

North West Catholic History: Guidelines for contributors and editors

1. **Contributors** should ensure that articles submitted conform to our 'Notes for Contributors', especially the requirement that references be typed using Word Insert Reference, and accord with the format laid down in our 'Notes', sections II, 3, 4, 5, 6. **Contributors** are also recommended to ask someone else to check them.

The editor will check that the article conforms to 'Notes'. If it does not, the article will be returned to the author for revision.

2. **Contributors** should check their grammar, syntax, punctuation, and spacing. **Contributors** are also recommended to ask someone else to check them. **The editor and assistant editors** will check grammar etc. Unacceptable articles will be returned to their authors for revision.

3. **Contributors** should ensure that the article deals mainly with a topic within the **North-Western region** and with the effects of the topic on **Catholicism** and/or the effects of Catholicism on the topic.

Contributors should also ensure that the article is based on the main **original** sources.

Contributors should also ensure that the article takes account of the main **secondary sources**.

Assistant editors and/or members of the editorial board will check that the article fulfils these requirements. If it does not they will provide an anonymous report for the editor, suggesting how these requirements can be met. The editor will send the report, together with the article, to the author for revision.