

BOYDELL & BREWER

ANGLO-NORMAN STUDIES STYLE SHEET

< Examples are given in angle brackets >

Spelling, capitalization, hyphenation, and much else follows OUP style, as set out in *The Oxford Manual of Style* and *The Oxford Minidictionary of Spelling*.

I'm happy to give further guidance before you submit your article.

Note especially –ize preferred to –ise

Abbreviations

full point after truncation

< ed. fol. p. pp. >

also

< no. nos. >

no full point after contraction

< edn fols St vols >

and not for

< MS MSS >

when citing poetry, do not abbreviate line to l.

< line 1254 >

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Capitals

for personal titles only when they precede the name

< Earl Harold . . . William, king of the English >

not for names of cathedrals, abbeys, castles, etc.

< Chichester cathedral . . . Battle abbey . . . Arundel castle >

for cross-references to maps, tables, and figures within your own article

< Map 1 . . . Table 2 . . . Fig. 3 >

Dates and numbers

day month year

< 14 October 1066 >

write out centuries in full; use a hyphen for an adjective

< the eleventh century . . . a twelfth-century historian >

spell out whole numbers to ninety-nine; from 100 use figures; use figures for measurements

< forty-three sokemen with 5 hides >

money: *s.* and *d.* in italics and with full points

< £2 10s. 4d. >

Quotations

Modern English quotations up to fifty words in length should be in the text and within single quotation marks.

A longer quotation should be typed as a paragraph, preceded and followed by a line space, and without quotation marks.

Single words and short phrases quoted in another language (*in lingua extranea*) should be in italics, otherwise the same conventions apply.

< ‘Full sentences, starting with a capital letter, end with a full point inside the closing quotation mark.’ But the full point goes outside the closing quotation mark in ‘other circumstances’. >

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FOOTNOTES

Footnotes should as far as possible contain only bibliographic references; they are not the place for discursive or supplementary material which could not be fitted into the text.

Main principles

- Authors' and editors' names preferably as given in the work cited (whether in full or initials); initials alone are acceptable if done consistently (and note that they need a space < R. A. Brown >)
- Book and article titles in full at first citation only
- Subsequent references abbreviated to surname and short title
- Use the standard abbreviations in the list attached; devise others for items frequently cited in your own article
- Commas separate parts of a reference, not brackets
- Arabic numerals for journals < ANS 28 >
- Upper-case roman numerals for volumes in a set < Orderic, III, 22–3 >
- Use < ibid. >
- Use < idem > if you must
- Do not use 'op. cit.'

Authored book

<R. Allen Brown, *Origins of English Feudalism*, London 1973, 12–13>

- Author
- Title [as given on title page; italics; significant words capitalized]
- Place (**no comma**) and date of publication
- Page reference

Article in journal

<R. Allen Brown, 'Royal Castle Building in England, 1154–1216',
EHR 70, 1955, 353–98 at 357>

- Author
- Article title [as given at head of article; single inverted commas; significant words capitalized]
- Journal [usually written out in full; italics]
- Volume [arabic numerals regardless of the journal's own practice]
- Year
- Page reference [in the first citation give the full page-range and use < at > if needed for a precise reference]

Article in edited book

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< Marjorie Chibnall, 'Orderic Vitalis on Castles', in *Studies in Medieval History Presented to R. Allen Brown*, ed. Christopher Harper-Bill, Christopher J. Holdsworth, and Janet L. Nelson, Woodbridge 1989, 43–56 at 56–7 >

- Author
- Article title [as given at head of article; single inverted commas; significant words capitalized]
- in
- Book title [as given on title page; italics; significant words capitalized]
- ed.
- Editors
- Place (**no comma**) and date of publication
- Page reference [in the first citation give the full page-range and use < at > if needed for a precise reference]

Edited source

< *The Memoranda Roll for the Tenth Year of the Reign of King John (1207–8) together with the Curia Regis Rolls of Hilary 7 Richard I (1196) and Easter 9 Richard I (1198)*, ed. R. Allen Brown, Pipe Roll Society new series 31, 1957, 123–4 >

- Book title [as given on title page; italics; significant words capitalized]
- ed.
- Editor
- Place (**no comma**) and date of publication; or (if published by a society or in a series) series name (**no comma**) and volume number in arabic numerals
- Date
- Page reference

Edited source in multiple volumes

< *Memorials of St. Edmund's Abbey*, ed. Thomas Arnold, 3 vols, RS 96, 1890–6, II, 34 >

- Book title [as given on title page; italics; significant words capitalized]
- ed.
- Editor
- Number of vols
- Place (**no comma**) and date of publication; or (if published by a society or in a series) series name (**no comma**) and volume number in arabic numerals
- Date
- Volume (in upper-case roman numerals) and page reference

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Edited source forming a component in a larger work

< Abbo of Fleury, *Passio Sancti Eadmundi*, in *Memorials of St. Edmund's Abbey*, ed. Thomas Arnold, 3 vols, RS 96, 1890–6, I, 3–25 >

- Medieval author
- Title of work [italics]
- in
- Details of the larger work, as in the previous example
- Ending with the appropriate volume and page reference

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