



CUMANN SEANDALAÍOCHTA AGUS STAIRE NA GAILLIMHE

GALWAY ARCHAEOLOGICAL AND HISTORICAL SOCIETY

Guidelines for Submission of Articles to JGAHS

We welcome articles, essays and document studies relating to Galway and its environs.

Submission deadline

The deadline for submission of articles is the end of June in the year in which the journal is to be published.

Contributions should be submitted by email as word documents to editor@gahs.ie. Authors should retain an exact digital copy of the submitted material.

Images submitted with articles should be in JPEG or TIFF format. Please note that it is the responsibility of the contributor to ensure that all copyright issues have been addressed before an image is submitted for inclusion in the journal.

Wordcount

A word count limit of 7,000 words applies, excluding footnotes. The footnotes should not exceed 1,500 words. Articles which exceed this limit are unlikely to be considered.

Stylesheet

Articles should be in 12-point font size, and double-spaced throughout, i.e., for the main text, extended quotations, footnotes and appendices. Right-hand margins should not be justified.

Quoted matter, which should have been carefully checked for accuracy, should be indicated by single quotation marks. Use double quotation marks for a quotation within a quotation. A quotation of thirty words or more should be indented.

Acknowledgements of a general nature should appear at the end of the article in a footnote. They should be brief and discreet. An acknowledgement for help with a particular point should appear as a footnote or as part of a footnote (e.g. 'I am grateful to Nicholas Canny for helping with the dating of this document.')

References should be in footnotes. Footnote numbers in the text should come after full stops and commas.

Archival material should include archive (e.g. *Clonfert Diocesan Archive*) and in subsequent references use an abbreviation (e.g. *CDA*). In the case of well-known repositories such as NAI, UCDA, the full title is unnecessary. Provide the title of the collection (e.g. *de Valera papers, P150*). Provide a description of the material (e.g. *press release, flyer, poster, postcard, memorandum*) and year of publication, if known. When citing letters, mention writer, the recipient and the date (eg. *NAI, DE, 2/514, S.T. O’Kelly to Michael Collins, 28 April 1922*).

Articles in a journal should include the following: *author, journal title, volume, year, page number*.

For example: R.F. Foster, ‘The memoir of O’Conor Donelan (1853-1929)’ in *Journal of the Galway Archaeological and Historical Society*, Vol. 76 (1924), p. 29.

Subsequent short references to this article can take the form: Foster, ‘Memoir of O’Conor Donelan’, p. 32.

Books should include author, title, place of publication, publisher and date when first mentioned:

Diarmaid Ferriter, *A Nation and not a Rabble: The Irish Revolution 1913-23* (London: Profile 2015), p. 4.

For subsequent references to the same work, use author’s surname and a short version of the title:

Ferriter, *A Nation and not a Rabble*, p. 5.

Dates should be in the format 23 April 1916.

Italics should normally be used only for titles of published works (e.g. books and journals, newspapers) and for words in foreign languages, unless the word is widely used by English speakers (e.g. *impasse*). Words in Irish should be in italics, but in the case of articles in Irish, italics should be used for English words in the text.

Page numbers should be cited as p. 5 for single pages and pp. 10-15 for multiple.

Punctuation such as full stops and commas should come after brackets, not before. Full stops are not required in initials with two or more letters (e.g. PJ O’Leary), or in abbreviation including the first and last letter of a word (e.g. Mr, Ms, Dr, St).