The Kerry Magazine
Submission Guidelines

1. Each submission should comprise of:
   - An article of up to 2,500 words, *including endnotes*. Articles with a larger word count will be returned to the author.
   - Up to five (5) images in JPG format, each with a **minimum size** of 1MB, with credits and permission for use. Articles with more photos will be returned to the author.
   - A brief biography of the author of no more than 60 words
   - Articles should, preferably, be submitted electronically to **magazine@kerryhistory.ie** in .DOC, .DOCX, or .RTF formats only.

2. The article itself should be formatted using the following guidelines:
   - **Title:** article and author(s) name(s) centred at the top of the page
   - **Font:** Times New Roman, 12pt
   - **Spacing:** Double-spaced
   - **Indentation:** First line of each paragraph indented 1.25cm/½", except for the first paragraph after a subheading, which is not indented
   - **Justification:** Left-justified only
   - **Margins:** 2.5cm/1"
   - **Footer:** Author's name on left, page numbers on right (In Word, GoogleDocs and ZohoWriter, this is found under Insert>Footer)
   - **Endnotes:** Citations should be submitted as endnotes, not footnotes. Also, please note, if submitting articles in .RTF format, you will need to manually write up your endnotes rather than using Word's referencing function, which doesn't survive emailing.

3. General formatting requirements:
   - When using Find and Replace to correct a known error, please use the 'Find Next' option, not 'Replace All'
   - Please do use Spellcheck.

   - **Bold**
     - o the title of the article
     - o subheadings
     - o the word 'Endnotes'.

   - **Italicise**
     - o titles of books, periodicals, plays, films, TV and radio series, and music albums
     - o names of ships, aircraft, and vehicles
     - o foreign words
     - o names of parties in legal cases
     - o biological nomenclature.

Gaeilge agus Fáilte

- **Capitalise**
  - the first word in a sentence or fragment (quoted fragments are not capitalised, for example Certain foods do not 'travel well'
  - proper names, personification ('O, Solitude!'), the first-person pronoun
  - the name of a language
  - the name of an institution, organisation, or movement
  - geographical regions and areas, astronomical and topographical features, buildings, and other constructions, for example the Sahara Desert, the Milky Way, Mount Brandon, St Stephen's Green
  - days, months, festivals, and holidays
  - formal names of events, for example World War I, the Emergency, the Treaty of Versailles
  - the initial and subsequent, significant words in a title, for example Harry Potter and the Order of the Phoenix.

- **Abbreviations/Contractions**
  - contractions comprising the first and last letters of a word have no full stop (period), for example, Mr, Mrs, Dr, Fr
  - abbreviations that contain one or more of the first letters of a word **do** have a full stop, for example, Rev. (Reverend), etc. (et cetera), A.M. (ante meridian), P.M. (post meridian), B.C. (before Christ), A.D. (after Christ), B.C.E. (before the Christian era). However, if the plural of a word is abbreviated, then a full stop is not necessary
  - when writing names using intials, the full stop is only used if the initial replaces a name, for example, George W. Bush (George Walker Bush), but Harry S Truman ('S' was his middle name)
  - note that 'St' denotes 'Saint', while 'St.' denotes 'Street'.

- **Apostrophes**
  - are used to indicate possession, for example 'John's shoes'
  - are NOT used to indicate the plural of a first or family name, for example Thomases, Marys, O'Connells (not Thomas's, Mary's, O'Connell's).

- **Commas**
  - are also placed outside quotation marks
  - are used for clarity and to prevent ambiguity, for example 'Writing clearly isn't easy' vs 'Writing, clearly, isn't easy'
  - are used after sentence adverbs, for example 'Clearly, writing isn't easy'
  - are used before 'which', when 'which' precedes a description phrase, for example 'The house, which is blue, is at the end of the street.' The exceptions to this are, 'of which', 'by which', at which', and when 'which' can be replaced by 'that'
  - are used to separate two or more clauses in a sentence joined by a conjunction
  - are used when the opening and subsequent clause can be reversed without ambiguity, for example 'After the match, they all went to dinner' and 'They all went to dinner after the match'
  - preceeds and follows a qualifying or adjectival phrase within a sentence, for example 'The boy, whose mother was a nurse, was certified in CPR'
  - are placed between the penultimate item in a list in running text, where a distinction between the items is necessary, for example 'I like reading, cats, and

coffee’ and ‘Her choices were red and blue, yellow and white, or black and cream’.

- **Full stops (periods)**
  - are placed outside quotation marks, unless the quotation is itself a full sentence.

- **Acronyms**
  - should initially be cited as follows, ‘Kerry Archaeological and Historical Society (KAHS)’, and subsequently as ‘KAHS’.

- **Citations, footnotes, bibliographies, references and acknowledgements**
  - should all appear at the end of the article
  - should use Arabic, not Roman, numerals
  - should be formatted using the Chicago Notes and Bibliography Style (See chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html for more information).

- **Dates**
  - should be written out in full - 1 August 2021
  - centuries should be written as ‘17th century’ or ‘seventeenth century’
  - decades can be written in words, for example ‘the sixties’, but should be written in numbers as ‘the 1960s’
  - when used as an adjective, compound numbers should be hyphenated, for example ‘a seventeenth-century (or 17th-century) ship’.

- **Measurements**
  - are metric, followed the Imperial equivalent in parentheses
  - are written as numerals
  - are hyphenated when modifying a noun, for example, a 3-year-old child.

- **Numbers**
  - up to nine are written as words
  - are written as words at the beginning of a sentence, for example, ‘One thousand people attended the concert’
  - are used for precise amounts of money, with the appropriate denomination symbol
  - are used for decimals and fractions
  - are written as words when vague, for example, ‘half the population’, ‘about one-fifth’, ‘around ten o’clock’.

- **Quotations**
  - are surrounded by single quotation marks when they consist of a phrase or sentence
  - are block indented from the left, and fully justified
  - require ellipsis when indicating a truncated quotation, for example, ‘

Revised September 2025