

BOYDELL & BREWER

THE HASKINS SOCIETY JOURNAL

SUBMITTING YOUR PAPER

All readers of papers at the Haskins Society conference are invited to submit their papers for publication in the *Journal*. The plenary addresses and the winner of the Bethell Prize appear as of right, but all other papers are sent to anonymous referees, and the Editors accept or reject them for publication on the basis of referees' recommendations. The field of interest for the *Journal* is cast widely to cover any aspect of the history of England and neighbouring lands in the central Middle Ages. If you are unsure whether your paper is likely to be of interest, please contact the Editor before submitting it.

The *Journal* also includes papers read at sessions sponsored by the Society at other conferences, including the AHA, Kalamazoo, and Leeds, and the Editors welcome the submission of papers which have not originated at any conference or sponsored session.

There is no strict upper word limit, but most papers fall in the range 6,000–9,000 words (20–30 pages double-spaced), including footnotes. Those who have read 20-minute papers are usually well advised to lengthen them before submitting, as referees commonly remark of very short papers that the argument is not fully rehearsed, or the evidence not deployed in sufficient detail.

WHEN SUBMITTING YOUR PAPER, PLEASE:

1. Send it on disk or as an email attachment, with a separate note of the word-processing program and file names, and your contact details (e-mail and real mail)
2. and one paper copy, corresponding exactly with the disk or attachment
3. Bear in mind the attached schedule guidelines for submissions and revisions
4. **Follow the attached style-sheet as far as possible**

Especially to be noted:

- **Follow the format for footnotes carefully.**
- **Follow the guidelines for use of hyphens, en-rules and em-rules.**

Accepted papers may be returned for correction of these elements if they do not conform closely to the guidelines.

SEND YOUR PAPER TO:

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The Haskins Society Journal
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SCHEDULE GUIDELINES:

In order to facilitate the timely production of its volumes, the *Journal* will be aiming at a yearly schedule roughly along the following lines. If you have any questions about how your submission might fit into this schedule, please contact the Editor.

- **SUBMISSIONS** will be accepted on a rolling basis during a “Journal year” extending from **July 1 to June 30**. That is, the Editor will begin filling an issue of the *Journal* in July, and continue accepting submissions until the issue is full, at which point new submissions will roll over to the next issue. Submissions before June 30 2003 will be considered for Volume 15.
- **PLENARY PAPERS** should be sent to the Editor in finished form by May 30 after the Haskins Conference where they are delivered.
- **BETHELL WINNERS** are announced in February and at that point enter into the normal schedule of Revisions (see below).
- **ANONYMOUS READERS REPORTS** for regular submissions will also be handled on a rolling basis, as expeditiously as possible after the submission of each paper, so that the Editor can inform authors quickly whether their submission has been accepted, rejected, or recommended for revisions (which *may* involve rolling over a submission to the next issue).
- **REVISIONS.** Should a Report (including a Bethell Report) suggest revisions, authors are asked to submit revised versions of their paper within **two months** of receiving the Report or by **August 30**, whichever comes **earlier**. In other words, the Editor wishes to have revised versions of all papers for an issue in hand by August 30.
- **FINAL EDITING.** The Editor will aim to have an issue edited and ready to submit to Boydell by the end of **October**. This should allow production of the issue such that it will appear in time for the next year’s Haskins Conference.

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Style Sheet for *Haskins Society Journal*

LAYOUT

Heading

- Title of article in romans, with initial capitals, bold and centered
- One-line space
- Author's name (in form preferred by author), in italics, centered
- Two-line space
- Text begins left justified (ranged left, ragged right)

Text

- Double spaced
- No extra spaces between paragraphs
- New paragraphs (except the first, and the first after any subheading) indented one tab
- Wide margin (at least 1") all round; preferably 1" top and bottom, 1.25" sides
- Author's last name and page numbers top centered, ½" from top

Quotations

- Short quotations (less than about three lines of text) within single quotation marks, running on within the body of the text. Complete sentences have the final full stop within the closing quotation mark, otherwise punctuation goes after the closing quotation mark
- Use double quotation marks for quotations within quotations
- Longer quotations will be set as 'displayed quotations': type as a separate paragraph with an extra line space above and below, not indented either side, without quotation marks, and in a smaller font than the main text
- Quotations from languages other than English are treated in the same way as quotations from English (i.e. they don't need italics as well as quotation marks), except for single words or short phrases used as technical terms, which will be in italics

End Notes

- Notes are for references only, not for supplementary text (which should be in the main body of the text if significant, and omitted if not)
- Double spaced
- Note number stands alone (no brackets or full stops), superscript and not indented
- Single space between note number and body of note text
- Full stop at the end of each note
- No extra spaces between notes
- Same margins as for body text

