

**How to write a street history**

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# Overview

This document provides guidelines that tell you, as an author of a HitP street history, things you need to know for composing your street history. HitP histories, whether they are to be read on the internet or as printed documents, require that the presentation of information (content) is standardised, (that it is presented in a consistent framework). It is also important that the printed versions share a common graphical appear- ance (layout).

To help you obtain consistency of content and layout thourghout all volumes, we provide below two sections: [Writing guidelines](#_bookmark2) and [Formatting guidelines](#_bookmark5).

These guidelines presuppose you are using a computer and ***Microsoft Word*** to produce your work.

# Writing guidelines

## Introduction

There are many different ways to tell a story. What is common to all is that we want to communicate with the reader and so we organise what we have to say to make it easy for the reader. Readers expect what they read to make sense to them. Readers of research want to find their particular interest quickly.

At HitP we ask researchers to organise writing under a common set of sections (to use a framework for their history). Whilst this may seem irksome to the writer, it is vital to the readers.

##### Why?

* When setting out facts for others to access it is important that their journey through those facts is sign- posted, so using headings is very important.
* The research is often on the same subjects across different houses or streets. So a reader wanting to com- pare architecture needs easily to be able to find, for example, the architectural description of Example Street and the architectural description of Typical Road even thought they have been written by different people. A common logic to the organisation of the histories makes this an easy task.
* This becomes vital when writing for the web, where the search function depends on the logic and people scan for information rather than reading each whole document.
* For the writer, the headings are checklists to ensure they have covered all the important points of a street history and have included all their research.

Many people enjoy telling the story of a street in a more imaginative way than is achievable within a frame- work. We hope that our research is something that sparks the imagination not just of the writers but of read- ers, who may be fired to do their own research. Telling a street story for HitP is different from writing its researched and factual history. If you feel able to tell a story about your street or events or people in it, then that is your own work and we will include it on the site as such. (All work on the HitP site is mediated) For many readers, this will be as interesting or even more so than the factual history set out to a standardised framework. All we ask is that if you undertake such a street story, fact is kept separate from imagination or speculation.

Finally, in this introduction, whtever you are writing, be it a street history or story, proof read, proof read, proof read. Readers will thank you.

Note: You can access helpful advice about writing from <http://www.plainenglish.co.uk/free-guides.html>

## HitP style guide

This HitP style guide, is relevant to people producing both street histories and street stories.

We are not writing a work of literature or an academic treatise, nor are we writing a blog or a tweet.

#### Be simple

Avoid multiple adjectives and long sentences.

“The man in the little shop in which, well after this, they lingered longest, the small but interesting dealer in the Bloomsbury street who was remarkable for an insistence not importunate, inasmuch as it was mainly

mute, but singularly, intensely coercive - this personage fixed on his visitors an extraordinary pair of eyes and looked from one to the other while they considered the object with avoidwhich he appeared mainly to hope to tempt them.”

Avoid unnecessdary adjectives and adverbs wherever possible. And avoid sentimentality e.g “Sadly, she passed away.” Better “She died.”

#### Don’t make assumptions.

Unless you can back up an assertion, don’t make it or make clear it is a speculation.

#### Be informal

Contractions such as “wasn’t” and “don’t” are OK but avoid chat and slang. If you want to comment on your personal reactions and ideas please write it up as a blog.

#### Be impersonal

Avoid using “I”, “me” and “my” but you can use “we”.

#### Be direct

Use the active rather than the passive tense.

“He peeled the potatoes.” rather than “The potatoes were peeled by him.”

#### Put the main clause of the sentence first in longer sentences

“These houses were basic but were much better than the huts which had been there before.” rather than “Al- though they were much better than the huts which had been there before, these houses were very basic.”

(Also, find the main clause in the quote in no. 1 above.)

#### Avoid circumlocution (saying things the long way round)

“Let’s have bananas for pudding.” rather than “I feel that it might be a good idea if banana were to be on our pudding menu.”

