

# Edinburgh University Press Journals Style Guide (*Northern Scotland*)

*Articles should normally be between 8,000 and 10,000 words (including notes). They should be submitted in Word 97-2003 or compatible, double spaced, with wide margins and end notes.*

## Abbreviations

- Full points should be used in abbreviations. Note, however, that it is preferable in text to say:
  - ‘for example’ rather than ‘e.g.’
  - ‘that is’ instead of ‘i.e.’
  - ‘and so on’ instead of ‘etc.’
  - ‘namely’ instead of ‘viz.’

Examples:

i.e.  
e.g.  
Esq.  
etc.  
Co.  
no.  
ibid.  
et al.

- No full points should be used in **upper-case** abbreviations such as ‘US’ or ‘UK’ but please note that people’s initials are spaced and followed by a full point:  
A. A. Milne
- Abbreviated units of measurement do not have full points and do not take a final ‘s’ in the plural.
- Use two-letter abbreviations for US states in references and bibliography (i.e. Cambridge, MA *not* Cambridge Mass.). If in doubt please check the list in Butcher, *Copy-editing*.
- The word ‘line’ should always be written in full.

See also *Contractions*.

## Accents

Please avoid on words commonly used in English (role, elite)

## Acts of Parliament

The title of the Act should have no comma between it and the year. Please use a lower-case ‘t’ for ‘the’ before the name of the Act, e.g.: the Copyright, Designs and Patents Act 1988. See also *References*.

## Apostrophes

Apostrophes should normally be used where appropriate, but please omit from Thirty Years War, Seven Years War.

## Brackets

Square brackets should be used within round brackets.

## Capitalisation

- In general, please keep capitalisation to a minimum.
- Minimum capitals for titles of chapters, articles, headings, tables.
- Maximum capitals for titles of books, tracts, pamphlets, theses (and other ‘stand-alone’ works).
- Use full caps for acronyms, e.g. NATO, USA, TV.
- Use a capital for ‘Chapter’ for internal cross references.
- Use small caps only for BC, AD, CE (common era) and BCE (before the common era).
- Use capitals to distinguish specific from general, for example ‘He is a professor at Edinburgh University ...’ but ‘He is Professor of literature at ...’
- abbot of Armagh; king of Scots; John, bishop of Glasgow BUT Bishop John; King Donnchad; the River Dee
- Capitals should be used with common nouns only to specify, or to avoid ambiguity – for example, the distinctions ‘church’/‘Church’; ‘the West’ but ‘the west of Scotland’; ‘the Empire’ but ‘the Roman empire’; ‘the Conquest’ but ‘the Norman conquest’. They should also be used in names for stages of languages: Classical Latin, Medieval Latin, Late Latin, Neo-Latin, Vulgar Latin.
- Always capitalise initials of key words in English-language titles of books (titles are italicised); see *References*.

## Captions

If there are any tables, figures, maps or other illustrations, a list of captions should be supplied. Captions should be consistent and clear. They usually take the form:

Figure x.x [space here] The title of the figure, taking initial capital for the first word and any proper nouns. (Source: Details to be given.)

## Contractions

Those ending with the same letter as the original word do not take a full stop, for example Mr (not Mr.)/Ltd/1st/eds/edn/vols/cwt/Dr/Mrs and so on. Those that do not end with the same letter as the original word should be followed by a full point, for example Rev./Prof./ed.)

## Dates

Please use the following forms:

- Monday, 9 November 1996 (that is, date as Arabic numeral, followed by month’s full name, followed by full year in figures – not ’96)
- Spell out months in full.
- 1930s (not 1930’s)
- in the twentieth century (but twentieth-century literature)
- 1899–1901, 1900–1, 1900–10, 1910–18, 1923–4, 1989–91

The letters BC should follow the date, and the letters AD should precede the date. There is no need for AD from the year 500 onwards (unless in the context of the article you feel that it is important). Examples: 43 BC, AD 499, 632. If the date is approximate [indicated by ‘ca’], AD and BC both follow the date, e.g. ‘ca 353 AD’. (Please note that there is a space between ca and the number, followed by another space before AD or BC.)

