

## STYLE-SHEET: A GUIDE FOR AUTHORS

### Text

The **title** should be in bold caps; with author's name in medium caps on a separate line, with the word 'by' in lower-case preceding it. Both lines to be ranged left, with line spaces between them.

The first **paragraph** of the article, and first paragraphs of each new section, should not be indented. Otherwise, new paragraphs should be clearly indicated by indenting.

**Sectional headings** should be in medium caps.

**Quotations** of more than fifty words (or four lines of text) should be indented, without quotation marks. Short quotations should be set in single quotation marks within the text; double quotation marks should be used only for quotations within quotations. Quotation marks should normally be set inside punctuation marks, except in the case of quotations within quotations. All quoted matter should maintain complete fidelity to the original source – the style rules do not apply to them.

**Numbers** (numerals and words): Numbers between 1 and 100 should be spelt out as 'one' to 'one hundred'. Numerals should be used for 101 and above. Commas should be used in numerals above 999: e.g. .1,000; 10,000; 100,000; 1,000,000. Use numerals throughout in tables and figures.

**Dates** (except in quoted matter) should be in the form: '1 January 1999'; i.e. a numeral always preceding the month with the year in numerals. Do not use 'st', 'nd', 'rd' after the numeral for days of the month, except in quoted matter. Spans of years may be hyphenated, avoid using 'to' between numerals. The decade as well as year digit should be used in spans, e.g. 1853-54.

**Spelling and abbreviations:** Use standard spellings and abbreviations recommended in basic reference works such as *Hart's Rules*, the *Oxford Dictionary for Writers and Editors*, etc. Use -ize, -ization and -izing in preference to -ise, -isation and -ising where both spellings are in use. Follow British usage in spellings, except in quoted matter and official proper names.

In **abbreviations**, do not use points after contractions where the final letter is the last letter of the word, e.g. 'Mr', 'Mrs', 'Dr'; but 'Prof.', 'etc.', 'ibid.' Also, do not use points in acronyms, e.g. 'US', 'USA', 'NY', 'ESTC'; but use them after initials, e.g. 'J. B. Priestley', 'R.L.S.' Pounds sterling, shillings and [old] pence may be indicated by '£', 's' and 'd' (italics, no full points) when numerals are used.

**Capitalization** should be kept to a minimum, preferably only for proper names and acronyms (except for quoted matter). Use MS and MSS for 'manuscript(s)' rather than Ms, Mss or ms, mss.

**Tables and figures** should be in separate Word document files.

### Notes

**References to books** should indicate author(s) by first name(s) or initial(s) and surname(s), *title* in full in italics, place and date of publication with no comma between, volume number (if any), chapter or page number(s) if they are to be cited. Titles of books should be capitalized.

References to **books of edited essays** should indicate *title* in italics, editor(s)'(s) name(s) in style: 'ed. J. Smith and A. Brown', volume number if any, place of publication and date, volume or page numbers if cited.

References to **articles** in periodicals or to individual **essays** in books of edited essays should indicate author(s), 'title of article or essay' in single quotation marks (double quotes for quoted matter in titles), *name of periodical or title of the book of essays* in italics, editorial names (as above), volume and/or part/issue number, place and date of publication (for essays), date only for periodicals, and page numbers if cited.

References to **manuscript collections** should give location and name of the collection in full at first citation, and the repository's accession or identification number of the document. Collection names may be abbreviated by using: '[hereafter cited as ...]' following the name at first citation.

*Book titles* may be shortened or abbreviated after first citation, either by using the first few words of a title or by creating a shortened title at first citation, in the style: '[hereafter cited as ...]'. The abbreviated title in square brackets should be inserted after date and place of publication at the first citation. The terms 'op. cit.' and 'loc. cit.' should be avoided. Where two or more titles by the same author are cited, the shortened forms must be clearly differentiated. 'Ibid.' may be used where a reference to a single work is followed in the next note by a reference to the same work.

A **volume** number should always be prefaced by 'Vol.', in caps; volumes by 'Vols' (no full point). **Parts** or issues of periodicals by 'No.' or 'Nos'. Chapter by 'ch.' ('cap.' if citing Acts of Parliament). Single **page numbers** by 'p.'; multiples by 'pp.' (without spaces before numerals).

## Appendices and Illustrations

Avoid the use of **appendices** where possible, other than for long extracts from correspondence or extended statistical data.

Include any illustrations, tables and captions in separate files. Save illustrations as JPGS and tables/captions as Word files. Please give directions as to where each one should be placed, using the style: [insert Fig. 1 here]

Illustrations must be scanned at **300dpi**.

Please number all illustrations (even if there is only one) as Fig. 1 etc. Also include captions for each (in a separate Word file). Tables may be numbered Table 1 etc. For all illustrations and other material from another source please include the source in parentheses at the end of the caption, together with helpful details such as shelf-mark, document number etc.

It is your responsibility to obtain permission to reproduce illustrations. Some libraries, record offices etc are often quite good about not charging 'repro' fees if they know it's for a scholarly publication. However, they may want to charge for providing digital images and you must bear the cost of that.