#### Tenses

Use the past tense for events that happened in the past, e.g. “By 1893 he had three children.” but the present for now, e.g. “Reading the census report it is apparent that he had etc.”

#### Be brief

If a paragraph is getting rather long break it into two – even if there is only one sentence per paragraph. If a section is running well into two pages consider cutting it or dividing into two (named) sections.

#### Be specific

This is a “street” history. Combine general information about Brighton and/or North Laine into other articles.

#### Use the Guardian style guide

If not sure about terminology or grammar: e.g. if suddenly unsure whether or not to use a hyphen with an adverb or an apostrophe with “lean-tos”, go to <http://www.guardian.co.uk/styleguide>

#### Captions

Always give captions to the pictures you use. This is how a picture caption has to be written: *The title* then *comma* and *space,* then *the year in which the photo was taken, if necessary* and then *a full stop* followed by *the photo’s reference*, no punctuation at the end.

##### Example

Terrier map of Brighton, 1792. Image courtesy of East Sussex Record Office

Remember to put a full stop after the year. If there is no year, put the full stop after the title. If you need to explain what a framed part of the picture is put it after the title within brackets.

##### Example

Terrier map of Brighton, 1792 (Third Furlong here shown framed). Image courtesy of East Sussex Record Office

#### References

Always give references to sources of for your information. Although not an academic work we must do this. This includes internet sources.

## Street history framework

This Street history framework is only relevant to people producing formal street histories. These are the common headings that we ask you to use.

#### Introduction

* + Location
	+ Relate to surrounding streets
	+ Previous land use and change
	+ Reason for development
	+ Insert extracts from maps to show development and location.

#### Development

* + Who owned the land
	+ Who developed it
	+ Insert extracts from maps to show development

#### Architecture and materials

Insert here anything gleaned from ESRO as well as photographs of architectural features.

#### Ownership patterns

One option is to locate the local authority rate books, which would give this information together with the name of the owner of the property. However, we have been unable to examine any of the early rate books for this area; despite the fact that they are listed as available in The East Sussex Record Office Catalogue, they are currently thought to be ‘missing on transfer’.

Add to this any material from street directories about who may have owned the buildings rather than who lived in them.

#### Amenities/services/utilities (which, when, where)

Any records of when electricity, gas, mains drains, lights etc were brought to the street.This remains work in progress and we invite/welcome any contributions.

#### Notables

* + Buildings of note, e.g. Chapels, schools,
	+ Events e.g. Kemp St trunk murders, riots etc.

#### Residents

* + Notable and others. E.g. People who stayed a long time
	+ Unusual trades
	+ Made good etc.

#### Life and work

* + Social and economic - social status
	+ Conditions e.g. density, sanitation
	+ Mobility
	+ Households including entertainments
	+ Social life

#### Other records

You may discover records relating to, for example, education, health or even military service, which are spe- cific to your street.

#### Trade

In the street.

#### Conclusion

* + Index
	+ Glossary

#### References

The purpose of references is to acknowledge where you found the information and to make it possible for someone else to read what you have read.

While you are researching make a note of the following the way shown in the examples:

**Sort of Source Reference**

Books ■ Each author’s surname followed by their initials

* + Title of the book in italics
	+ Edition (“Edn”) of the book if there has been more than one
	+ Chapter and/or page number (if only a part is used)
	+ Place of publication
	+ Publisher
	+ Year of publication

***Example*** Carder, T., The Encyclopaedia of Brighton (Edn 3), p 56, Brighton & Hove, East Sussex County Libraries, 1990

Chapters in edited books ■ Author(s) of chapter - surname followed by initials

* Title of chapter in single quote marks followed by
* “in”
* Author[s]/editor[s] of book surname followed by their initials
* Title of the book in italics
* Edition of the book if there has been more than one
* Chapter and/or page number (if only a part is used)
* Place of publication
* Publisher
* Year of publication
* Page numbers of the chapter.

