

## Writing for *Battlefield* magazine – house styles and settings

The following is not an exhaustive list of styles and setting, but a general guidance for contributors to the magazine. The editors and proof readers will correct and amend as necessary.

As a general guide, styles should be applied consistently throughout the magazine.

### General

Where possible all articles for inclusion in the magazine should be submitted as word documents.

Please keep all margins as 'normal' and page layout as simple as possible.

All alignments should be left justified, there should be no indentation and line spacing should be single. Please see the settings on this document as an example.

Please provide all articles as a 'text only' document. All pictures and illustrations should be provided as separate jpg files. When providing pictures, please provide a separate list of captions cross-referenced to the pictures provided.

Please do not use footnotes within an article; instead include any footnotes within the body of the article and at the end include a 'Suggested/Further Reading' list. Book references to be in the format:

Author first name last name, *Title in Italics*, (Place; Publisher, Date)

### Web Addresses

All website or email addresses should be underlined and highlighted. The default highlighting colour for the magazine is 'Battlefields Trust green', (e.g. [www.battlefieldstrust.com](http://www.battlefieldstrust.com) and [editor@battlefieldstrust.com](mailto:editor@battlefieldstrust.com)). However, where an article is designed and laid out in a different colour a contrasting colour will be used. Any hyperlinks should be deleted.

### Dates

All dates should be in the format – Date Month Year, e.g. 22 August 1485.

### Times

For consistency, all times should be in the format 11.15 a.m. or 5.30 p.m. However, if quoting times in the 24-hour clock format times should be given as 1115 hours or 1730 hours.

### Italics

Italics should be used for the following:

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- Titles of publications or documents (Please do not also use quotation marks).
- Ships names, e.g. HMS *Victory*
- Latin or foreign phrases

### **Quotation marks**

Please always use 'single' quotation marks. "Double" quotation marks should only be used when quoting within a quotation.

### **Numbers**

All numbers below 100 should be in words and not figures, although there are exceptions for ages (e.g. 7-year-old child) and units of measurement (e.g. 6 litres, 8 miles, 6 lbs) are in figures, whatever the number.

When using ordinal numbers the 'th' should be in normal script and not superscript – e.g. 51st Regiment, 6th Division and not 51<sup>st</sup> Regiment, 6<sup>th</sup> Division.

### **Capitals**

Where possible, capital letters (upper case) should only be used at the start of a sentence and for names.

Capitals should only be used for titles when they are used as a form of address – e.g. Duke Humphrey of Gloucester but not Richard, duke of York.

Chris May  
Editor – *Battlefield* magazine