

## Notes for Contributors

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Contributions of all kinds are welcomed by the Editors and authors should bear in mind the following points:

1. Articles for possible publication should be sent to the Editors, *Maritime Wales*, Gwynedd Archives Service, Council Offices, Caernarfon, Gwynedd LL55 1SH.
2. Articles can be in Welsh or English with an English summary in the case of a Welsh text.
3. Articles may be up to 8000 words or short notes up to 1000 words and should be submitted as two typed copies double-spaced with wide margins and on disk (preferably Windows), or as a Word document.
4. Any illustrations should preferably be in black and white and any maps or drawings need to be twice the size or more to be reproduced. Our budget does not allow for pull-out spreads. Captions should be on the disk with the main text and also a copy with the illustration. Any acknowledgement should be included in brackets.
5. Any copyright matters or reproduction rights must be cleared by the author.
6. References to articles may be provided in footnotes or according to the 'Harvard system'.
7. Authors should take note of the following house style points:
  - All ship names must be in italics or underlined to indicate italics.
  - Abbreviations e.g. HMS or J Smith do not have full stops.
  - Place names. Authors are referred to the *Dictionary of the Place Names of Wales* (Owen & Morgan, 2007). In Welsh language articles, Welsh place names should be used; in English language articles, where well-established English place names exist, eg Cardiff, Swansea, Tenby, Holyhead, these should be used.
  - Measurements should be in feet and inches with the metric equivalent in brackets where possible.
  - Numbers under 100 should be written as words except in tables and measurements e.g. four ships but 4 feet 2 inches.
  - All paragraphs should be indented and sub-headings should be in bold.
  - Dates should be written without punctuation.
8. There are no royalties or other payments, but authors will be sent a free copy of the published volume.
9. The Editors' decision on any manuscript submitted is final.