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FORMATTING AND TECHNICALITIES

Subsections

- Avoid if possible, especially in short articles
- Where they do occur they should have either a number (in roman capitals: I, II, III, etc.) or subheadings, not both
- Leave a two-line space after the previous subsection; centre the subheading or roman numeral; and a one-line space before the text starts again

Spellings and hyphens

- Use either American or British spellings consistently throughout
- Use -ize, -izing, -ization (rather than -ise, -ising, -isation)
- Minimum hyphens: most compound nouns don't need one
- Do *not* use hyphens between number ranges (see en-rules, below)
- Follow *Oxford Minidictionary of Spelling* or *Websters* for spellings and hyphens unless there are compelling reasons not to do so

En-rules and em-rules

- *en-rules* are the width of a letter N; in MS Word made by <Ctrl><Shift><NumPadMinus>
em-rules are the width of a letter M; in MS Word made by <Ctrl><Alt><NumPadMinus>
- En-rules between figures and dates (1066–87)
- En-rules also in place of the word 'to', as in 'the Hastings–Battle road'
- Em-rules (used sparingly) as an alternative to parentheses, joined up—like this—to the words on either side

Abbreviations

- Use *c.* (italics, and with a space before the date or number) for *circa*
- Use St for Saint (except in French place-names, when it will be spelled out in full)
- Use per cent or percent (i.e. in words, not %), except in tables

Illustrations, maps and tables

- Please bear in mind the small size of the printed page. which is only 4 5/8 inches wide by 7½ inches high

Spacing

- All punctuation marks are followed by a single space *except* after periods between initials in names (S.R. Morillo)

Numbers for footnotes

- Superscript arabic numerals, without brackets or punctuation

STYLE ELEMENTS

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Emphasis

- There should preferably be no italicizing for emphasis, except to emphasize part of a quotation, and no exclamation marks

Capitals

- Use minimum capitals, for example in 'King Richard' but not in 'Richard, king of England'
- Needed for Middle Ages; the Empire (meaning any of the Roman ones); the East (meaning Greek Christendom); the Latin East; the West (meaning Latin Christendom)

Centuries

- Use the plural only for continuous periods of two centuries or more, so 'in the twelfth and thirteenth centuries' but 'in the late tenth and early eleventh century'
- As in the last example, use words not figures

Place-names

- Place-name spellings need to be checked in a reliable and up-to-date atlas or gazetteer
- Unidentified place-names should be in single quotation marks, e.g. 'Mundingene'

Numbers

- Numbers up to and including ninety-nine should normally be written out as words, 100 and above as numerals (though there may be exceptions)
- Measurements and sums of money normally in numerals

QUESTIONS?

Email your editor: morillos@wabash.edu.

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FOOTNOTES

Footnote reference styles

Author, *Volume Title* (Place, Date), page range.

David Crouch, *The Image of Aristocracy in Britain 1000-1300* (London, 1992), 68-70.

Subsequent reference: Crouch, *Image of Aristocracy*, 69.

Author, 'Article Title', *Journal Title* Number (Date), page range.

M.W. Thompson, 'The Military Interpretation of Castles', *Archaeological Journal* 151 (1994), 439-45.

NB Arabic number for journal number, irrespective of that journal's usage.

Subsequent reference: Thompson, 'Military Interpretation', 440.

Author, 'Article Title', in *Volume Title*, ed. A.N. Other (Place, Date), page range.

[e.g. John Gillingham, 'William the Bastard at War', in *Studies in Medieval History Presented to R. Allen Brown*, ed. C. Harper-Bill, C. Holdsworth and J. Nelson (Woodbridge, 1989), 141-58.

Editor, *Volume Title* (Place, Date), page range.

N.P. Milner, ed., *Vegetius: Epitome of Military Science* (Liverpool, 1993), 22.

For multi-volume works use Roman numerals for volume number: OV ii, 12-37.

Author, *Title*, trans. Translator (Place, date), page range.

Marc Bloch, *Feudal Society*, trans. L.A. Manyon, 2 vols. (London, 1961), ii, 59-71.

BL, Additional MS 40,000, fols 1v-21r.

[Style for manuscript citations]

Notes

- Authors' names: as on the title-page of the book or at the head or foot of the article
- Book titles: as on the title-page, including any subtitle unless it is very long
- Article title: as at the head of the article
- Place of publication: normally give only the main place of publication
- No publisher, just place of publication.
- Published in USA: use two-letter abbreviations for states.
- French, Italian, and Spanish: initial capitals only for proper nouns.
- In a series: volume number in arabic numerals.
- Avoid *passim*: use definite page ranges where possible.
- Avoid *ibid.*, *idem*: repeat short reference instead.

