The HERstory Project Style Guide

The HERstory Project is a collaborative historical education initiative for women's, queer and other under-represented histories, and their historians. Founded in 2023, we operate several avenues which are intended to both increase the inclusion of underrepresented histories in mainstream historical education, and to provide opportunity for a variety of early career historians, academics and writers.

Our primary output is our website, www.herstoryproj.com. The site is free access and is a database of articles primarily written, edited and researched by our contributing team. We accept article submissions from anyone for the website, and you can submit here: www.herstoryproj.com/writeforus.

The Journal is a print magazine which aims to further the goals of the Project in mainstream history by providing a space for further and advanced research into the women's and underrepresented histories we champion on our site. The Journal prioritises early career academics, pledging that in every issue, 50% of article contributors will be early career historians and academics. To submit an article for the journal click here: https://www.herstoryproj.com/services-3

As a Community Interest Company, we are dedicated to providing opportunities for the career development and experiences of early career historians and academics. (Defined as postgraduate students – individuals five years post-doctoral studies). Our contributing writing and editorial teams are primarily made up of individuals in this category, whilst contributing writers to our journal can be any academic at any stage of their career, we dedicate at least 50% of Journal publishing space to early career historians and academics.

Contents

About this Guide

This style guide exists to provide guidance on writing and formatting text for publication on The HERstory Project website and Journal. It aims to ensure consistency across the publication and to reflect modern English usage, therefore it will be reviewed and updated as required.

The purpose of this guide is not to tell you how to write, only how to write correctly.

Please always refer to this guide when writing and editing work. If you have any questions about the content of this guide please email contact@herstoryproj.com.

Contact Information

Director

Abby Woodman – abby@herstoryproj.com

Communications & admin team – contact@herstoryproj.com

Communications /Educational Programme Lead

Holly Russell

Communications/Events

Ellie Pounder

Communications/Admin & Website

Lauren McCaffrey

Editorial – editorial@herstoryproj.com

Lead editors - Phoebe Holmwood & Isabel Adams

Fundraising

Journal Team

Editor in Chief (Journal)

Jillian Ducker – jillian@herstoryproj.com

Artistic Director

Laura Castanheira

Website

Articles published on our website are primarily produced by our team of contributing writers, articles are edited by a periodic editor, then moderated by one of our lead editors.

Articles will be sent back to authors for revisions.

Deadlines for all stages are typically two weeks.

Proposal and submissions

New writers to the project will submit articles via this form on our website:

https://www.herstoryproj.com/jointhetea
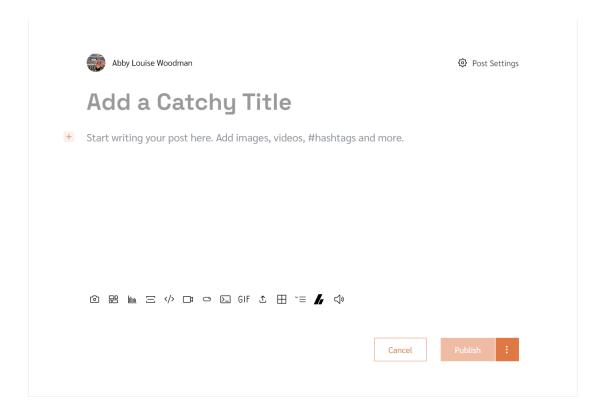
Existing writers should submit this form:

https://docs.google.com/forms/d/e/1FAIpQLSeKHmzoueexZPBn3JsteA_XxcYHHukX_mKebbGlnYgcJsHYhg/viewform?usp=sf_link

Article Publication

For final submission, please log into the website at https://www.herstoryproj.com/

Navigate to "Create Post" on your profile, this will take you to the page below

Once you have entered your work, please ensure to include images and captions, then click publish, this will submit the article for final review and publication!

Journal

Upcoming themes:

2025

#3 – ACTRESSES AND JEZEBELS

#4 – WARRIORS

2026

#5 – (OKAY LET'S TALK ABOUT THE) SIX WIVES

#6 – WOMEN IN HERITAGE

Submission and Editorial process

Submission

To propose an article for the journal, please fill out the Journal Submissions Form.

If accepted for publication, you will receive an email from E-I-C Jillian. This email will provide your deadlines and next steps.

First drafts are typically due for submission within two weeks.

Editing

All articles will be edited twice, firstly by one of the editorial team, and secondly they will be moderated by one of the Editors-in-chief. Feedback will be given and you will be expected to submit the revised draft within two weeks of receiving your feedback.

