

# BOYDELL & BREWER

## STUDIES IN CELTIC HISTORY Style Sheet

- I: Punctuation
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### I: Punctuation

#### General points

Punctuation *outside* quotation-marks, except where a complete sentence beginning with a capital letter is contained within them, when the full point should fall within the quotation marks.

Superscript numbers for footnotes should follow adjacent punctuation.

Ellipses are indicated by a series of three points only (including at the end of a sentence).

Square brackets should be used *within* round brackets.

In lists, please place a comma before the final 'and' or 'or'.

All nouns ending in -s should have their possessives in -s's.

#### Hyphens

Used in compound adjectives and adverbs (ninth-century kingship, well-established procedure; note also the mid-ninth century; a mid-ninth-century manuscript).

No hyphen is used for compounds ending in -ly (e.g. clearly explained account), or when the compound follows the noun to which it refers (e.g. the procedure is well established).

Hyphens should be avoided in cases such as 'ill advised', 'well known', 'much abused'.

N.B. Please do not break words at the end of a line: the resulting hyphens can cause problems when it comes to pagesetting!

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## Capitals

Minimum capitals for:

titles of chapters, articles, headings, tables etc.

abbot of Armagh; king of Scots; Cyfeiliog, bishop of Erging.

N.B. Avoid capitals in: christian/christianity, middle ages.

N.B. Each line of a verse quotation need not begin with a capital.

Maximum capitals for:

titles of books, tracts, pamphlets, theses (and other 'stand-alone' works)

Bishop Cyfeiliog; King Donnchad; the River Severn.

Capitals should be used with common nouns only to specify, or to avoid ambiguity – for example, the distinctions 'church' / 'Church'; 'the West' but 'the west of England'; 'the Empire', but 'the Roman empire'; 'the Conquest', but 'the Norman conquest'. They should be used also in names for stages of languages: Classical Latin, Medieval Latin, Late Latin, Neo-Latin, Vulgar Latin.

## Accents

Please avoid on words commonly used in English (role, elite).

## Quotations

Quotations (both modern English and other languages) of no more than thirty words should be placed within single inverted commas; and larger numbers should begin on a new line and be indented (but still double-spaced). Double inverted commas should be reserved for direct speech or quotations within quotations. Any quotation in a language other than modern English should normally be accompanied by a translation, which should preferably be placed in a footnote (and therefore in single inverted commas). All quotations from modern authors should be exact, and are therefore exempted from our house-style.

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## II: Spelling

### General

English (rather than American English) usage should be followed.

N.B. Books on Scottish subjects should preferably use Scottish (rather than English) legal terminology: e.g. *briefe* (not *writ*), *feu* (not *fief*), *procurator* (not *proctor*), *sassine* (not *seissin*).

### Personal Names

The general principle is to avoid Anglicised forms, and to treat names within the historiographical tradition of the country concerned. The most difficult area in this respect is Scotland, where there is currently considerable variety in how Irish/Gaelic, Welsh, Norse and Pictish names are rendered. For example, English forms remain generally in use in the *Scottish Historical Review*, while Irish/Gaelic forms are used for Irish/Gaelic names in the *Innes Review*. It is highly desirable, however, that the same policy with regard to Irish/Gaelic, Welsh, Norse is adopted throughout this series.

#### Irish/Gaelic

Personal names should be given in the forms appropriate to the date of the person in question.

#### Welsh

Personal names should be given in Modern Welsh guise (unless it is absolutely impossible to update a medieval form).

#### Breton and Cornish

Personal names should be given in the forms appropriate to the date of the person in question.

#### Pictish

Consult the General Editors at an early stage of the preparation of a typescript.

#### Norse

Personal names should be given in the forms appropriate to the date of the person in question.

#### English

In general, personal names up to and including the eleventh century should be given in Old English. Modern forms are preferable for personal names after the eleventh century.

### Place-names

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The same policy applies for place-names as for personal names, except that where there is a well known English form (e.g. Dublin, Cardiff) this may be employed.

## III: Numbers, dates, and measurements

### Numbers

All numbers smaller than 101 should be in words. But please note ‘two hundred’, ‘one thousand’, etc. Also, please use figures in passages where there is a succession of specific quantities.

In expressing periods of time or a succession of numbers use the fewest figures necessary to convey the meaning without obscurity. For example, in the case of page numbers: 21-9; 32-56; 241-6, 247-82; 1016-47; but 11-19, 413-16. In the case of years (e.g. reigns): 1124-53, 900-3, 834-9, but 811-19.

### Dates

Dates should be standardised on the models ‘2 December 1042’, ‘2 December’, and ‘December 1042’.

In references to decades use the formula 860s, not 860’s.

Use of B.C., A.D. formulae should follow the conventions ‘55 B.C.’ and ‘A.D. 1014’.

