Royal Historical Society
Style Guide for Authors of Camden volumes

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Accents will not be added to such words as role, regime, elite. Accents will be used on capital letters in, for example, French or German.

Acronyms and lettered abbreviations will be rendered with no points: RHS, BC, AD, etc. Initials of first names will be given with points and in the case of double initials with no space between them: T.S. Eliot, E.P. Thompson. Acronyms and other abbreviations, will be expanded in round brackets on first occurrence, hence no need to add 'hereafter'.

Contractions will have no full points (Mr, St, Jr), though abbreviated words which do not end with the final letter will (vol., ed., fo., et al., *c.*1910, but vols, eds, fos, edn, MSS, SS). Measurements and units of currency do not take points (£5 10s 6d, 35 cm). Quoted matter may be made consistent with this but discretion will be used in the case of textual material. Any unusual contractions or abbreviations should be explained at first mention or in a list of abbreviations; introductory matter and notes should not be full of unexplained contractions which readers may find difficult to understand.

Dates, in editorial text and footnotes, will be made consistent in the form: 1 August 1989. For unknown dates of birth (b.1750) and death (d.1810) in indexes, 'dates unknown' will be used:

- Badt, Lippmann (dates unknown), bookseller and editor of the *Dresdner Zeitung* 325, 327.

There will be no hyphen after 'mid' before dates (as opposed to set phrases, e.g. in mid-air; and when combined with adjectives, e.g. mid-brown hair), e.g.

- early /mid / late nineteenth-century politicians
- in mid October, in the mid 1590s, in her mid twenties

Ellipses will be indicated by a series of three points (or glyph) with square brackets round them […]. Ellipses at the beginning and end of quoted matter will be kept only if it is necessary for the sense.

Figures and illustrations should be supplied in TIFF format at the correct size for reproduction. Images must be high resolution at no less than 350 dpi. Further details on how to prepare files can be found here https://www.cambridge.org/core/services/authors/journals/journals-artwork-guide

Where illustrations are placed within the text, they will appear as near as possible to the text reference and at the top of the page if smaller than full-page size. If there are no text references you should indicate where you wish illustrations to be placed.

Hyphens will be used in compound adjectives and adverbs that precede the noun (eighteenth-century architecture, slow-sailing vessel, well-made books). No hyphen will used for compounds with adjectives or adverbs ending in 'ly' (e.g. early modern, expertly written). The spaced en rule will be used rather than the hyphen when a dash is indicated.

Italicization and capitalization: Italicization for emphasis should be used sparingly in introductory material. No italic will be used in the printing of transcriptions of handwritten or typed MSS, even if the writer has omitted quotation marks round newspaper titles, for example. Underlining can be reproduced. There is no need to cancel italic in titles, e.g. in this book title referring to the play *Hamlet*:

- Cay Dollerup, *Denmark, Hamlet, and Shakespeare: A Study of Englishmen's Knowledge of Denmark towards the End of the Sixteenth Century with Special Reference to Hamlet*, 2 vols (Salzburg, 1975).

Questions of capitalization cause much vexation in copy-editing. Lower case should be used where possible and consistency is extremely important, e.g. lower case in titles and offices (very frequent), contrasted with initial capitals for departments, events and eras. Please contact the copy-editor for examples.

Numbers and years will be given in full with no elision (1925–1925 and pp. 281–283) and separated by an en rule, not a hyphen. Old Style/New Style dates are elided with a solidus, e.g. Sir Francis Willoughby (1546/7–1596).

Numerals and ordinals will be written out up to 100 (from 0 to 10 inclusive in footnotes), except in a discussion which includes a mixture of numbers above and below this, in which case all will be figures (356 walkers overtook 72 others, as 6 fell back, exhausted), and in titles, e.g. Henry VI, 4th duke of Norfolk.

Precise measurements, money etc. (£3.54, £5 10s 6d, 7 kilos, 23.4 mm) will be in figures. Percentages will be in figures, with the words 'per cent' spelt out, except in footnotes: 44%. Centuries will be written out (e.g. eighteenth century), except in footnotes: 17th c./17th-c. documents, 1st c. BC. Apart from years, numbers of four or more digits will have a comma (11,000). Large general numbers look better in words: 'a thousand years ago'.

- No./Nos
- Genesis 1:1

Possessive apostrophe and 's' at the end of possessive forms will be made consistent for 'modern' names (e.g. Dickens's, Jones's); the names of ancients will have no final 's' (Socrates', Jesus') except when they only have one syllable (Zeus's).

Punctuation will be made consistent in the following ways: single not double spaces will be used between sentences; single inverted commas will be used, except for extracts broken off from the text (which will have no inverted commas) and quotations within quotations (which will have

double inverted commas); punctuation will follow closing inverted commas (i.e. 'more lovely and more temperate'.) except for grammatically complete sentences beginning with a capital (e.g. He maintained: 'The book under discussion broke new ground.') The serial comma (i.e. the one before 'and' in 'red, white, and blue') will be used. Superscript numbers will follow punctuation. Spaced en rules will be used for parentheses. Use a spaced vertical | for run-on lines of verse.