Final

Revised/Final drafts will be approved by one of the Editors-in-Chief and passed onto the graphics team for formatting.

Disclaimer

We require a signed disclaimer form for all writers, this retains your intellectual property rights of your work but agrees that this work is original, authored by the attributed author and published only by The HERstory Project.

Writing Guidelines

The following style guidelines must be adhered to. Please note that any referencing style is acceptable,

Journal Articles can be of any length, however we recommend articles of 1000-3000 words (short form articles) or, for larger and ongoing research projects we can accept long form articles (3000+ words). Please specify on you application form how long your article is/is likely to be. You will need to submit a draft or detailed plan in your initial submission, we ask that you submit this as a Word Doc or Google Doc.

General Comments

Accessibility not informality

One of the core values of The HERstory Project is accessibility. Our site is intended to present historical research and writing in a blog format to improve the accessibility both in terms of reading and comprehension and practically in terms of how this work exists and can be read. Journal articles differ slightly. These articles should be of a higher level of research than the site articles allow, and therefore,

are expected to be more academic in their writing style. Please continue to avoid inaccessible language, but avoid first person, colloquialisms, and informality.

Use of past and present tense in historical writing

Generally speaking, as we are writing about the past you should use past tense, however, some of our research crosses into the contemporary and fiction. When writing about the present and fiction it is often best to use present tense. If unsure which is best, make a note on your piece before submitting for editing and the editorial team will assist.

This is a useful explanation of when and how to construct past and present tense verbs in writing. : https://www.usu.edu/markdamen/writingguide/14prtens.htm#:~:text=Past%2DTense%20Verb s.,came%2C%20saw%2C%20conquered).

Non-discriminatory and inclusive language

As stated above, a key value of The HERstory Project is accessibility, this should also be reflected in the language and terminology used.

Please make careful considerations about the language and terminology you use and avoid using language which may be offensive. This is especially, though not exclusively, important regarding gender, sexuality, race and ethnicity, disability, age, socioeconomic status, and religion.

It is typically best advised to use the terminology such groups prefer and use to describe themselves; it is also advised that authors should research why such groups may reject terms used to describe them by external communities.

These terms can change over time and a clear consensus on language use may not always exist. If you are struggling to find the best terminology to use, please get in touch with Abby or Jillian. You are welcome and encouraged to provide information on your terminology choices alongside your submission if you think this is appropriate

As a Project dedicated in part to women's, gender, and queer histories, it is particularly important that you avoid the use of sexist, homophobic or transphobic language. Please note that several members of The HERstory Project team identify as queer and any discriminatory language or behaviour will not be accepted and your work will not be published.

Where possible, we advise using gender-inclusive language, for example, please use 'they' instead of 'he or she' or 'he/she'. Please also avoid using the word 'man' generically to refer to humankind.

Spelling and Presentation

Use British English spelling and punctuation consistently throughout your article.

Follow standard grammatical rules and overall maintain a formal tone - This should/can be flexible with site publications. Try to use accessible language and syntax where possible, and some informality/conversational add-ins go down well with readers, just make sure that these are marked slightly separately, preferably in brackets

It is a good idea to use a proofreading tool prior to submission, MS office and Google Docs are equipped with basic spelling and grammar checks- Grammarly is a free access programme which we recommend you use secondary to this.

General Tips/FAQS

- Default to British spelling conventions (-ise rather than -ize)
- Retain e in words such as ageing, judgement, etc
- Avoid æ (use archaeology rather than archæology)
- If a foreign word has not been absorbed into the English language, then adhere to the conventions of its origin language (gender agreement in French adjectives, capitalisation of German nouns, etc)
- Similarly, where plural forms of Greek and Latin words are still in common usage default to these (crisis/crises, millennium/millennia)
- In noun-adjective compound words, pluralise the noun (sisters-in-law, courts-martial)
- Use capital letters for acronyms and avoid using full stops (UK rather than U.K.)
- For publications and periodicals only capitalise the definite article if done so in the title: (eg The Guardian, the Daily Telegraph)
- Use BCE/CE rather than BC/AD, please do not use small caps
- Do not italicise or full stop Latin abbreviations (eg, ibid, etc)

Grammar

- Bear in mind that I is a subject and me is an object, so the sentence 'She spoke to Abby and I' is ungrammatical and should read 'She spoke to Abby and me'
- 'To be sat somewhere' means you were put there by someone else, so, if you are an adult, chances are you 'were sitting' there
- It is fine to start a sentence with a conjunction and finish one with a preposition