## Definite article

Normally use lower-case ‘t’ before names of associations, companies and other bodies but, for newspapers and periodicals, follow the use of ‘the’ in the title. Use the following: the *Daily Telegraph*, the *Daily Express*, *The Times*, *The Guardian*, *The Independent*, *The Scotsman*, *The Economist*.

## **Drama references**

‘Act III, scene ii, line 297’ should be written as ‘III, ii, 297’.

## **Ellipsis**

Show ellipses by three evenly spaced dots on the same line, preceded by a character space and followed by a character space or by a closing quotation mark (or a closing parenthesis).

Avoid following ellipses with a full stop or a comma. See also *Quotations*.

## **Emphasis**

Emphasis should be achieved by the phrasing and grammar. It should not be necessary to use italics or bold to show emphasis.

## **En and Em rules**

- We have stopped using em rules in favour of spaced en rules ( – ).
- Unspaced en rules are used between dates (14–17 July) and wherever the dash can be interpreted as ‘to’.
- Spaced en rules are used for parenthetical dashes (... asides in the text – authorial remarks and the like – are an example).

## **Extracts**

- Mark as ‘EXT’ all quotations of more than 40 words; numbered lists; verse extracts of one or more lines; small tables in the text (see also *Tables*).
- All extracted quotations should begin full out left within the indented block.

## **Font**

Please use Times New Roman, 12 point.

## **Headings**

### ***Sub-headings***

- The hierarchy used should be as simple as possible and there should not be more than 3 levels of heading.

## **Hyphenation**

Hyphenation should be kept to a minimum. It is normally used in compound adjectives, for example ‘a nineteenth-century building’ but ‘a building of the nineteenth century’. Other examples: the mid-nineteenth century; a mid-tenth-century manuscript.

No hyphenation if used for compounds ending in -ly (for example clearly explained account) or when the compound follows the noun to which it refers (for example the procedure is well established).

Hyphens should be avoided in cases such as ‘ill advised’, ‘well known’, ‘much abused’.

Please do not break words at the end of a line, as the hyphens can cause problems with page setting.

## **Illustrations**

If an author wishes to illustrate something using a photograph, image, drawing, diagram or chart, please ensure a high-quality electronic scan is supplied or, if this is not possible, a transparency or high-quality print.

For photographs, please scan at a minimum of 300 dpi and save as a TIFF or jpeg. For line illustrations (i.e. maps, graphs etc), please scan at a minimum of 1200 dpi and save as a TIFF or jpeg. The final size of the scan should be approximately 250 x 200 mm. Please supply a black and white laser print of all scans.

Please **do not** embed images/tables in Word/Excel documents. Send them separately.

It is the responsibility of authors to clear any copyright and make payments if necessary for copyright and the reproduction of illustrations. Please send the editors a copy of any permissions clearance correspondence for our records.

### **Italics**

Italics should be used for foreign words except

- when part of a foreign-language quotation
- when the word has been assimilated into the English language.

Italics should also be used for titles of newspapers, journals, plays, books, films, works of art, names of ships, but *not* for the names of institutions or associations.

Please italicise only what is necessary – surrounding punctuation should not be italicised.

### **Legal issues**

Err on the side of caution if there is any danger of text being interpreted as libellous. Personal criticism of living individuals should not be made without very careful consideration of the possible legal consequences.

### **Medieval Personal Names**

The general principle in dealing with individuals who are, in the terms of your article, identifiably Celtic, is to avoid anglicised forms and to treat names within the historiographical tradition of the country concerned. For Irish/Gaelic, names should be given in the forms appropriate to the dates in question. For Welsh (including Cumbrian), names should be given in Modern Welsh guise (unless it is impossible to update a medieval form). For Breton and Cornish names should be given in the forms appropriate to the date of the person in question.

