbers 10 and above are written in numerals.

Million/billion are written out in full, e.g. £10 million.

Percentages are also written out in full, e.g. 35 per cent.

### **Quotation Marks and Italics**

Please use full quotation marks (i.e. double quotation marks) when quoting a full or partial sentence. Single quote marks are used more sparingly, mostly when paraphrasing something or someone.

Please don't italicise speech – italics are only for titles and for occasional emphasis.

### **Spaces**

Please use one space between sentences, not two.

### **Titles**

All titles should be italicised. Words in titles take initial caps except for a, and, at, for, from, in, of, on, the, to (except in initial position or after a colon): e.g. *A Tale of Two Cities*, *Happy End of the World*, *Shakespeare in Love*.