Punctuation

Do use commas…

- when adding optional information in a non-defining clause (if the sentence works without this clause, then use a comma)
- after an adverb at the beginning of a sentence
- on either side of a subordinate clause in the middle of a sentence
- between multiple qualitative adjectives
- between items on a list (avoid the Oxford comma unless it is needed to avoid genuine confusion)

Do *not* use commas…

- to join two main clauses in a sentence; always use a semicolon or a coordinating conjunction
- after a temporal phrase to introduce a sentence

Apostrophes

- Always indicate possession with 's unless the word is plural and ends in s, in which case just add ' to the end of the word
- When it comes to place names please double-check and clarify (e.g. there is a Queens Road Peckham and there's a Queen's Road Walthamstow)

Quotations

- Indent quotations above 100 words
- Enclose shorter quotations within single quotation marks, then use double quotation marks for quotations within that
- Any punctuation that does not belong to the original quote should remain outside quotation marks unless the end of the quote is the end of the sentence

Formatting

The formatting of your article will largely be handled by the editorial and graphics teams, however, there are some formatting guides it is useful for you to follow during your drafting and submission process.

- Please submit all drafts as a Word Doc or Google Doc
- Font: Please submit all drafts in a clear font, size 11/12. Suggested fonts include Arial, Calibri, Verdana, Tahoma, Century Gothic, Trebuchet, Open Sans, or Malgun Gothic.

- Titles: Capitalise the first letter of major words in titles and subtitles. Italicize book and journal titles, use quotation marks for article titles. (More information can be found in Referencing below)

- Abbreviations: Use standard historical abbreviations (e.g., BCE, CE) and common abbreviations (e.g., etc., et al., i.e., e.g.) as necessary. Ensure clarity for readers.
  - N.b. The HERstory Project uses BCE (Before Common Era) and CE (Common Era) rather than BC (Before Christ) and AD (Anno Domini – The year of our Lord) as we are a secular institution.

- Long Quotes: Display quotes longer than 3 lines in a separate block with single spacing and indented from both sides.

- Matter inserted into a quotation to clarify a point should be enclosed in square brackets (example: The chronicler wrote that 'he [Lord George Sackville] left the House amid loud cheers'.)

- Captions: If using imagery throughout your work, please include a caption of the image, if art preferably - artist name, 'name of image/artwork', format, (year)

- Do not use bold text or underlining for emphasis. Italics can be used for emphasis if required, but it is preferable to phrase the text in such a way as to avoid this.

- Keep capitalisation to a minimum including for headings, which should use an initial capital for the first word and proper nouns only.
  - 'Pope', 'Queen', 'King', 'Professor' and so on should only have the initial capital when naming a specific individual. Note also that while 'Prince William, for example, would have the initial capital, 'the prince of Wales' does not.

- In British English, spaced en dashes – as in this example – should be used for parenthetical comments, rather than em dashes or hyphens.
  - Unspaced en dashes should be used in number and date ranges, for example, 223–44 and 1960–99.

- Dates should be formatted as follows:
  - British English: date month year with no punctuation (e.g. 20 September 1985).
  - Do not use an apostrophe in decades: 1540s.
  - Unspaced en dashes should be used in date ranges, for example, 1960–99.

- Elide the numbers in date ranges as far as possible, but they must make sense if spoken: 2021–2, 1915–16.
  - Centuries should be spelled out in full (seventeenth century, rather than 17th century).

- Hyphens within words are often optional and our preference is to minimise hyphenation where possible, for example, 'coordinate' rather than 'co-ordinate'; 'audiovisual' rather than 'audio-visual'.

- o Hyphens should be used for compound adjectives, for example, 'a well-known historian' or 'eighteenth-century symphonies' (a hyphen is not needed when dates are not adjectival, for example, 'in the eighteenth century').
- o Adverbs should not be followed by hyphens, for example, 'a highly regarded work'.
- o Do not use hyphens to split words across lines.
- o Use hyphens for numbers up to 100 spelled, for example, 'forty-five', 'ninety-nine', etc.

Referencing

- All articles should be referenced, however please note that there are some formatting differences for the website and the journal.
- Any referencing/citation style is acceptable as long as it is formatted correctly and consistently. – We recommend MHRA or Chicago.
- N.B. The website does not support footnotes, therefore it is acceptable to only include a bibliography/source list.
- For journal articles please include footnotes or endnotes if applicable.

