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 (and as these are highly eccentric, please err on this side), please check the list in Butcher, Copy-editing. See also Constructions.

Acts of Parliament

The title of the Act should have no comma between it and the year. Please use a lowercase ‘t’ for ‘the’ before the name of the Act, e.g.: the Copyright, Designs and Patents Act 1988.

Capitalisation

• Please keep capitals to a minimum.

• Use full caps for acronyms, e.g. NATO, USA, TV.
• Use small caps only for BC, AD, CE (common era) and BCE (before the common era).

• Use to distinguish specific from general, for example ‘He is a professor at Edinburgh University ...’ but ‘He is Professor of literature at ...’.

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

Example: Figure 1. History compulsory until Secondary 4.

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.

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)

• 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 ‘c.’], AD and BC both follow the date, e.g. ‘c. 353 AD’.

(Please note that there is a space between c. and the number, followed by another space before AD or BC. ‘c.’ should be in roman not italics.)

Definite articles

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

- For dashes, use 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**

- All quotations of more than 40 words, numbered lists, verse extracts of one or more lines and small tables in the text (see also *Tables*) should be displayed as an indented block, and begin full out (i.e. without the first line of the extract being indented).

**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 adjectivally, e.g. ‘nineteenth-century building’ but ‘a building of the nineteenth century’.

**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. Images can also be supplied as EPS files, with a laser print for identification.

Areas of detail that appear in very dark areas of a photograph are particularly difficult to reproduce successfully, especially if there is a strong light contrast in the image. Please do not embed images/tables in Word/Excel documents.

See also Captions.

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.

Notes

Please keep notes, which will appear as footnotes, to a minimum. Footnotes should be as brief as possible, used primarily for references to quotations, views or arguments, and not used for excessive discursive passages. Use abbreviated author and title entries for second and subsequent citations of books and essays (short title system).

Note indicators should be superscript numerals, without parentheses, outside punctuation. 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.

See also References.

Numbers

• Ranges 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 (please note: this rule should also be followed for page references in the footnotes)
• Use words for numbers up to and including one hundred; numbers above this to be expressed in figures (unless it is an indefinite or approximate amount).

• 6,000, 10,000 not 6 000, 10 000.

Quotation marks

• Please use single quotation marks throughout, with double quotes for an inner quote: ‘xxxx “yyyy” xxxx’

• Displayed quotations (see under Quotations) have no quotation marks: any quotes within a displayed quote will have single quotation marks.

Quotations

• Quotations of more than 40 words should be displayed as a block indent with a line space above and below.

• 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.

References: short-title system

• 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. Thereafter, the short-title version should be given.

• Online sources not available otherwise should carry url and date of access.

• Use authors’ initials only.

• Unpublished material should be located (e.g. NRS, NLS, but full citation for first mention of other archives) and include a catalogue number.

• Use of ‘op. cit.’ should be avoided. ‘Ibid.’ can be used provided that it is unambiguous.

Examples:

Full reference to an authored book  M. Todd, The Culture of Protestantism in Early

**Short-title reference to authored book** Todd, Culture of Protestantism, p. 19.


**Full references to unpublished material** NRS, Leven and Melville MSS, GD 26/13/43/27, David Nairne to earl of Leven, 16 June 1696.


Shetland Archive (hereafter SA), E. S. Reid Tait Scrapbook, Funeral Notice, n. d.

**Short-title reference to unpublished material** WPL, Peter Mackenzie Papers, GD 185/12/11, ‘Narrative of James Wilson’.

**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. Making Dances: Seven Post-Modern Choreographers, film, directed by M. Blackwood. New York: Blackwood Productions, 1980.

**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/diacritical marks**

Please alert the Journals Production Editor to any special characters so these can be marked for the typesetter’s attention. Identify the special character/diacritical mark by name and also supply a visual example. Spellings British with -ise, -our endings. We favour the following: judgement, focused, connection, premise, medieval.

**Tables**

- Should be numbered decimally by article.

- 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.

- 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 (no terminal punctuation either, as that could confuse someone typing it into their computer).

**Web Addresses**

Please do not underline these, they should appear in the form: www.euppublishing.com (no terminal punctuation either, as this could confuse someone typing it into their computer).