**Notes for contributors**

It is the policy of *Herts Past & Present* to encourage interest and research in Hertfordshire’s local history and archaeology. Contributions are usually based on original work in these fields, and societies and individuals are assured that reports and articles which meet our standards will always be considered for publication. Articles, whilst they may relate to a specific area, should be written with their audience in mind and made relevant to anyone interested in the local history of the county.

Articles published in *Herts Past & Present* are normally of between 1,500 and 4,000 words in length, but we do not apply a strict word limit. We are always happy for an author to send us an item written to its natural length, so that we can see the nature of the work and discuss with the author the best way of preparing it for publication.

The article may be submitted by email as a document file to either of the joint editors at the addresses given on the inside front cover. Illustrations should be sent separately as jpegs, at a quality of no less than 300 dpi. A short abstract and a short author biography should also be included. It is the responsibility of the authors to ensure that, where necessary, any copyright permissions have been obtained, and copies of these should accompany the illustrations.

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