

SOUTHERN HISTORY

GUIDANCE FOR CONTRIBUTORS

- Articles, which must be unpublished elsewhere, should not exceed 7000 words, including footnotes, except as agreed with the Editor. The length of reviews will be specified when commissioned by the Reviews Editor.
- Contributors should submit articles electronically preferably by email as attached files, or on CD-Roms. Articles submitted should be anonymised so that they can be sent out for peer review.
- All articles are subject to peer review and will be accepted for publication in the light of the comments made by anonymous external reviewers.
- If accepted, authors should ensure that articles are completely ready for the printer. Corrections to proofs should be kept to an absolute minimum. The cost of substantial alterations, other than essential corrections, will have to be passed on to contributors.
- Standard proof correcting symbols should be used.
- Accepted articles should be headed with a title in upper and lower case, with the author's name below it, both in bold and not centred. Reviewers' names should be placed on the right of the foot of the article, in upper case, with the reviewer's academic institution, if applicable, on the left, in upper and lower case italics.
- Authors should submit a very brief autobiographical note, stating current academic post and most recent publication if appropriate.
- A recent number of *Southern History* may be used as a guide to style, or the following points noted.

HOUSE STYLE

(1) *Numbers and dates*

- (a) Numbers up to and including ten should be in words not figures, similarly ordinals (second, tenth, 25th), except with 'century', i.e. 8th century, 17th century.
- (b) Sequenced and hyphenated numbers up to and including 99 should be given in full, e.g. 16-99, 94-99. For 1200 and upwards use the smallest number of figures compatible with clarity, e.g. pp. 443-5 (not 443-445 or 443-45), but 110-19, 412-16 (not 110-9 or 412-6).
- (c) In dates: 1897-8 (not 1897-98), 1901-10, 1837-1901 and for a precise date: 1 May 1918, without punctuation. Decades should be: the 1760s, the '60s, the 1700s.
- (d) Per cent should be written (e.g. 1.5 per cent) and not with % except in tables.

(2) *Words*

- (a) Abbreviate the following without full points: Mr, Mrs, M, Mme, Mlle, Dr, Revd, with full points Prof., Maj. Gen., pp.
- (b) Upper and lower case:
 - (i) Use upper case initial for the principal words of a title and all proper names within the title, e.g. *Cornwall and the Cross: Christianity 500-1560*.

- (ii) Capitalize denominational terms, e.g. Protestant, Catholic, Quaker.
- (iii) Capitalize all titles, e.g. the King of England, Archbishop Laud, le Duc de Soubise, Cardinal Richelieu.
- (iv) Use lower case for north, south, east, west unless part of a proper name, e.g. north-east England but North Dakota. Hyphenate or not on the same principle, e.g. the North West Frontier.

(c) Italicize words and phrases not in English, except if there is a lengthy quotation in another modern European language when single quotes should be used. Italicize names of ships and titles of books.

(3) *Quotations*

Quoted passages should follow original text exactly. Short quotations should be enclosed in single quotation marks and quotations within a quotation between double quotation marks. Insertions made by the author to be within square brackets. Quoted passages in excess of 25 words should start on a new line and be indented from the margin without the use of quotation marks.

(4) *Footnotes*

(a) Citation of primary sources:

- (i) Record Repository, comma, location
- (ii) Reference for the document and title, comma
- (iii) Folio (f.), folios (ff.), page (p.) or pages (pp.)

E.g. Hampshire Record Office, Winchester, 37M37A PRI Titchfield Parish Registers, p. 451.

Subsequent citation: HRO, 37M37A, p. 451.

(b) Citation of printed sources:

- (i) Title of in italics, followed by a comma.
- (ii) Name of the editor, preceded by initials with full points.
- (iii) Either – Records series society, comma, volume number, comma, date in parentheses.
Or – In parentheses, the number of volumes, comma, Place, comma, date of publication.
- (iv) Page number(s), preceded by p. or pp. and ff. if a long sequence of pages.

E.g. *The Book of Fines: The Annual Accounts of the Mayors of Southampton, Volume I, 1488-1540*, edited by C. Butler (Southampton Records Series, 41, 2007), p. 70.

Subsequent citations: *Book of Fines*, p. 70.

(b) Citation of books:

- (i) Name of author, preceded by initials with full points, followed by comma.
- (ii) Title in italics
- (iii) Number of edition, if much revised.

- (iv) In parentheses, the number of volumes, comma, Place, comma, date of publication.
- (v) Volume number in Arabic figures, comma.
- (vi) Page number(s), preceded by p. or pp. and ff. if a long sequence of pages.
- (vii) Name of series, if applicable, and volume number in Arabic figures in brackets.

E.g. M. Hicks, *English Political Culture in the Fifteenth Century* (London, 2002), pp. 10-15.

Subsequent citations: Hicks, *English Political Culture*, pp. 10-15.

(c) Citation of essays in edited collections:

- (i) Name of the author, preceded by initials with full points, followed by a comma.
- (ii) Title of essay between single quotation marks, followed by a comma.
- (iii) Name of the editor(s), preceded by initials with full points, followed by (ed.) or (eds) as appropriate, and a comma.
- (iv) Title in italics.
- (v) Place, comma, date of publication.
- (vi) Page number(s), preceded by p. or pp. and ff. if a long sequence of pages.

E.g. W. Coster and A. Spicer, 'The Dimensions of Sacred Space in Reformation Europe', in W. Coster and A. Spicer (eds), *Sacred Space in Early Modern Europe* (Cambridge, 2005), p. 7.

Subsequent citations: Coster and Spicer, 'The Dimensions of Sacred Space', p. 7.

(d) Citation of articles:

- (i) Name of author, preceded by initials with full points, comma.
 - (ii) Title of article between single quotation marks
 - (iii) Title of periodical in italics with volume number in Arabic figures.
 - (iv) Date, comma, page number or numbers.
- E.g. C. Flinn, 'Exeter Phoenix: Politics and the Rebuilding of a Blitzed City', *Southern History* 30 (2008), 105-27.

Subsequent citations: Flinn, 'Exeter Phoenix', 105-27.

(5) *Abbreviations*

If an abbreviation is needed for a frequently cited source or record repository, then hereafter and the abbreviation should be inserted in square brackets for the first reference.

E.g. Hampshire Record Office, Winchester [hereafter HRO], 37M37A PRI Titchfield Parish Registers, p. 451.