Quotations will be kept within the text if short (fewer than about fifty words), unless they are broken off from the text because they are of particular importance. In quoted sentences placed within editorial sentences the original capital will be kept: it is not necessary to make the first letter lower case in square brackets.

Square brackets will be used for editorial interpolations within quoted matter; brackets within brackets will be round.

Spellings will be as standard usages, (to be confirmed with Chambers), except for quoted matter and original texts; 'ize' word endings will be consistently used.

Subheadings: In general we do not keep numbers or letters in headings or subheadings, which will be distinguished typographically. All headings are title case.

Tables will be numbered, and set within the text as near as possible to the text reference at the top of the relevant page; references in the form 'as in the table below' will be changed to 'as in Table 3'.

Reference systems

For the author–short title system the reference should be given with full publication details at first mention, with a short title used in subsequent references, after the author's surname. If there is no bibliography, full publication details should be given at first mention in each chapter; ibid. may be used to denote a repetition of the immediately preceding item, but not *idem* (repeat full name instead) and not *op. cit.*, *loc. cit.* In bibliographies, entries should be listed according to the authors' names, all works written entirely by an author coming before entries for edited works. For the author–date system (suitable, if preferred – but not obligatory – for printed secondary sources), two publications in the same year should be 1964a and 1964b, not 1964 and 1964a. In the list of references, works should be listed chronologically, regardless of whether the name represents an author or editor, e.g.

Johnson, S.E., 1965, *Book Title*
Johnson, S.E., (ed.), 1967, *Book Title*
Johnson, S.E., 1982, *Book Title*

Bibliographical references

1). Published complete works are given in italic in title case followed by:

- place of publication and date in brackets, e.g.
    - E.P. Thompson, *The Making of the English Working Class* (London, 1963).
    - *The Plumpton Letters and Papers*, ed. J. Kirby, Royal Historical Society, Camden Fifth Series, 8 (Cambridge, 1996), No. 215.
    - *PR Pipe Roll* identified by regnal year, Pipe Roll Society (1884–). *PR 31 Henry I* refers to the re-edition and translation by Judith Green, Pipe Roll Society, NS 57 (2012).

- and chapter titles, dissertations etc. (also journal articles) in single inverted commas in 'minimum capital' style (capitalize only first word of titles and subtitles, besides proper nouns), e.g.
    - A.S. Robertshaw, 'The uniforms, equipment and weapons of the English Army of 1688', in *1688: Glorious Revolution? The Fall and Rise of the British Army, 1660–1704*, ed. A.J. Guy and J. Spencer-Smith (London, 1988), 18.
    - L.J. Ward, 'The law of treason in the reign of Elizabeth I, 1558–1588', PhD thesis, University of Cambridge, 1985, ch. 1.
- subtitles, with initial cap and in title case, preceded by colons
- with (ed.) or (eds) placed after the name(s) in round brackets
- and all book volume numbers in upper case Roman numerals, e.g.
    - *Dictionary of National Biography*, XV.

2). All journals are given in full in italics

- with volume numbers in Arabic numerals (colon before issue number)
- followed by the date in brackets, e.g.
    - *International Review of Social History*, 47 (2002)
- with article titles in single inverted commas in 'minimum capital' style: first word (including subtitles) and proper nouns only capitalized:
    - David Scott Gehring, 'From the strange death to the odd afterlife of Lutheran England', *Historical Journal*, 57:3 (2014), 825–844.

3). For folio or page numbers in references to unprinted sources, 'fo./fos' or 'p./pp.' should be used consistently throughout; 'p./pp.' will not be used in references to printed secondary sources. All references to archival and unpublished material should be presented as consistently as possible. Please give range rather than using f. but ff. may be used for 'the following pages'.

4). Abbreviations or contractions (such as ch.) may be used, but references should not be full of unusual and unexplained abbreviations. Classical abbreviations follow the *Oxford Classical Dictionary*, e.g. Demosthenes' speech, *De Corona* (Dem. 18. 169).

5). Foreign place names should be anglicized, unless there are historical or editorial reasons not to. Abbreviations for US states should be in the two-letter zip code (MA, CA) and this should be included with the place of publication in references. There is no need to use NY after New York. British and Canadian postcodes should be in small caps.

6). The ampersand will be replaced by 'and' when two authors or editors are cited and in the names of companies (unless the ampersand is actually part of the official name, e.g. Simon & Schuster).

7). The URLs of websites should be given in full at first mention only, followed by the access date in round brackets as shown:

> D.G. Boyce, 'Harmsworth, Harold Sidney, first Viscount Rothermere (1868–1940)', ODNB, http://www.oxforddnb.com/view/article/33718/33718?back=,33717,33718,33717
> (accessed 18 February 2014).

Hyperlinks should be left in word documents.

8). Cross-references between notes should be completed as much as possible before submission of the manuscript; corrections at proof should be kept to a minimum.

Indexes

Simple page references should be given where the reference includes page and footnotes; where the reference is to footnotes only, the page number should be followed by 'n', e.g.

- Schleswig-Holstein 34, 56, 87n

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