STUDIES IN HISTORY

STYLE SHEET

Preparation of typescripts

Introduction

The presentation of the material is the critical first stage in the successful production of your book, and your assistance in following this guide will enable us to deal with your book as quickly and efficiently as possible. Many production problems and delays are caused by badly prepared text, incomplete notes and references, artwork which is poorly presented or of an insufficiently high quality for reproduction, and missing permissions. An inadequately prepared typescript may be returned to you for attention, as may one which is over the contracted length. Conversely, material that is well-prepared avoids problems at a later stage and will move through production rapidly.

We expect that the text as presented to us is the **final** version. All corrections and improvements to style and construction must be made **before** the manuscript is submitted, as once your book is set, it is not possible to correct anything beyond typesetter's errors or actual mistakes; if corrections at page-proof stage are excessive, we may have to pass the charge on.

PRELIMINARY POINTS

Your book must be submitted on both CD/memory stick and hard copy; emailed copy may be accepted in special circumstances, but is to be avoided as there is always the risk of corruption. The text of both MUST be identical. **You should not, however, attempt to indicate on the electronic copy, instructions to the copy-editor/typesetter such as placing of illustrations, pagination etc.**

Number the pages consecutively, by hand in pencil, throughout the entire typescript, beginning at the first substantive point in the main text – introduction, chapter 1 or whatever. Paginate preliminary pages separately in roman; paginate notes copy separately

It is important that you prepare the text carefully and consistently, paying particular attention to such matters as spacing and capitalisation. In particular, notes and bibliographical citations should be complete and consistent.

We are aware that your book may well be a revision or development of your thesis. It is important not to refer to this in the acknowledgements or introduction: this discourages library purchasers or may offer an unfair view of your work. It is nonetheless usually possible to find a suitable form of words for thanking your research supervisor and examiners.

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HARD COPY

This should be presented on A4 or US standard size paper, leaving generous margins. The whole text, **including notes**, should be double-spaced in the same font and type-size. Notes should be numbered in one sequence through each chapter and formatted as endnotes (although the published book will have footnotes).

Notes to each chapter should start on a fresh page. Cross references should be avoided wherever possible, but are acceptable in the notes if kept to a minimum. Quoted matter should normally be punctuated according to modern conventions. .

Do not style any headings (bold, italic, upper case, underline etc) – chapter openings, subheads, table headings etc, as these will be dealt with routinely at a later stage. Simply type headings as upper and lower case roman, full out left. You may, however, indicate any preference in a pencil note on the typescript. The only material to be styled is any foreign language words used within the text where italic or a code for italic, should be used (but not quotations which should be roman in quotes); and, of course, book titles etc in footnotes and bibliography, which should be italic (never underline).

Preliminary pages
The prelims should be ordered as follows:

- title page (showing the EXACT title and your name as you wish it to appear in the book)
- contents of the book
- lists of illustrations (subdivided into plates, figures, maps and tables if need be)
- dedication (if used)
- foreword (if used)
- preface (if used)
- acknowledgements
- list of abbreviations

You should check in particular that the contents page reflects exactly the chapter titles as used in the book.

Detailed points

1.   **Quotations**. Single inverted commas in **all** instances, except that quotations within a quotation should be within double inverted commas. Where the quotation forms a complete sentence the final inverted comma should follow the point; otherwise it precedes it. Note that this is the reverse of the standard US convention. The source of the quotation should always be provided, most usually in a footnote. Quoted material within a footnote should be followed by the source, thus `....': Walsham, *Church papists*, 39. Quotations may be typed for display if they exceed 60 words. In that case a line

space should be left before and after the quotation, which should be typed full out, and the extent of the quotation marked with a single pencil line in the margin of the typescript.

2. **Abbreviations** cf. (for `compare', **not** 'see'); e.g.; i.e.; ibid.; idem; passim - all in roman type; above, below (not *supra, infra*); and others (not *et al.*); f./ff. for `and following page(s)'; *op. cit., loc. cit.* and *art. cit.* should not be used. Note idem, *Tyrone's Rebellion*, 63-9; and that there is no comma in ibid. 43.

   Dr, Mr, Fr, Revd, St or SS (for saint or saints): no points

   MS and MSS for manuscript(s) (small caps); fo./fos (NB no point in plural) for folio(s); sig./sigs for signature(s); no./nos for numbers; pt(s) for part(s); app./apps for appendix(xes): in both text and footnotes; ep. v /epp. cvii-cix; letter 6/letters 345-8.