***Example*** Collis, R., ‘The Roads’ in *Pevsner Architectual Guides - Brighton and Hove*, Antram, N., Morrice, R., p 129 (2008),

Secondary resources ■ Note the authors of the original work but then take the details of the book in which you read about it

***Example*** Sanford, R. J., *Principles of Fracture Mechanics*, p 206, Harlow, Prentice Hall, 2003

* Author’s surname, followed by initials
* Title of the article in single quote marks
* Title of the journal in italics
* Volume number, issue or part number in brackets
* Page numbers
* Year of publication

Perks, R., ‘Corporations are people too!: business and corporate oral history in Britain.’,

*Oral History* (Vol 3), pp 36-54, 2010

Journals

***Example***

Conference papers ■ Author’s surname followed by initials

* + Title of the paper in single quote marks
	+ Title of the conference preceded by “in” in italics
	+ Location and date (excatelly as shown) of conference
	+ Page numbers

***Example*** Kynaston, D., ‘The City of London: A Club No More 1945 - 2000’ in *Traders and Bro- kers in 2008/2009*, London 13/06/2010, pp 36-54

* Name of the website, database name or web address (URL)
* Date site was accessed.
* Online journal articles can be cited in the same way as printed articles

Hunt, K., ‘Market culture at root of rogue trading’ [[Online], BBC, 2008, http://news.bbc.](http://news.bbc/) co.uk/go/pr/fr/-/hi/business/72-7563.stm [Accessed 18/05/2010]

Online Resources

***Example***

Unpublished material ■ Treat as a book or journal.

* + Take as much information as you can.
	+ Say where you saw the information (e.g. ESRO)

***Example*** ESRO, Court Books, Manor of Brighton BRI66, XA32/10

Secondary Resources you can refer to the original source but you must make it clear where you read it In the numeric list at the end of your work only include the reference where you read about the original work. You cannot include details about the original study as you have not read it

Online Resources For all websites you need to note the date you accessed the information, and the database name or web address (URL) and the date site was accessed. Take the information from the webpage itself or the associated home page, use the title bar and the credits at the bottom of the page. Online journal articles can be cited in the same way as printed articles.

#### Acknowledgements

##### The information above about references is based on:

* University of Oxford Brooks Library Research Guide 3. Citing your references using British Standard (numeric) system [http://www.brookes.ac.uk/library/resources/britstan.pdf(Accessed](http://www.brookes.ac.uk/library/resources/britstan.pdf%28Accessed) 11.04.2011)
* Universty of Stirling, Referencing Guidelines <http://www.is.stir.ac.uk/docs/library/> N+MReferenceGuidelines.pdf (Accessed 11.04.2011)
* University of Sussex Information Literacy Turorial Numeric Stylle: introduction <http://www.sussex.ac.uk/> library/infosuss/referencing/n\_intro.shtml (Accessed 11.04.2011)

# Formatting guidelines

## Introduction

If it is intended to make a .pdf version of the work, then, in order to make it as easy as possible for the graphic designer to put your history into the standard layout, it is important to follow the guidelines below exactly.

Although ***Word*** offers an author a range of style and format options, the rule for writing material for HitP is don’t use ***Word*** styles and formats for your work! At the end of this document, you will find information about how we need you to set up headings, lists, pictures captions, endnotes (references) etc. for the graphic design template we use to produce printed HitP street histories.

## General

All the street histories have to be written in ***Microsoft Word*** (.doc), any version. Due to incompatibilities be- tween ***Microsoft Word*** versions and their format style settings, the street histories should be written with the style setting at *Normal*, which means everything should be unformatted and in only one typeface. Just plain text. Use Times New Roman, which contains the weights Regular and **Bold** and the slope *Italic* and is in- stalled on almost every computer. Also make sure the *AutoCorrect* option in the preferences in ***Word*** is turned off! This prevents ***Word*** from superscripting for instance the letters “th” in the combination 5th. Therefore write all ordinal numbers without superscript letters! They will automatically be taken into account when

it comes to the layout. Don’t use tabs. Since we do not use format styles, we use another way to obtain the required layout. This is a tag system which works as set out below.