For individuals who are identifiably Norse or English, Norse names should be given in the forms appropriate to the date of the person in question, while in general English up to and including the eleventh century should be given in Old English. Modern forms are preferable for personal names after the eleventh century.

### **Lists**

In lists, please place a comma before the final ‘and’ or ‘or’.

### **Notes**

Please use end notes rather than footnotes.

Notes should be as brief as possible.

Note indicators in the text should be superscript numerals, without parentheses, outside any punctuation. (Please use auto-footnoting system in Microsoft Word). Note numbers, following on sequentially in the text, should never be set in tables as the positioning of the tables may have to be changed during the process.

Notes to headings should be avoided.

At the end of the article, please make the heading ‘Notes’ to precede the first end note.

Each note should begin with a capital letter.

Please avoid ‘op. cit.’, ‘loc. cit.’, ‘idem’ and ‘eadem’. ‘Ibid.’ (note full point) can be used to refer to the **immediately** preceding reference, or part of it, indicated by the page number (Ibid. p. 32). Please do not use ‘ibid.’ if there are two references in the preceding note as this is too confusing. For clarity, please give a page number each time you use ‘ibid.’, e.g.:

1. Smith, *The Book*, p. 19.
2. Ibid. p. 19.
3. Ibid. p. 23.
4. Ibid. p. 24.

‘Ibid.’ should not be italic.

See also *References*

### Numbers

- Ranges of numbers: in expressing periods of time or a succession of numbers please omit any digits that are not necessary to understanding (but any number in the 'teens should show both digits). Some examples:  
3–6, 15–17, 23–4, 37–43, 44–101, 100–9, 105–6, 111–13, 115–17, 123–4,  
137–43, 144–244
- Date ranges should also be elided: for example 1124x53, that is a date falling not earlier or later than 1124 and 1153.
- Spell out numbers up to but not including 10 for technical texts. Spell out words up to but not including 100 for more literary texts.
- 6,000, 10,000 *not* 6 000, 10 000 or 6000, 10000.
- Use figures in passages where there is a succession of specific quantities.
- Percentages should be given as follows: 47 per cent; 0.7 per cent.

### Paragraphs

The opening paragraph of the article should begin full out left, as should the first paragraph following any sub-heading. All other paragraphs should be indented by 1.5cm.

### Pronouns

Feel free to use the second person pronoun (for example 'you can appreciate' rather than 'one can appreciate'). Please be wary, however, about writing in the first person.

### Quotation marks

- Please use single quotation marks throughout, with double quotes for an inner quote: 'xxxx "yyyy" xxxxx'
- Punctuation should appear outside quotation marks.
- Displayed quotations (see under *Quotations*) have no quotation marks: any quotes within a displayed quote will have single quotation marks.
- A few philosophical and linguistics texts use quotation marks for different, specialist purposes. Check with the author if in doubt.
- Please be consistent in the use of curly or straight quotation marks.

### Quotations

- Quotations of less than 40 words should be placed within single inverted commas within the text.
- Double inverted commas should be reserved for quotations within quotations.
- Quotations of more than 40 words should be displayed. Please indent them by 2cm on each side and type as a separate paragraph, beginning full out left within the indented block.
- Introductory ellipses should be avoided but concluding ellipses are acceptable.
- Original spellings should be used. Add [sic] if necessary.
- Capitalising quotations: Please capitalise quotations on an *ad hoc* basis according to sense. If a quotation starts a new sentence, then use a capital. If it continues as part of a sentence, use lower case.
- Sources should be indicated using superscript note indicators after the quotation, outside full stops. The source itself should then be given in a numbered note at the end of the chapter.
- If the quote is in verse form, the source details should be on the line below the quote, ranged right.

- Quotations in languages other than Modern English should be italicised.
- Any quotation in a language other than Modern English should be accompanied by a translation, which should preferably be placed in an end note.

## References

Please use *short-title* referencing.

References are given in numbered notes.