3. **Italic *a* priori**; *c.* (for *circa*); [*sic*]; *s.v.*

4. **Dates**: 30 October 1978; 1960s (no apostrophe); 1806–7; 1917–18; 1942–3; AD 700; 36 BC. Months abbreviated in footnotes as Jan./Feb./Mar./Apr. etc.

5. **Numbers**: Elision as 57–63; 66–7; 117–18; 1350–9; fo. 36v–r; fos 36v–39r; chs xvi–xvii. 30 per cent in text; 30% in footnotes. All numbers below 100 spelt out except where in an extended sequence.

6. **Capitalisation**: please keep capitalisation to a minimum, within the following guidelines:

   a) the duke of Westminster visited Duke William.
   b) the Church teaches humility; the church was built in the eighteenth century: the church leaders arrived.

   Capitals for Protestant, Jewish, Catholic (etc.), Puritan, Nonconformist and for words derived from proper names as Christian, Benedictine

Bibliography

All references contained in the notes should be in the bibliography. Our recommended subdivisions, which should not be numbered, are as follows:

Unpublished primary sources
Published primary sources
      Official documents and publications
      newspapers and periodicals
      contemporary books and articles

Secondary sources
Unpublished theses
Web-based sources

Each bibliographical entry should include the following items:
- author's or editor's name, with the surname appearing first
- book title or article title; journal title with volume number
- place and date of publication for books; date of publication for journals
- page numbers for journal articles or essays appearing in a multi-author work

Lists of works by the same author should be given in date order, except that authored works precede edited ones. Bibliography and footnotes should use the same form of citation; in particular, the form of authors' names should be the same in both places, ie, both initials or both forenames spelled out. The use of initials will save space

Footnotes

A short title system should be employed: full reference at first citation and short title thereafter (not author-date, author only or *op. cit*. system). The full reference will only occur once in the book, not chapter-by-chapter.

In all cases - books, journal articles, theses and contributions to a collective work - both titles and subtitles are lower-case except for the initial letter and proper names. Journal and series titles should be capitalised, except for French journals which are usually lower case.

Reference to foreign language titles should follow their standard conventions on capitalisation; in German capitalisation of all nouns; in Italian lower case throughout; in French lower case after the first noun. If you use special sorts (Greek, Hebrew, Russian etc) please make sure this is clear in the typescript, and if possible provide a pdf for reference: conversion programmes will usually make the disks unreadable.

Titles of periodicals and series must be given in full when first cited, together with the abbreviated form used subsequently, thus: *Bulletin of the Institute of Historical Research* (cited hereinafter as *BIHR*). However it is usually more convenient to have an abbreviations list in the preliminary pages.

Examples of citation

- Joseph Block, *Factional politics in the English Reformation*, Woodbridge 1993, 16

- Alexandra Walsham, *Church papists: Catholicism, conformity and confessional polemic in early modern England*, Woodbridge 1993

- Christopher Haigh, *Reformation and resistance in Tudor Lancashire*, Cambridge 1975, chs i–ii

- J. M. Wallace-Hadrill, `A background to St Boniface's mission', in Peter Clemoes and Kathleen Hughes (eds), *England before the Conquest: studies in primary sources presented to Dorothy Whitelock*, Cambridge 1971, 35–48 at p. 39

- Nabil I. Matar, `The idea of the Restoration of the Jews in English Protestant thought: 1660–1701', *Harvard Theological Review* lxxviii (1985), 115–48

- C. B. Rowntree, `Studies in Carthusian history in later medieval England', unpubl. PhD diss. York 1981, 162–8

- *Letters from the English abbots to the chapter at Citeaux 1442–1521*, ed. C. H. Talbot (Camden 4th ser. iv, 1967), nos 50, 56

- Colm Lennon, `The rise of recusancy among the Dublin patricians, 1580–1613', in W. J. Sheils and Diana Wood (eds), *The Churches, Ireland and the Irish* (Studies in Church History xxv, 1989), 120

- *The rolls and register of Bishop Oliver Sutton*, ed. R. M. T. Hill (Lincoln Record Society, 1962–86), ii. 125

- Lambeth Palace, MS 425, fos 3r–7v; Bodleian Library, Oxford, MS Rawlinson C 26, fos 1r–71v; BL, MS Lansdowne 63, fos 3r–v; Emmanuel College, Cambridge, MS 261, fo. 34; Sheffield University, MS Hartlib 1/7

- P. Tisset, *L'Abbaye de Gellône au diocèse de Lodève: des origines au XIIIe siècle*, Paris 1933, 33–46

- E. Sackur, *Sibyllinische Texte und Forschungen*, Halle 1898, 286–91

- P. Santini, *Quesiti e ricerche di storiografia fiorentina*, Florence 1903, 72 [English form of a foreign place of publication where such exists]

Subsequent citations thus: Knowles, *Religious orders*, iii. 6; Lennon, `Rise of recusancy', 124; Wallace-Hadrill, `A background', 37; Santini, *Quesiti*, 93; *Letters of the English abbots*, no. 67; Bodl. Lib., MS Rawlinson C 26, fo. 71; BL, MS Lansdowne 63, fos 3–5; Emmanuel College, MS 261, fo. 34

Leave spaces between initials of author's name.

