

## **Battlefields Trust Notes for e-Journal Contributors**

### **Introduction**

Contributions submitted should be in line with the guidelines described below, and be sent as Word files not PDF. The preferred position of any maps or illustrations should be marked/placed in the text, and the images themselves supplied separately in an electronic form (preferably jpeg) at 300dpi. Illustrations should be captioned and their source acknowledged. Items accepted for publication may be returned to the author for corrections to align them with the guidelines below.

### **References/Notes**

All submissions must be clearly and consistently referenced and original source material citations must be credited. In other words, if the information has come from a secondary work please cite that work but also make clear where that author derived the information from.

Footnotes must be used and be sufficiently full when first cited to be readily identifiable. When a footnote superscript is added in text it should appear at the end of a sentence after the full stop.

### **Style**

The comments below apply to the MHRA/Chicago style commonly used in historical publications. For disciplines where the Harvard style is more commonly used, articles will be accepted using that format, but maintaining the spirit of the instructions below wherever possible.

### **Books and edited volumes**

Footnotes for books should, the first time they are used, include the author's name, title of work (in italics), place of publication, publisher, date of publication, page number reference.

Footnotes for edited volumes should, the first time they are used, include the name of the author of the chapter or article, the name the chapter/article, followed by the name of the edited volume (in italics), editor's details, place of publication, publisher, date of publication, page number reference. Page numbers should follow the minimum style i.e. pp. 67-8, not 67-68.

Any following citation from the same source should be done through by a clear abbreviation (eg Author and Short Title of the work, plus page number). Op.cit and ibid should be avoided.

Bibliographic references should follow the same format as footnotes except the last name of the author should be listed first, followed by their forename or initial to allow for an alphabetical listing.

Examples:

Book example reference:

M. Strickland, *War and Chivalry: the Conduct and Perception of War in England and Normandy, 1066-1217* (Cambridge: Cambridge University Press, 1996), pp. 86-8.

Thereafter use:

Strickland, *War and Chivalry*, p. 25.

Book example for bibliography:

Strickland, M. *War and Chivalry: the Conduct and Perception of War in England and Normandy, 1066-1217* (Cambridge: Cambridge University Press, 1996).

Edited volumes- book chapters or journal articles reference:

A. Ayton, 'Arms, Armour, and Horses', in *Medieval Warfare. A History*, ed. M. H. Keen. (Oxford: Oxford University Press, 1999), p. 188.

Thereafter use:

Ayton, 'Arms, Armour, and Horses', pp. 206-208.

Edited volumes- book chapters or journal articles reference for bibliography example:

Ayton, A. 'Arms, Armour, and Horses', in *Medieval Warfare. A History*, ed. M. H. Keen (Oxford: Oxford University Press, 1999), pp. 186-208.

\*When using a journal or edited volume be sure to list the volume and issue number as appropriate following the title of the journal.

Online references:

For online references cite the author's or organization's name, the date it was published (if not known or listed use. n.d. for no date. Include the date you accessed the article online.

Example:

Clwyd-Powys Archaeological Trust. *Projects-Historic Landscapes-The Vale of Clwyd*. 2003.

Onlineresource, [www.cpat.org.uk/projects/longer/histland/clwyd/clwyd.htm](http://www.cpat.org.uk/projects/longer/histland/clwyd/clwyd.htm) [Accessed: 24/09/2013].

Thereafter use:

Clwyd-Powys Archaeological Trust, *Projects-Historic Landscapes-The Vale of Clwyd*, online resource.

Archive references

Provide a clear indication of the archive in which the manuscript/item is located followed by the detail of the reference and folio number(s)

### Archive example:

TNA, SP28/54 (*Warrants issued by army committees, military commanders, etc 1648, May-June*), f.1.

Thereafter use: TNA SP28/51, f.1

\*note, TNA stands for The National Archives. If using National Archives from a non-UK source please specify which county. The British Library may be abbreviated using BL.

### **General Formatting**

1. One space after a full stop (period).
2. Use the 'no spacing' formatting.
3. Refer to maps, photos, tables, etc. as figures. For example: Figure 1: Map of Battle Formations.
4. Refrain from using the Oxford (serial) comma. For example: England, Scotland and Wales. Not: England, Scotland, and Wales.

### **Dates**

1. Should be written out in full and without st, th, rd: for example, 23 October 1642.
2. Century numbers should be spelt out in full: the fifteenth century (but the adjective needs to be hyphenated: for example seventeenth-century artillery).
3. For a year that covers more than one calendar year, such as a financial year, use an oblique stroke: for example 1644/5.
4. Dates referenced to the Julian calendar (Old Style) should not be modernised (the battle of Naseby is fought on 14 June 1645 (Old Style) not 24 June 1645 (Gregorian calendar - New Style) though the year should be treated as starting on 1 January.
5. Months should not be abbreviated

### **Numbers**

1. Words should be used for numbers up to ten.
2. Figures should be used for 11 upwards.
3. When starting a sentence with a number it should be written in words
4. A comma should be used in thousands or larger numbers, for example 3,000, 121,956.
5. Figures are always used for percentages except when starting a sentence. Per cent should be in full in the text, % in tables.
6. Figures must be used before abbreviations, e.g. 14 km.
7. Decimals in numbers less than one should be preceded by a zero, so 0.25 not .25.
8. Page ranges should be spelled out in full: 120-121 not 120-21.

### **Capitalisation**

The general rule is that capitals should not be used unless absolutely necessary and only when referring to the specific.

They should be used for the name of people and their titles - the 'Earl of Essex', 'King Richard III' - but not when using the title alone. For example: The king journeyed to Woodstock.

For example, 'The Earl of Essex marched his army to Worcester. With Sir John Merrick at his side, the earl read the articles of war to his soldiers before entering the city.'

or

'King Henry II often held treaty council meetings at Woodstock, in 1163 the king travelled there to meet with notable Welsh leaders'.

Lower case should be used for parliamentarian and royalist but House of Commons (the Commons) and House of Lords (the Lords) and Parliament should be capitalised. When referring to the City of London, City ('the City') should always be capitalised to distinguish it from other cities.

Generic terms for military units - company, regiment, brigade, division, trained bands - should always be lower case. But when a specific unit is referred to, use capitals. For example, the 'Yellow Auxiliaries of the London trained bands' and the Lord General's regiment.

### **Italics**

Italics should be used for emphasis only sparingly. The following indicates what should and should not be italicised.

- Foreign words or phrases should be italicized if they appear in an English sentence. Foreign-language quotes should be treated as normally.
- Ship names should be italicized.
- Titles of published books, excepting the Koran and the Bible, and other art, performance and media should be italicised.

### **Quotes**

Single quotation marks should be used within the text and double quotation marks used only for quotations within quotations. Quotations of more than four lines of text should be indented from the left margin, quotation marks should be omitted.

### **Abbreviations and Contractions**

Always spell abbreviations (including acronyms) out in full the first time they are used (for example, New Model Army (NMA)). Do not use full stops with abbreviations, only with initials of names (eg., C. H. Firth). With contractions full stops should only be used when the last letter is not present: for example, Mr, Dr, Lt, Maj., Gen. Military rank abbreviations used are: L/Cpl, Cpl, Sgt, Sgt-Maj., 2nd Lt, Lt, Capt., Maj., Lt-Col., Col., Brig., Maj-Gen., Lt-Gen., Gen., FM.

### **Acknowledgements**

Any acknowledgement should be made in the footnotes. If specific to a particular reference they should be made there, but for a general acknowledgement, for example offering thanks for constructive comment on the article before publication, this should be made in the first footnote.