## Headings and paragraphs

There are two kinds of headings (not styles) to use: *Heading 1* (the main title of a section) and *Heading 2* (a subheading within a section). In order to determine a heading you simply tag it by putting <h1> for *Heading 1* or <h2> for *Heading 2* in front of the heading. It doesn’t matter whether you put the <h1> directly, in front of the body text or whether there is one or more spaces, or one or more returns in between. Do not use **Bold** for headings.

##### Example

<h1>World Cities (This is a heading 1)

This is body text which says, et autem acestia aperion seceaquae solor repudam resequam, sinisci antiusdandam etur, sequam, anias et est mi, adigendamus ate nonseque con pro bea qui to molore...

<h2>London (This is a heading 2)

Piet ressit es ipit, odi ulparum volupti umendunt ditendigenis vento temo optatios mo blabo. Da sequiatur rerum eos et expel eum que si unt et que pererest maio. Alianda exercipit, occati site sam faciunt empora iduciis quasimusam...

Note - The regular paragraphs of your street history, the so called body text beneath the headings doesn’t need to be tagged.

## Emphases

If you want to emphasise any words you do this by making them *Italic* or **Bold** (these two kinds of formatting are the only ones allowed in the ***Word*** document). There is also a way to emphasise an

entire phrase by using a *Catchline* as shown in pic- ture 1. To do this, copy the phrase you want and paste it to the approximate location you want it to come (between two paragraphs). The *Catchline* must be suffixed with the tag <c>.

##### Example

t, odi ulparum volupti umendunt sunto magnisc ipsapie ntis emo optatios mo blabo. Da sequia- nonsequ aspedi sequatio.

pel eum que si Nem

maio. Alianda e sam faciunt simusam, cup-

modit et reptat

*Alianda exercipit, occati site sam faciunt empora*

*iduciis quasimusam,...*

lorehen iquodit maiossi

por alit

t ut lam idis est occuptatque dolor ea posani re diciis ne deris fugia in repturi asperiatibus dolup- omnia voloruptat.

fficae essit rehenet hiliqua tendant,

*Picture 1*

et

Piet ressit es ipit, u maio. Alianda exercipit, occati site sam faciunt empora iduciis quasimusam, cuptis vellandipis pero modit et reptat esti alitaeratem fugit ut lam idis est occuptatque dolor reroribus distrum fugia in repturi asperiatibus doluptur?

<c> Alianda exercipit, occati site sam faciunt empora iduciis quasimusam,...

Um fugiaspe officae essit rehenet hiliqua tendant, sunto magnisc ipsapie ntissim denim utemper natur, nonsequ aspedi sequatio.

## Quotes

If you use a quoted paragraph, be it by a person or another source, you just have to put <q> before it. If you have a quote of two or more paragraphs, you have to put <q> before each paragraph. Make sure you always use double quote marks for quotes and single quote marks only for names or the like.

## Bulleted or numbered lists

If you want a *Bulleted List*, you must prefix each line with the tag <b>.

##### Example for a bulleted list:

<b>this

<b>and that

<b>and even this

<b>and one last thing

If you want a *Numbered List,* prefix the first line with <n> and then type the rest of the numbered list manu- ally. But don’t type tabs, only use a space after the dash or the number.

##### Example for a numbered list:

<n>

1. level one of the list
	1. level two of the list
	2. still level two
2. now second statement on level one
	1. well, another thing

## Endnotes

*Picture 2*

To create your reference entries you can use endnotes (not footnotes). Don’t insert any manually superscript digits yourself. In ***Microsoft Word*** you have the possibility to insert a endnote by placing the cur- sor where you want the endnote reference number to be and by going to the menu Insert > Footnote... which brings up a window. Check Endnotes. Make sure the settings are the same as in the picture on the right. Then simply click Insert and the endnote will be placed at the end of the text. The endnote reference numbers are directly linked to their endnotes, which makes it easy to jump from the number to its endnote or vice versa by simply clicking on it. You can place the refer- ence behind the corresponding number at the end of the document. Do not insert any returns within a reference, as this will add an ad- ditional number in the references section later on! Deleting a endnote will automatically delete its reference number in the text, and the other references will update automatically. Don’t make any format changes to the endnotes or their reference numbers.