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Internal references

| | |
|--------------------------------|--|
| chapter/–s (in medieval books) | c./cc. |
| chapter/–s (in modern books) | chapter/chapters [<i>not abbreviated</i>] |
| column/–s | col./cols. |
| figure/–s | fig./figs. [<i>not capitalized as Fig./Figs.</i>] |
| folio/–s | fol./fols. [<i>not f./ff.</i>] |
| line/–s | line/lines [<i>not abbreviated to l./ll.</i>] |
| plate/–s | plate/plates [<i>not capitalized as Plate/Plates</i>] |
| table/–s | table/tables [<i>not abbreviated or capitalized as Table/Tables</i>] |

Abbreviations

- Please use the following. Further abbreviations will be devised by the Editors as necessary

| | |
|--------------------------------------|--|
| AHR | <i>American Historical Review</i> |
| ANS | <i>Anglo-Norman Studies</i> (formerly <i>Proceedings of the Battle Conference on Anglo-Norman Studies</i>) |
| ASC | Anglo-Saxon Chronicle; normally cited from <i>Two of the Saxon Chronicles Parallel</i> , ed. Charles Plummer (2 vols., Oxford, 1892–9), with year and MS. |
| ASE | <i>Anglo-Saxon England</i> |
| <i>Bk. of Fees</i> | <i>Liber feodorum: the Book of Fees, commonly called Testa de Nevill</i> (3 vols., London, 1920–31) |
| BL | British Library, London |
| <i>Bracton</i> | <i>Bracton on the Laws and Customs of England</i> , ed. and trans. Samuel E. Thorne (4 vols., Cambridge, MA, 1968–77) |
| <i>Bracton's Note Book</i> | <i>Bracton's Note Book: a Collection of Cases decided in the King's Courts during the Reign of Henry the Third</i> , ed. F.W. Maitland (3 vols., London, 1887) |
| <i>Cal. Chart. R.</i> | <i>Calendar of the Charter Rolls, 1226–1516</i> (6 vols., London, 1903–27) |
| <i>Cal. Docs. France</i> , ed. Round | <i>Calendar of Documents preserved in France illustrative of the History of Great Britain and Ireland, I: A.D. 918–1206</i> , ed. J.H. Round (London, 1899) |
| <i>Cal. Lib. R.</i> | <i>Calendar of the Liberate Rolls preserved in the Public Record Office</i> (6 vols., H.M.S.O., 1917–64) |
| <i>Cal. Pat.</i> | <i>Calendar of the Patent Rolls preserved in the Public Record Office</i> (London, 1891 and in progress) |
| <i>Camb. Hist. Jnl.</i> | <i>Cambridge Historical Journal</i> |

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| <i>Close R.</i> | <i>Close Rolls of the Reign of Henry III preserved in the Public Record Office</i> (14 vols., London, 1902–38) |
| <i>Complete Peerage</i> | G.E. C[okayne], <i>The Complete Peerage of England, Scotland, Ireland, Great Britain, and the United Kingdom, Extant, Extinct, and Dormant</i> , new edn. by V. Gibbs and others (12 vols. in 13, London, 1910–59) |
| <i>Cur. Reg. R.</i> | <i>Curia Regis Rolls preserved in the Public Record Office</i> (17 vols., in progress, London, 1922–91) |
| DB | <i>Domesday Book, seu liber censualis Wilhelmi primi regis Angliae</i> , [ed. Abraham Farley] (2 vols., London, 1783) |
| DNB | <i>Dictionary of National Biography</i> , ed. Leslie Stephen and Stephen Lee |
| <i>EcHR</i> | <i>Economic History Review</i> |
| <i>EHD</i> | <i>English Historical Documents, I: c. 500–1042</i> , ed. Dorothy Whitelock (2nd edn., London, 1979); <i>II: 1042–1189</i> , ed. David C. Douglas and George W. Greenaway (2nd edn., London, 1981); <i>III: 1189–1327</i> , ed. Harry Rothwell (London, 1975) |
| <i>EHR</i> | <i>English Historical Review</i> |
| <i>EME</i> | <i>Early Medieval Europe</i> |
| <i>EYC</i> | <i>Early Yorkshire Charters</i> , ed. W. Farrer and C.T. Clay (13 vols.: vols. i–iii, Edinburgh, 1914–16; index to vols. i–iii, and vols. iv–xii, Yorkshire Archaeological Soc. Record Ser. Extra Ser. 1–10 [1935–65]) |
| <i>Gesta Stephani</i> | <i>Gesta Stephani</i> , ed. K.R. Potter and revised R.H.C. Davis (Oxford, 1976) |
| <i>Glanvill</i> | <i>The Treatise on the Laws and Customs of the Realm of England commonly called Glanvill</i> , ed. and trans. G.D.G. Hall (London, 1965) |
| <i>GND</i> , ed. van Houts | <i>The Gesta Normannum Ducum of William of Jumièges, Orderic Vitalis, and Robert of Torigni</i> , ed. and trans. Elisabeth M.C. van Houts (2 vols., Oxford, 1992–5) |
| Henry of Huntingdon, <i>Historia</i> | Henry, Archdeacon of Huntingdon, <i>Historia Anglorum: the History of the English People</i> , ed. and trans. Diana Greenway (Oxford, 1996) |
| <i>Hist. Res.</i> | <i>Historical Research</i> (formerly <i>Bulletin of the Institute of Historical Research</i>) |
| <i>HSJ</i> | <i>Haskins Society Journal</i> |
| <i>JMH</i> | <i>Journal of Medieval History</i> |
| <i>Jnl. Eccl. Hist.</i> | <i>Journal of Ecclesiastical History</i> |