`p.' or 'pp.' should not be used except where confusion might follow or when referring to preliminary pages of a work: pp. x–xii.

Correspondence in unpublished sources usually: A. Cobden to B. Hodgskin, 14 Oct. 1857, Cobden papers, West Sussex Record Office, Chichester, Cobden letterbook 107.

Subsequent citation: Cobden to Hodgskin, 20 Oct. 1857, Cobden papers, Cobden letterbook 107 (ie full depository ref not necessary, and correspondents surnames only).

Maps, graphs tables,

These must be submitted at the same time as the typescript. They should be presented electronically with a print-out, scanned to no less than 1200 dpi. Reproduction will be in black and white, so care will be needed with any shading used. Lettering should be of a size that will be legible after illustrations are reduced to fit the page.

Tables, graphs etc should be numbered in separate sequences through the book, not chapter-by-chapter. Their preferred location should be marked on the typescript in pencil, bearing in mind that the exact position of such material cannot be guaranteed.

Illustrations

Illustrations should only be used if they are an integral part of the book and commented upon in the text. The number should be agreed with your advisory editor well before the final typescript is delivered. They should be supplied separately from the main text, rather than integrated into the hard copy/electronic version, and should be clearly labelled.

Please bear in mind that the quality of the illustrations will be reflected in the finished book. Illustrations will normally be sized to fit a width of 118mm and within a depth of approximately 185mm; you should consider how legible details such as lettering on a map will be at this size if a large image has to be reduced to fit.

Please indicate on the hard copy where you wish illustrations to appear.

If you want to show only part of the illustration you supply to us, please indicate on a separate photocopy what should be omitted.

Plates

These may be supplied as glossy prints; transparencies; or electronically, scanned to no less than 300 dpi. We will need a print-out in the case of the last two options.

Captions and Illustration lists

You should supply two lists: the captions, which are to appear with the illustrations, and a brief list of what the illustrations are, for the front of the volume. The list at the front of the volume should include any necessary permission statements, which should exactly follow the wording specified by the body granting permission.

Permissions

It is the author's responsibility to obtain permission for the use of any copyright material, either quoted matter or illustration. It is also her/his responsibility to pay for the cost of any prints and for reproduction costs (although please consult the executive editor before ordering material).

Further advice on the preparation of typescripts can be given informally by the executive editor, once a work has been accepted for publication, if sample chapters are submitted.

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INSTRUCTIONS FOR THE PREPARATION OF DISKS

We are able to take disks prepared in all the currently available wordprocessor programs supplied as part of software packages on newer computers.

Although we are PC based we can take most Mac disks, provided files are saved to high density disks. .

Please note:

1.   Facilities such as automatic paragraph numbering should be switched off.

2.   Likewise automatic page numbering.

3.   Please make sure that you switch off or disable any Fast Serve facility of equivalent before saving the final version of your typescript. Fast Save facilities place corrections at the end of the file and not as an integral part of the text file. This means that the file we receive from you will not have your latest corrections incorporated in the correct place.

4.   Please use a Tab code at the start of a new paragraph. By `new paragraph' we mean a paragraph which would normally start with an indent. A deliberate break in the text should be indicated by a line space.

5.   Non-keyboard characters should be entered using a unique character (or combination of characters). Use symbols such as $$, %%, or similar, taking great care to ensure that whatever you select is never used in the text.

6.   Notes should be set as endnotes, **NOT** as footnotes.

Tables

Tables created in Word using Word's table facilities are usually alright. If you are importing data for a table in your file from another application, such as Excel, we are more than likely to need the source material, particularly if we need to manipulate the material to fit the dimensions of the printed book. Do not use columns for tables as these cause problems when a table is split across two or more pages. Please send text files in all cases.

Indexes

These should always be supplied in single-column format. Subentries and subsubentries run on between semi-colons/commas as instructed in our indexing guide. Turnover lines should be allowed to flow without tabbing. Leave at least one line space between each entry. This format may make the index difficult to read

in printout form but is much easier to deal with when typesetting. Entries should be divided from their page numbers by commas.

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