- The full reference should be given the first time the source is mentioned in the notes to each article. For example, C. F. Croft and Nicholas Woodward (eds), *The British Economy since 1965*, 3rd edn (Basingstoke, 1992), 66–73.
- After the first reference, further references consist of the author's surname and the title or short title, e.g. 'Croft and Woodward, *The British Economy*, 69'. Other shortened versions are acceptable provided that they are clear and that the reader will understand them.
- When first referring to a book, please give the author's or editor's name as it appears in the title-page.
- Publication details should include place of publication and date of publication but NOT the publisher's name.
- Omit 'p' or 'pp' before a page number or page span, except when referencing newspapers.
- Use of 'op. cit.' should be avoided. 'Ibid.' can be used provided that it is unambiguous (please see under 'Notes' above).

### *Example of full reference to a monograph*

R. J. Finlay, *Modern Scotland, 1914-2000* (London, 2004), 125.

### *Examples of full reference to edited texts*

W. F. Skene (ed.), *Johannis de Fordun Chronica Gentis Scotorum, Historians of Scotland* vol. I (Edinburgh, 1871).

Alexander Grant and Keith J. Stringer (eds), *Medieval Scotland: Crown, Lordship and Community. Essays Presented to G. W. S. Barrow* (Edinburgh, 1993).

### *Example of full reference to a journal article*

M. Brown, 'The development of a Scottish Border lordship', *Historical Research* 70 (1997), 1-22, at 12.15.

### *Example of full reference to an essay in an edited collection*

C. Ann Smith, 'Preserving food to preserve life', in C. Ann Smith (ed.), *Waste Not Want Not* (Edinburgh, 1993), 5–33.

### *Example of books of more than one volume*

Alan Orr Anderson, *Early Sources for Scottish History*, 2 vols (Edinburgh, 1922), ii, 129.

### *Example of works divided into books (with chapters)*

John of Fordun, *Chronica Gentis Scotorum*, II.xii (followed by reference to the most modern edition, citing relevant page number).

### *Example of thesis*

Cynthia J. Neville, 'The Earls of Strathearn from the Twelfth to the Mid-Fourteenth Century, with an Edition of their Written Acts', 2 vols, unpublished PhD thesis (University of Aberdeen, 1983), i, 26-8.

### *Examples of newspapers*

*The Scotsman*, 14 April 1934, p.6, col. 4; the *Aberdeen Journal*, 10 December 1769, p. 2, cols 1-2.

#### *Example of Parliamentary Papers*

Parliamentary Papers [PP] 1922, IX, *Report of the Committee on National Expenditure*, 44. Parliamentary Debates [Parl. Debs], 3<sup>rd</sup> ser., vol. 298, cols 844-62, 18 May 1885.

#### **Manuscripts**

A standard abbreviation for a library or archive should be used after its first appearance in an article. If referred to more than once, it should be given in square brackets on its first appearance. For example:

Aberystwyth, National Library of Wales [NLW]

Cambridge, Corpus Christi College [CCCC]

Dublin, Trinity College [TCD]

Edinburgh, National Archives of Scotland [NAS]

Edinburgh, National Library of Scotland [NLS]

Edinburgh, Scottish Catholic Archives [SCA]

London, British Library [BL]

London, The National Archives [TNA]

Note that the Scottish Record Office [SRO] is now the National Archives of Scotland [NAS], and that the Public Record Office [PRO] is now The National Archives [TNA].

#### Medieval

The abbreviation 'MS' (plural 'MSS') should be used only with shelfmarks; otherwise 'manuscript(s)' should be written.

When folio numbers are quoted, 'fo' or 'fos' should be used.

References to recto and verso should be as follows: 46v, 72r, 102r-v, 267v-321r.

Manuscripts with names: names should be given after the shelfmark and in brackets and between single quotes.

Please note the following:

Dublin, Trinity College MS 1928 (previously H.2.7).

Edinburgh, National Archives of Scotland, Dalhousie Muniments, GD 45/13/216.

Edinburgh, National Library of Scotland MS Acc. 4233 ('The Asloan MS').

