

# ROYAL HISTORICAL SOCIETY

## Notes for Contributors to *Transactions*

### 1. GENERAL INFORMATION

Papers submitted for inclusion in *TRANSACTIONS* should be based closely on the paper actually read to the meeting or conference of the Society, and in the case of prize essays on the text originally submitted. *TRANSACTIONS* is edited by a Literary Director. Papers should be submitted to The Literary Director (Transactions) at the Royal Historical Society, University College London, *by the end of the calendar year in which the paper is read*. **Authors are requested to submit two copies of the typescript, one e-mail attachment to [ian.archer@history.ox.ac.uk](mailto:ian.archer@history.ox.ac.uk) or disk copy, stating clearly which programme has been used, and a synopsis of no more than 100 words.** Our printers set from disk. Proofs will usually be sent out during the following Summer and the Journal published as soon as possible after the Society's Annual Meeting in November. Proof corrections should be limited to corrections of printer's errors.

Proofs are sent to authors as soon as they are available, generally during the summer. Authors are requested to correct the proofs of their paper and to check that the title shown on the Table of Contents (proofs of which all contributors should receive) conforms to that at the head of the paper itself. Corrected proofs should also be returned to the Literary Director.

### 2. PRODUCTION OF TYPESCRIPTS

- a. **Presentation:** Papers should be typed, double spaced, on one side of A4 paper, leaving a reasonable margin space on all sides of the text.  
**Footnotes:** Footnote numbers should be clearly marked in one continuous number sequence, and footnotes should be typed at the end of the text, also double spaced. Footnotes in *TRANSACTIONS* are intended for references, and should not normally be used for substantial pieces of additional text. The typical paper in *TRANSACTIONS* consists of about seven thousand words in main text and up to about eighty footnotes. There will from time to time be good reason to exceed one or both of these guidelines, but such departures should be discussed with the Literary Director prior to the submission of text. Any special requirements for diagrams or illustrations should also be notified well in advance.
- c. **Quotation Marks:** Within the text, single quotation marks should be used, employing double quotation marks only for quotations within quotations. Longer quotations, over about fifty words in length, should be indented and printed without quotation marks.
- d. **Dates:** Dates should be set out as 1 January 1660, the 1660s, the seventeenth century, 1642-5 (but 1614-18). Numbers up to ninety-nine should be spelled out in full. Dates in footnotes should be abbreviated as 1 Jan. 1660.
- e. **Capitalisation:** Capitalisation (and note that 's' is preferred to 'z' in such words) should be minimal, generally only for persons and places, and for titles that are attached to a personal name (duke of York and the queen, but Duke Richard and Queen Victoria or George V).
- f. **Foreign and Ancient Languages:** In the body of the text words and quotations in Latin

or any language other than English should be italicised. Authors may wish to give consideration to offering a translation of important passages in footnotes. In the footnotes quotations in foreign languages and Latin should *not* be italicised, but should appear inside single inverted commas.

- g. **Italicisation:** Titles of publications, and words to be italicised for emphasis should all be printed with underlining; hence, universitas and ancien regime, not *universitas* and *ancien regime*.
- h. **References:** References to other sources should be in full when first cited. Further references to the same source should be by a specific abbreviation (usually by author's surname and short title) rather than *loc.cit.*, *op.cit.* and so on. *Ibid.* may be used for consecutive references to the same work but not when the previous reference refers to more than one source. References to books should give author's initials or first name and surname; title underlined; number of volumes where appropriate, place (when it is not London) and year of publication in round brackets; abbreviation where used in square brackets; volume in italic capital; and page number (s) without a p. prefix. In footnote references the preference for minimal capitalisation does *not* apply. Hence, two typical entries would read:

Ann Hudson, The Premature Reformation (Oxford, 1988), 103-10

C.S. Parker, Life and Letters of Sir James Graham (2 vols., 1907) [hereafter Parker, Graham], i, 426.

References to edited volumes should be set out likewise, except that the name of the volume should precede the name of the editor. Hence:

Medieval Scribes, Manuscripts and Libraries: Essays presented to N.R. Ker, ed. M.B. Parkes and A.G. Watson (1978), 213-49.

References to theses and articles should be as follows:

C.R. Niehaus, 'The Issue of Law Reform in the Puritan Revolution', (Ph.D. thesis, Harvard University, 1957), 149.

J. Newman, 'Oxford Libraries before 1800', Archaeological Journal, CXXXV (1978) [hereafter Newman, 'Oxford Libraries'], 248-50.

D. Vincent, 'Communications, Community and the State', in Artisans, Peasants and Proletarians 1760-1860, eds. C. Emsley and J. Walvin (1985), 166.

First references to manuscript collections should give the collection and its location in full, again with abbreviation where appropriate for repeated references, as in:

Lambeth Palace Library, Register of William Wareham, Archbishop of Canterbury, [hereafter Reg. Wareham], II, fos. 174v., 175v.

British Library Additional Manuscripts [hereafter BL Add. MS], 3496, fo.16.

- i. **Other Conventions:** The Literary Directors recognise that there are conventions which are particular to certain specialist areas and to the citation of some standard sources. Where authors wish to use such conventions they are welcome to do so, after consultation with the Literary Director. Authors should, however, recognise that *Transactions* has a wide and varied readership and the references, as well as the text, should be accessible to such a readership.