



Tameside Local History Forum

When submitting articles for inclusion on our website it would be very helpful to our Editors if you could take account of the following guidelines. Articles look so much better and have lots more impact if you can supply good quality images, preferably scanned at 300dpi (dots per inch) and sent in electronic format.

STYLE Guide for Articles

- Blocked Paragraphs – no indents.
- Open Punctuation eg M D Smith not M.D. Smith.
- Expand specific abbreviations first time in each article e.g. Monumental Inscriptions not MIs.
- First World War not World War One or WW1.
- 19th century – do not capitalise Century.
- Be careful about using superfluous capitals.
- Books and periodicals – italic and bold.
- Blocked quotes indented and italic, no quotation marks.
- Short in-line quotes – italic and single quotes.
- Only use double quotes for quotes within quotes.
- Dates in simple form 25 November 2010.