## Pictures

Of course you can and should use pictures in the street history. But do not insert the picture into the ***Word*** document, place them into a folder together with the ***Word*** document. If you come to the point where you want to insert a picture, place <p> after the paragraph you want the image inserted, followed by the picture’s caption. The picture’s file itself should be located in the same folder as the history and named with the cap- tion’s first words, so that the picture can be found easily. Use pictures with the best resolution you can find. The resolution in actual size should be 300 ppi. Rather don’t crop your image, this is better done during the layout process. If you have a black & white image, make sure it’s saved as a grayscale image. The pictures (or tables) in the story will be numbered in order that you can distinguish and refer to a particular one by say- ing for example “as you can see in figure 3”. In other words, the first picture is 1., the second 2. and so on. The number will be placed automatically in the layout later on. However, you can put the number of the picture behind the <p> to help you reference them, if you wish. Do not insert any returns within a caption.

##### Example

<p> Nr. 1

Some map of Brighton 1792. Image courtesy of so-and-so

## Tables

If you want to introduce a table within a history, don’t insert it into the ***Word*** document, put the relevant ***Microsoft Excel*** document into the picture folder where the pictures are and place <t> between the para- graphs you want it to be located and its caption behind it, just like the pictures.

## Fractions

If you want fractions you mustn’t format them to superscript manually, just write like this: 3/4. The fractions will become formatted later on. (3/4 → 3/4)

## Example of a street history

### The Name Of The Street by The Name Of Its Author

<h1>This is a heading 1

Et autem acestia aperion seceaquae solor repudam resequam, sinisci antiusdandam etur, sequam, anias et est mi, adigendamus ate nonseque con pro bea qui to molore, sitaspid qui 2nd is es quidunt iorerum sed quam rerum, tem est untis1 excerspid mo eatis mossuntio cor a doluptas inis alit ad ut lab idem volupta quam, atectusae explige nienis mi, optatur modi con exeribusape consentota vol- laut que con nos doluptaquat quuntorem aut prae lat.

<p> Nr. 1

Terrier map of Brighton 1792. Image courtesy of East Sussex Record Office

<h2>

This is a heading 2

Piet ressit es ipit, odi ulparum volupti umendunt ditendigenis vento temo optatios mo blabo. Da sequiatur rerum eos et expel eum que si unt et que pererest maio.2 Alianda exercipit, occati site sam faciunt empora iduciis quasimusam, cuptis vellandipis pero modit et reptat esti alitaeratem fugit

ut lam idis est occuptatque dolor reroribus distrumet fugia in repturi asperiatibus doluptur? Um fugiaspe officae essit rehenet hiliqua tendant, sunto magnisc ipsapie ntissim denim utemper natur, nonsequ aspedi sequatio.3

<b>this

<b>and that

<b>and even this

<b>and one last thing

<q>

“Piet ressit es ipit, odi ulparum… volupti umendunt ditendigenis.”

Nemos dolor remporibus volorehenis sin re, nimenis aut aliquodit am eos modigent mo maiossint, quia vent et volorempor alita issitam4 qui ipsandebis ea posani re diciis ne deris es rehenim incium vento omnia voloruptat.

<n>

1. level one of the list 1a level two of the list 1b still level two
2. now second statement on level one

Illorem corum que latur, qui verum ullitem sequasped et reremol orpore cus renisque que co- rumquod quae nis volor rem sitatur, aspient, sintiae ipsapie ndignih ilitatur?

<h1> References

*(The endnotes, automatically created by* ***Word,*** *are going to come here.)*