SUMMARY OF RULES

1. CONDITIONS: Work must be original and not published or accepted for publication elsewhere, including publication in a language other than English. Permission to publish copyright material, including photographs, must have been obtained in advance by the author. Editors’ decisions are final. Authors and editors are responsible for primary copy-editing in the style given here.

2. PRESENTATION: Submissions must contain the name, status, address and email address of the author.
   – Texts should be presented as computer files, ideally in Microsoft Word. PDF is not accepted as a manuscript source file, but only as an additional manuscript file to the original source file.
   – The version of the text supplied for publication should be complete and in house style and should incorporate all necessary references, captions for illustrations, etc.
   – Authors should retain an appropriate copy of their work.
   – Avoid formatting commands as far as possible; switch off hyphenation, full justification, etc.
     Set language to British English, page size to A4 portrait.
     Do not change fonts or font size in mid-text.
     Do not use automatic paragraph or list numbering.
     Do not use the space bar to achieve indents or spacing within the line. Use the tab key.
     Do not have headers or footers.
     Do not use bold or underlining, unless part of the original text.
     Do not use automatic indexing programs on the file sent to the series editor. Automatic indexing programs can be used on the volume editor’s own backup copy as an aid to indexing at proof stage.
     Do use italic for all cases specified below.
   – In general do not attempt your own page layout – the simpler your text the easier it will be for the typesetter to use your files.
   – Automatic footnoting in Word. Notes will appear as footnotes in the final product.
   – Do not make cross-references to page numbers; if cross-references are needed, make them to numbered sections or to footnote numbers.

Spacing
– The text spacing should be 1.5 on the computer print-out. There should be ample margins.
– Use a single space between sentences, and normally after all stops (exceptions: e.g., i.e.), commas, colons, semicolons. The spacing of names should be: A. N. Other. A space should follow p., f., c., col., no., etc. in references. A comma in multiple thousands is not followed by a space: 10,000. Commas in other numerical sequences are followed by a space: pp. 23, 26, 30.
– Do not leave line spaces between paragraphs; indent first line of new paragraphs.
– Textual dashes – type as a double hyphen (--) with spaces before and after.

Page numbering
– Pages of computer print-out should be numbered.

3. SPELLING: Use British not American. For problem words, hyphenated words, and preferred forms in cases such as role/rôle, see Oxford Dictionary for Writers and Editors, and the Oxford Spelling Dictionary.
– Note also our usage: judgement, encyclopedia, medieval.
– In the introduction, notes etc., and in translations of foreign works, usage is British not American.
–Use -ize, not -ise except in: advertise, advise, arise, chastise, comprise, compromise, demise, despise, devise, disguise, enterprise, excise, exercise, franchise, improvise, incise, merchandise, supervise, surmise, surprise, televise.

4. PERSONAL NAMES: Preferably give full names (and title or rank if appropriate) at first mention. Titles and ranks are not capitalized except where they precede names. Names ending in -s, -z, -x have possessives in ’s. E.g. Erasmus’s.

5. PLACE-NAMES: In both text and bibliographical references use standard English forms if they exist (e.g., Rome, Belgrade, Cologne).

6. NUMERALS:
– In continuous text normally use arabic numerals for numbers above one hundred but spell out if less: e.g. ten men, 120 miles, 4,500 soldiers (but keep hundred, thousand, million, billion if they appear as whole numbers: e.g. ‘a thousand years ago’). In passages containing lists or statistical information this rule is relaxed.
– In footnotes, however, for brevity use the numerical form, e.g., 16th century, a 16th-century manuscript.
– Inclusive numerals do not repeat digits common to both numbers: e.g. 123–5, 325–67, except in the ’teens, e.g. 15–17, 1914–18, or where the last digit of the first number is 0, e.g., 100–101, 140–42. Dates can, however, be given in full: e.g., 1463–1469, 1630–1650.

7. DATES: Use the style: 10 April 1910. If Old Style add (OS). Note: 55 BC but AD 1066.

8. BRACKETS AND PARENTHESES: For parentheses within parentheses use square brackets within round brackets. Square brackets are also used for editorial comment, e.g., [My italics].

