

Brycheiniog: Guidance Notes for Contributors to *Brycheiniog*

The purpose of *Brycheiniog* is to act as a focus for the accumulation of knowledge and thought in relation to the archaeology, history, geology, natural history, arts, and literature of the historic county of Brecknock. The journal is aimed at an interested readership and those in academic and research disciplines. *Brycheiniog* is open to submissions on all subjects listed above, from any time period, either contained within the historical county of Brecknock or directly relevant to the county.

Submissions

Submissions can take the form of 'Articles', 'Notes and Queries', or 'Letters' (the latter usually relating to material contained within *Brycheiniog* and which carry the debate or discussion forward).

All submissions should make a distinct contribution to the knowledge of contemporary audiences and to future generations. Submissions may contain new research, new analysis (which may relate to synthesising and annotating diffuse data), and/or new thought from the author on a suitable topic. Personal perspectives, providing a record of experiences and impressions, are welcome where they add to and develop current knowledge and may not otherwise survive for posterity.

For all papers, an introduction needs to set out the paper's aims and this should include enough context and background material to make the subject explicable to an interested general reader.

Articles should have sub-headings and should be illustrated (preferably in colour). Notes and Queries and Letters can have sub-headings and should preferably be illustrated.

Manuscripts are acceptable in both English and Welsh. For Welsh manuscripts, a short abstract in English must be provided for publication to follow the article in the journal, and a complete English translation of the article is to be provided for publication online.

Authors should submit manuscripts electronically to the Editor at Editor@BrecknockSociety.co.uk.

Style guidelines

Copies of the journal from 2016 should be examined for detailed style and presentation. All submissions need to adhere to the [Style guidelines](#).

Citation and reference guidelines

All submissions need to adhere to the [Citation and reference guidelines](#).

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Supplemental online material

Authors are encouraged to submit animations, movie files, sound files or any additional information for possible online publication.

Review

Manuscripts that the Editor deems suitable for publication are sent for peer review, either by members of the editorial committee, or suitable external specialists. Authors will usually be asked to change, amend, or otherwise alter their manuscript to allow for the reviewer's comments.

Copyright

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[Style guidelines](#)

Running heads [Editor to add]	<i>(verso) Brycheiniog</i> <i>(recto) Article title</i>
Footer (title page only) [Editor to add]	Journal title, date, volume number, page numbers
Title (at beginning of section) [Editor to add]	ARTICLE NOTES AND QUERIES LETTERS
Title	TITLE
Authors	AN AUTHOR AND ANOTHER AUTHOR
Headings	1. Bold; initial cap only 2. <i>Italic, initial cap only</i> 3. <i>Italic, initial cap only</i> . Text runs on.
Paragraphs [Editor to format]	Indented (except under headings)
Figures and tables	(Fig. 1) or (Tab. 1) in text. Figure 1 or Table 1. Caption initial cap only. Permission statement (if required). If the rightsholder has supplied text for this purpose, use their text, otherwise use rightsholder's name.
Quotations	Double quotation marks, except where "a 'Quotation' is within a quotation" (under 40 words) Indented left (over 40 words)
Lists	(1) for numbered lists, then (A, a, iii) or bullets
End notes in text	If a note to the text is required, an identifying numeric entry (1), (2), (3) in the text should occur to correspond with the same identifying number in the end notes.
Citations	Citations may only be provided in the end notes following the article. Technical articles, such as excavation reports, may use in-line citation in the article as an alternative.
Acknowledgements	Acknowledgements Funding information can go here.
Appendix	Appendix 1. Title.
Notes	Notes 1. This is a note. 2. This is another note.
Contributor biography	Author / Authors listed separately.
References	References. Use Citation and reference guidelines
Abstract (for submissions in Welsh only)	Abstract (in English)

Spelling preferences	British form of English language preferred. Welsh language welcome (with English abstract).
Dashes	Em dash for parenthetical dashes. En dash or hyphen elsewhere.
Numbers and units	Numbers: spell out one to nine, then 10, 1,000, 10,000, 10 per cent (except at start of sentence). Units: usually metric (imperial in brackets if required)
Dates	4 October 2015 In the twenty-first century In the 1990s

Citation and reference guidelines

In Notes	
Placement	Sources are cited in the end notes by the author's surname, the publication date of the work cited, and a page number if relevant.
Dividing references	Separate the references with commas or semicolons: Jenkins 2010, 2012; Evans 2012
Page number or other locator	Jenkins 2012: 6-10 Jones 2012: Vol. 2
Authors with same surname	G. Jenkins 2012 and F. Jenkins 2008
No author	Cite first few words of title (in quotation marks), plus the year.
Author with two works in the same year	Put a, b, c after the year Gibbs 2011a, 2011b
Secondary source	When it is not possible to see an original document, cite the source of your information on it. Jenkins' diary (as quoted in Evans 2012)
Primary source	Primary source references are given only in the end notes
Personal communication	References to personal communications are cited only in the end notes: A. Colleague (personal communication)
Unknown date	Author n.d. Author forthcoming
Multivolume works	Author 1951–71
References	
Order	Alphabetically by last name of author. If no author or editor, order by title.
Form of author name	Surname and initial(s) with no space between two or more initials.
Punctuation	Headline-Style Capitalisation is used for books, journal articles, but not for chapters. For non-English titles, use original or sentence-style capitalisation.
Book	
One author	Jenkins, J.J. 2012.
Two authors	Jenkins, J.J. and J.B. Jones. 2012.
Three authors	Jenkins, J., Jones, J. and M. Matthews. 2012.
No author	Begin the entry with the title.
Book title	<i>Book Title: The Subtitle</i> . In italic.
Edited	Jenkins, J. (ed.) 2012. Jenkins, J. and Jones, J. (eds). 2012.

Multivolume work	Matthews, M.L. 2012. <i>The Collected Correspondence of M. L. Matthews</i> . Vol. 2: <i>Collected Correspondence</i> . Evans, L. 2009–12. <i>Collected Works</i> . 2 Volumes.
Translated	Jenkins, J. 2012. <i>Art Style Manuals</i> . Translated by J. Jones.
Not in English	If an English translation of the title is needed: <i>Book Title</i> [Translation].
Place of publication	Where two locations are given, include one only. If the city could be confused with another, add the abbreviation of the state, province, or country. <i>Book Title</i> . Cambridge, MA.: Harvard University Press. When the publisher's name includes the location, use publisher's name only: <i>Book Title</i> . Cambridge University Press.
Journal	
One author	Jenkins, J. 2012. Article Title: The Subtitle. <i>Journal Title in Full</i> 10 (1): 30–40. Use similar progression as for books.
Issue numbers	Volume and, if required, (issue number).
Journal title	In italic.
Conference	
Paper	Jenkins, J. 2012. Title of Paper. <i>Paper Presented at the Annual Meeting for the Society of Antiquaries</i> . Oxford. November 21–24.
Thesis	
Thesis	Jenkins, J. 2010. Title of Thesis. <i>Unpublished PhD Thesis</i> . University of Bangor.
Unpublished work	
Book or journal article	Use Forthcoming instead of the date. If an article is not yet accepted, treat as a thesis.
Internet	
Website	http://www.medievalgenealogy.org.uk/sources/rolls.shtml (Accessed 20 July 2017)
Newspaper or magazine	
Newspaper or magazine	<i>Newspaper</i> , date, reference. Or use citation as for journal.