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| John of Worcester, <i>Chronicle</i> | <i>The Chronicle of John of Worcester</i> , ed. J.R.H. Weaver (Oxford, 1908) |
| MGH | Monumenta Germaniae Historica |
| MS./MSS. | Manuscript/Manuscripts |
| OV | <i>The Ecclesiastical History of Orderic Vitalis</i> , ed. Marjorie Chibnall (6 vols., Oxford, 1969–80) |
| <i>P & P</i> | <i>Past and Present</i> |
| PBA | <i>Proceedings of the British Academy</i> |
| <i>Pipe R.</i> | <i>The Great Roll of the Pipe</i> (Pipe Roll Society), with regnal year |
| PL | <i>Patrologia latina cursus completus</i> , ed. J.-P. Migne (221 vols., Paris, 1844–64) |
| PRO | Public Record Office, Kew, London |
| Rec. Com. | Record Commissioners |
| <i>Recueil</i> , ed. Fauroux | <i>Recueil des actes des ducs de Normandie de 911 à 1066</i> , ed. M. Fauroux (Caen, 1961) |
| <i>Regesta</i> | <i>Regesta regum Anglo-Normannorum, 1066–1154</i> , ed. H.W.C. Davis and others (4 vols., Oxford, 1913–69) |
| <i>Rot. de Lib.</i> | <i>Rotuli de liberate ac de misis et praestitis, regnante Johanne</i> , ed. T.D. Hardy (Rec. Com., 1844) |
| <i>Rot. Hund.</i> | <i>Rotuli hundredorum temp. Hen. III & Edw. I</i> , ed. W. Illingworth and J. Caley (2 vols., London, 1812–18) |
| <i>Rot. Litt. Claus.</i> | <i>Rotuli litterarum clausarum in turri Londinensi asservati, 1204–27</i> , ed. T.D. Hardy (2 vols., Rec. Com., 1833–44) |
| <i>Rot. Litt. Pat.</i> | <i>Rotuli litterarum patentium in Turri Londinensi asservati (1201–16)</i> , ed. T. D. Hardy (Rec. Com., 1835) |
| RS | Rolls Series |
| Sawyer, <i>Charters</i> | P.H. Sawyer, <i>Anglo-Saxon Charters: an Annotated List and Bibliography</i> (London, 1968), with charter number |
| s.a. | <i>sub anno/annis</i> [under the year/–s] |
| ser. | series |
| <i>Settimane</i> | <i>Settimane di Studio del Centro Italiano di Studi sull'Alto Medioevo</i> |
| Soc. | Society |
| Stubbs, <i>Charters</i> | <i>Select Charters and Other Illustrations of English Constitutional History from the Earliest Times to the Reign of Edward the First</i> , ed. William Stubbs (9th edn., revised H.W.C. Davis, Oxford, 1913) |
| s.v. | <i>sub verbo</i> |
| Symeon, <i>Opera</i> | <i>Symeonis monachi opera omnia</i> , ed. Thomas Arnold, RS 75 (2 vols., London, 1882–5) |

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| <i>TRHS</i> | <i>Transactions of the Royal Historical Society</i> |
| Univ. | University |
| unpub. | unpublished |
| <i>VCH</i> | <i>The Victoria History of the Counties of England</i> (in progress), with name of county |
| William of Malmesbury, <i>GP</i> | <i>Willelmi Malmesbiriensis monachi de gestis pontificum Anglorum libri quinque</i> , ed. N.E.S.A. Hamilton, RS 52 (London, 1870) |
| William of Malmesbury, <i>GR</i> | William of Malmesbury, <i>Gesta regum Anglorum</i> , ed. and trans. R. A. B. Mynors, R.M. Thomson, and M. Winterbottom (Oxford, 1998) |
| William of Malmesbury, <i>HN</i> | William of Malmesbury, <i>Historia novella</i> , ed. K.R. Potter (London, 1955) |

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