Guides for footnotes/endnotes

- If using footnotes or endnotes these should be numbered and consequential throughout your work. They should be positioned after the full stop, or quote if a direct excerpt.[1] Neither footnotes, nor your bibliography are included in your word count, however please note that discursive footnotes are included in the word count.
- The first time you cite a source as a footnote, you must include all of the source information as it also appears in your bibliography, with specific page numbers if relevant.

Bibliographies

- Bibliographies should include all footnoted sources and any other that you have consulted throughout your research which has informed your work. If it did not inform your work, you do not need to include it.
- Please separate bibliography into type of source, e.g. 'Primary', 'Secondary', 'Books', 'Articles' • Bibliographies should then be organised alphabetically by author last name.
- When including full dates, such as for access dates, please do so in UK English format (dd/mm/yyyy)
- Please always end references with a full stop.

The below table gives specific guidance for citing in MHRA format.

---

[1] Discursive footnotes can be used, but may not show as you intend after formatting

Type of Source	Footnote	Bibliography	Notes
Books	Author first name, last name, Book Title, ed./trans. by Editor/Translator name, edition (Place of publication: Publisher, Year), page number(s). **Subsequent footnotes:** Author Last Name, Book Title, pp. (If you only cite this author once, you do not need to repeat the book title).	Author last name, first name, Book Title, ed./trans. by Editor/Translator name, edition (Place of publication: Publisher, Year).	If a book has an editor or translator named on the title page, they should be included here. The edition should be included (in abbreviated form, e.g. '2nd edn') if it is not the first edition. Individual page numbers are preceded by 'p.', page ranges by 'pp.'.
Book Chapter	Author first name, last name, , 'Chapter Title', in Book Title, ed. by Editor name, edition (Place of publication: Publisher, Year), page range (page number(s)). **Subsequent footnotes**: Author Last Name, 'chapter title', pp. (If you only cite this author once, you do not need to repeat the chapter title).	Author last name, first name, 'Chapter Title', in Book Title, ed. by Editor name, edition (Place of publication: Publisher, Year), page range	This is used when you cite an individual chapter from a book whose chapters are written by different authors. The page range specifies the chapter's location in the book; the page number in brackets specifies the passage you are citing. The chapter title is in quotation marks, while the book title is in italics
Journal Article	Author first name, last name, , 'Article Title', Journal Name, volume number (Year), page range (page number). Author First name, Last name, 'Article Title', Journal Name, volume	Author last name, first name, 'Article Title', Journal Name, volume number (Year), page range. Author last name, first name, 'Article Title',	'Pp.' and 'p.' are not used with journal page numbers. The article title is in quotation marks, while the journal name is in italics. If you sourced an article online,

	number (Year), page range, , [access date]. (page number). **Subsequent footnotes:** Author Last Name, , 'Article Title', pp. (If you only cite this author once, you do not need to repeat the article title)	Journal Name, volume number (Year), page range, , [access date].	include the doi or URL after the page range. Please also include the access date.
Website	Author first name, last name, , Page Title (Year), Website Name [access date]. **Subsequent footnotes:** Author Last Name, Page Title (If you only cite this author once, you do not need to repeat the page title).	Author last name, first name, Page Title (Year), Website Name [access date].	If the page doesn't list an author, start the footnote with the title instead. If there is no publication date, replace the year with ([n.d.]).
Images (in books)	(Caption) Artist First Name, Last Name Title of image. Year. Type of medium. Site of photograph, city., 'Chapter Title', in Book Title, ed. by Editor name, edition (Place of publication: Publisher, Year), page range (page number(s)).		If you have photographed the image yourself, please name yourself as the photographer in place of the book information, and include the date of the photograph
Images (online)	Last name, first name. Title of image. Year. Type of medium. Site of photograph, city. Website title. Medium. Date accessed. [accessed: date].		

Imagery

We recommend that you use imagery throughout your articles as this improves the quality and readability of our writing. We recommend including the images in your drafts, particularly if they are referenced in text. However, we do request that you send imagery individually as well on your draft submission.

Please include captions for all images.

Image copyright

To publish images within the journal we must obtain written permission from the copyright holder, for all illustrations that are not your own or in the public domain. It is important that the illustration permissions are explicitly covered. Where possible please ensure images are available under a creative commons license, these can often be easily found online.

FAQs