Edinburgh, National Library of Scotland MS Acc. 10301/6 (previously Edinburgh, Scottish Catholic Archives MS MM2/1).

Edinburgh, National Library of Scotland MS Adv/ 35/1/7 ('The Book of Coupar Angus').

London, British Library Additional Charter 76747.

London, British Library Cotton Charters XVIII, nos 10-18.

London, British Library MS Add. 37223.

London, British Library MS Arundel 202.

London, British Library MS Cotton Claudius D vii.

London, The National Archives E 39/100 no. 170.

Oxford, Bodleian Library MS Latin Misc. C. 75 (previously Phillips 3119).

#### Modern

National Archives of Scotland, Mackintosh Muniments, GD176/2435/28, D. P. Macdonald to the Mackintosh, 9 June 1886.

National Library of Scotland, Elibank MSS, MS 8801, fo. 171: A. Murray to Lord Rosebery, 16 June 1908.

British Library, W. E. Gladstone MSS, Add. MS 44547, fos 13-14: W. E. Gladstone to W. H. Gladstone, 14 September 1884.

### References to non-print media

Films and CDs should be referenced as follows:

[title in italic], [media], [director/ composer as appropriate]. [Place]: [producer], [date]  
e.g. *Macbeth*, film, directed by Orson Welles. USA: Republic Pictures, 1948.

### Reviews

Please send books for review to Dr Iain MacInnes, UHI Centre for History, Burghfield House Hotel, Cnoc-an-Lobht, Dornoch, Sutherland, IV25 3HN.

A single book review should be between 1,000 and 1,500 words long. For a review of two books or a multi-volume series, aim for 2,000-3,000 words. A review article should be between 4,000 and 5,000 words.

Please head your review as follows:

*Enlightenment and Change – Scotland 1746-1832.*

By Bruce P. Lenman. Pp. vii, 280.

ISBN: 9780748625147 (hbk); 9780748625154 (pbk).

Edinburgh: Edinburgh University Press, 2009. £19.99.

Please double-space your review. The first paragraph should be full out left. Subsequent paragraphs should be indented by 1.5cm.

At the end of your review, append your name and academic affiliation full out left.

### Scripture references

Use Arabic numerals, dividing chapter and verse by a colon followed by a space, e.g.: 2 Cor. 12: 4.

### Sexist usage

- Try to reword some instances to avoid using pronouns rather than overusing 'he and she'. Consider using the plural 'they' if it seems appropriate. If rewording is not possible, it is preferable to use 'he or she', not 's/he' or 'he/she'.
- Avoid using the word 'Man' to refer to the species and avoid its use in stereotyped clichés, e.g. 'they decided he was the right man for the job'.

### Spaces

Figures and abbreviated measurements should be closed up, for example: 20km, not 20 km. Please note that there should be **one character space between sentences** and not two.

### Special characters

Please draw the editors' attention to any special characters so that these can be marked for the typesetter's attention. Identify the character/diacritical mark by name and/or supply a visual example.

### Spellings

**British with -ise, -our endings.** We favour the following: judgement, focused, connection, premise, medieval.

Scottish (rather than English) legal terminology is preferred: for example, brieve (not writ), feu (not fief), procurator (not proctor), sasine (not seissin).

### Tables

- Should not contain anything that a typesetter cannot set using a keyboard.



- Should be presented on separate sheets of paper, one per page.
- Should be numbered decimally by section.
- Indicate the ideal location on the page of a table, but please note that the typesetter may not be able to place it exactly where indicated. If this is likely to cause a problem, please indicate what would and would not be acceptable.
- If the table has any notes, they should be indicated in the table by superscript a/b/c etc., not by asterisks, daggers or other symbols and notes should be given under the table together with source information. We prefer tables not to have notes.
- Please check carefully that the tables tally exactly with the text in the use of abbreviations, units of measurement and content.

**Web addresses**

Please do not underline these, they should appear in the form: [www.eup.ed.ac.uk](http://www.eup.ed.ac.uk) (no terminal punctuation either, as that could confuse someone typing it into their computer).