9. ABBREVIATIONS: Use a stop only if the last letter is not the end of the word: e.g. Dr, St, vols but Co., p., vol.
– In names of institutions, countries, books, journals, academic degrees etc., do not use stops: e.g. USA, USSR, UN, BBC, BL, PhD. Book title abbreviations are italic: OED, DNB.
– Note also MS for manuscript in manuscript references and footnotes (but spell out in continuous text).

10. QUOTATIONS: Use single quotation marks; for a quotation within a quotation use double quotation marks: e.g. ‘He said she shouted “Go away!”.’ Note that the full stop precedes the quotation mark only when the quotation is a complete sentence, or ends with a complete sentence.
– All verse quotations, and prose quotations longer than thirty words, are indented without quotation marks.
– Prose quotations in foreign languages where no linguistic or stylistic point is made should be given in translation.
– Verse quotations should be in the original language.
– Any verse or prose quotation in a language other than English or French should be accompanied by a translation either following it or in a footnote.
– Quotations in Greek should be given in Greek characters.
– For quotations in footnotes see 13 below.

11. NON-ENGLISH WORDS: Single words or phrases in Latin-alphabet languages should be italicized unless in common use in English, e.g., elite, genre. If frequent, italicize first occurrence only.
– Single words or phrases in Greek should normally be given in Greek characters.
– Single words or phrases in Arabic, Cyrillic, or Hebrew should be transliterated and italicized.
Continuous passages are best left untransliterated.
– Textual quotations in foreign languages should not be italicized but follow the same rules as English quotations.
– In linguistic studies specimen words are italicized and followed by their translation in single quotation marks: e.g., mensa, ‘table’.
– Foreign ranks and names of societies, government departments, institutions, buildings etc. are not italicized: e.g. Doge, Rathaus, Bibliothèque nationale, Stanza della Segnatura.

12. REFERENCES WITHIN THE TEXT: Titles of books, journals, plays, long poems, are in italic; titles of articles and of short stories and short poems are in roman in single quotation marks.

13. FOOTNOTE REFERENCES:
13.1 General:
– Do not use abbreviations in first or single references. Use ‘See ...’ or ‘See also ...’; use ‘Cf. ...’  ‘only for ‘Compare ...’
– Normally use only initials for authors’ first names.
– Use nn. as plural of n. (note); no. (plural nos) for ‘number’; sig. (plural sigs) for ‘signature’.


13.6 MSS and Archives: MS Oxford, Bodleian Library, Laud Misc. 45; London, Public Record Office, Home Office, HO 42/196, followed by title in single quotation marks or details of document, e.g. letter of A to B, 10 May 1900; draft report, 6 April 1907, fols f3–4v.
NB: use fol. and fols for folio numbers; use superscript ‘f’ and ’v’ (not a and b) in folio references. Inclusive folio numbers should be given in full, e.g.: fols 78v–79v (not fols 78–9v).

13.7 Repeated References: Give the full reference on the first occasion, and thereafter author’s surname, short title and reference to the note number of the full citation: e.g., Holzberg, ‘Lucian’ (n. 13.4 above), p. 170.
– Ibid. (not italicized) may be used for a repeated reference immediately following the first reference; op. cit. and loc cit. are not used.

13.8 Classical Works: The full title should be given on first occurrence. Standard texts should be cited by their accepted system of text division: Apuleius, Metamorphoses, IV.28.

14. CAPITALIZATION IN REFERENCES: English titles and English works with non-English (e.g. Latin) titles capitalize all principal words; German titles capitalize all nouns; French titles capitalize the first word and proper nouns but if the first word is the article then the first noun and any intervening adjective is also capitalized: e.g. Histoire de la peinture en Italie but Les Petits Riens; other languages (including Latin) normally capitalize the first word and proper nouns and the first word of names of institutions. In Dutch titles capitalize all proper nouns and adjectives formed from them.
–Capitals in all languages are to be accented as if they were lower case except for the French word à which loses its accent when capitalized.