

THE MILITARY HISTORICAL SOCIETY

PUBLISHING PRINCIPLES

Purpose

The purpose of these publishing principles is to guide members of the MHS Committee, and potential authors, to the annual publishing calendar of the Society, to the manner and style in which drafts should be submitted for consideration, to the process for preparing final drafts and to the MHS Copyright policy. Only as a matter of exception would the MHS Editorial Board consider the publication of material in either The Bulletin or as Special Numbers by non-members of the Society.

Publications

Each calendar year the MHS will endeavour to publish four quarterly issues of The Bulletin plus a Special Number when appropriate material is available. The publication timetable will seek to ensure that Society members receive their quarterly Bulletin no later than the second Saturday of February, May, August and November each year. Special Numbers, when published, will normally be distributed with the November Bulletin. Each Bulletin and Special Number will be in A5 format, printed in full colour and routinely comprise 56 pages plus a cover.

Publishing Timetable

In order to meet the distribution timetable, final copy is to be submitted to the printer by the Editor two weeks before the distribution date (i.e. around mid-January, mid-April, mid-July and mid-October). The Membership Secretary will submit the final distribution list with addresses one week before the desired distribution date.

Editorial Board

The Editor will be supported by an Editorial Board, led by the Chairman of the MHS Committee, which is responsible for the final selection of all material for publication. The tasks of the Board also include proof reading and ensuring that the standard of Society publications is maintained together with an appropriate balance in terms of subject and content. The MHS Committee will review proposals for Special Numbers and, as necessary, will assist authors and the Editor in the preparation of final drafts for publication.

The Editor

The Editor will receive drafts and, supported by the Editorial Board, be responsible for the technical make-up of publications and for the preparation and submission of print-ready drafts to the printer.

Submission of Drafts for Publication

Authors seeking guidance on the suitability of existing or proposed research for publication may submit a synopsis of the planned article to the Chairman for advice and review by the Editorial Board where necessary.

Articles should be restricted to a maximum of about 5,000 words (when published about ten pages of text plus illustrations). Longer articles will most likely be published over two or more Bulletins or even considered for a Special Number. Authors will be consulted during this process.

All text must be the author's own work and must not have been published elsewhere unless prior approval has been given by the Editorial Board. It is the author's responsibility to ensure that material supplied will not leave the Society exposed to any legal liability.

Draft text is to be submitted to the Editor in Word format by email or email attachment. Exceptionally, hard copy text may be considered by prior agreement. Footnotes, endnotes and references are welcome when and where appropriate and should be numbered consecutively and should be indicated by superscript or in parenthesis throughout the article. For ease of editing, drafts submitted for consideration should include all footnotes and references separately at the end of the article and not where they appear in the text. They will be converted to footnotes during the editing process.

It is the author's responsibility to ensure that all photographs submitted are free of copyright. They are to be submitted as separate .jpg files and not placed within a word document. Full use should be made of the free WeTransfer software which enables block transfer of text and images. Where possible, all images should be accompanied by details of the source and appropriate acknowledgement should be given.

Photographs can be sent for scanning and, if the author wishes them to be returned, should be accompanied by a stamped addressed envelope.

Copyright

Copyright is an automatic right which applies to a wide range of creative works in material form, giving creators of original works the right to control the use of their material by third parties. Copyright protection starts as soon as a work is created and, for literary work, usually extends for 70 years after the creator's death.

Unless authors transfer copyright of their work to the MHS, it will be assumed that it remains with them.

The ***Copyright, Designs and Patents Act (CDPA) 1988*** gives the author the exclusive right to copy, adapt, communicate, lend or sell copies of their work, although this right can be sold or transferred. Limited re-use of copyright material by a third party is permitted in exceptional circumstances, including some educational scenarios. The person who owns the copyright has the exclusive right to:

- Copy or reproduce - including electronic storage such as file downloads.
- Issue, rent or lend copies.
- Communicate or transmit a copy - including putting material on the web, emailing or broadcasting it.
- Adapt material – including translation, or any kind of editing.
- Grant permission for the reproduction of their copyrighted material.

If any of the above is done without permission from the copyright owner, copyright may be infringed. When the rights-holder is indeterminate or untraceable, copyright material becomes an **orphan work**. A 2014 amendment to the CDPA provides a framework for **Licensing Orphan Works** for copying or re-use.

In addition to copyright, creators of original works are also granted **moral rights**, to protect their reputation:

- Attribution: the right to be identified as author, once asserted.

- Integrity: the right to object to derogatory treatment of work.
- The right not to have work falsely attributed.

The author can waive both the right to be identified and the right to object to derogatory treatment. However, unlike copyright, moral rights cannot be transferred to another person.

Style and Abbreviations

- Dates should appear in full as 12th April 1920, 25th December 1890.
- Months should be spelt out in full and not abbreviated.
- Ranks should be spelt out in full and not Gen., Lt. Gen., Col., etc.
- People's initials to be A B C without full stops.
- Use words for numbers up to ten. From 11 upwards, use figures.
- Figures should be spelt out when starting a sentence.
- Use commas in thousands or above: e.g. 9,750, 10,650.
- Spell out century numbers in full: e.g. the eighteenth century.
- Times should be as follows: 10am or 3pm with no space or full stops. Where appropriate, the 24-hour format can be used as 10:00 or 15:00.
- Use italics for titles of published books, newspapers or other periodicals; names of ships, trains, planes; and Latin mottoes or phrases.
- When citing published works use the style: e.g. Correlli Barnett, *The Great War*, (London: BBC Worldwide Limited, 2003), p.3

Authors' Proofs

The Editor will, if requested, provide authors with a single pdf copy of their work for review prior to publication. The pdf proof is to be returned to the Editor within 7 days with any corrections detailed in a separate Word document quoting the page and line number of each correction.

Book Reviews

The Chairman will coordinate the drafting of book reviews which, as far as possible, will be published in The Bulletin closest to the date of publication. Books will be selected for review on the basis of an assessment of their relevance and interest to members of the Society. Reviews will provide a very brief indication of content in terms of accuracy, balance and context and include a clear recommendation.

The Lummis Cup

The Lummis Cup was presented by the late Mr. George Nichols in memory of our distinguished member, Canon William Lummis, who died at the age of 99 in November 1985. It was first presented at the AGM in 1987 and was originally awarded to the Member judged to have contributed the best article to The Bulletin in the four issues prior to the AGM. More recently, the scope has been widened to include the authorship of Special Numbers or a significant contribution to MHS publications over time or an important contribution to the editorial and production activities of The Bulletin. Members are invited to submit nominations for the award of the Lummis Cup to the Chairman which will be considered during the selection process at the Annual General Meeting.

Date of Review

This edition of Publishing Principles was issued on 19th November 2020.