Do not use ‘Between ... and ...’ unless you really mean that; use instead ‘from ... to ...’ or ‘date-date’ if the whole period is intended; if reference is intended to an uncertain point or period within those limits, use ‘date x date’ [preferably using a multiplication sign (rather than the letter ‘x’) if this graph is available on your word processor: it is not available on mine!]

Date-ranges will be also be ellided e.g. 1124x53, i.e. a date falling not earlier or later than 1124 and 1153.

### Measurements

Percentages should be given in figures: 47%; 0.7%.

Give metric dimensions only (unless the context demands otherwise).

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## IV: References and abbreviations

### Abbreviations

In abbreviations, no stop should be used after an abbreviation which includes the last letter of the word. (Note, however, SS. for 'Saints')

Use 'St' and 'SS.', not 'S.', 'Sts'.

Use 'ca' (not 'c.', 'c.', or 'ca..') for *circa*.

For 'died', 'obit' (etc.), use 'ob.'.

In particular avoid 'e.g.', 'i.e.'.

The word 'line(s)' should *always* be written in full.

### Annalistic texts

The usual abbreviations are used for Irish chronicles:

AClon, AConn, AFM, AI, ALC, ARC, AT, AU, CS, FAI (= *Fragmentary Annals of Ireland*, ed. Joan Radner)

Please indicate which entry you refer to in an annal: e.g. AU 676.3; AT 988.2.

For AU before 1014, please refer to the actual year, not to the given year if it is one less than the actual year. Otherwise, if an editorial date is given (i.e. it differs from what is apparent in the chronicle itself), please indicate this by putting the date in square brackets: e.g. AT [563].1

For Scottish chronicles, please note the following abbreviation:

CKA: 'Chronicle of the Kings of Alba' (a.k.a. 'The Scottish chronicle in the Poppleton manuscript').

Otherwise refer to chronicles by edition in the usual way.

For Welsh chronicles, the following abbreviations should be used (the list of abbreviations should also indicate the editions used):

AC (A, B, or C [as appropriate]) = The A-, B-, or C- text of *Annales Cambriae*;

ByS = *Brenhinedd y Saesson*

ByT (Pen. 20) = *Brut y Tywysogion* (MS Peniarth 20 version)

ByT (RB) = *Brut y Tywysogion* (Red Book of Hergest version)

References should be to years (page numbers need only be given in addition to years if this is essential to identify a passage in an annal extending over more than one page); where editorial

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dates are given, these should follow the date in the chronicle as in the following example:

*ByT* (Pen. 20) 1079 [= 1081].

Where only an editorial date is given, it should be put within square brackets, e.g.:

*ByT* (Pen. 20) [1014].

## Record sources

The usual abbreviations should be used for calendars and collections of royal and papal records, for example:

*CCR* = *Calendar of Close Rolls*

*CChR* = *Calendar of Charter Rolls*

*CFR* = *Calendar of Fine Rolls*

*CPL* = *Calendar of Entries in the Papal Registers Relating to Great Britain and Ireland: Papal Letters*

*CPP* = *Calendar of Entries in the Papal Registers Relating to Great Britain and Ireland: Papal Petitions*

*CPR* = *Calendar of Patent Rolls*

*CR* = *Close Rolls of the Reign of Henry III* [i.e. printed in full, as distinct from calendars of later close rolls]

*CSSR* = *Calendar of Scottish Supplications to Rome*

*PR* = *Patent Rolls of the Reign of Henry III* [i.e. printed in full]

*RRS* = *Regesta Regum Scottorum*

*RMS* = *Registrum Magni Sigillii Regum Scottorum*

*RSS* = *Registrum Secreti Sigillii Regum Scottorum*

If there is any doubt about whether to use an abbreviation, or what the abbreviation should be, please consult the General Editors.

## References to manuscripts

The abbreviation 'MS' (plural 'MSS') should be used *only* with shelfmarks; otherwise 'manuscript(s)' should be written.

When folio-numbers are quoted, 'fo.' or 'fos' should be used; for pages, use 'p.' and 'pp.'; for columns, use 'col.', 'cols'.

References to recto and verso should be as follows: 46v, 72r, 102r-v, 247v-321r; further reference to column and/or line(s) should imitate 46v1-6; 46ra4; 101rb6-121va27; 32ral-vb4.

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Manuscripts with names: names should be given after the shelfmark and in brackets and between single quotes.

Canonical script-forms should be names with an initial capital:

Uncial, Half-uncial, Rustic Capitals, Square Capitals, Square minuscule, Caroline minuscule.

Items in E.A. Lowe's *Codices Latini Antiquiores* should be referred to on the model: Lowe, *Codices*, VIII.974.

## Footnotes

References to secondary works should be given by author's surname and the shortest practical title (short titles should always begin at the beginning of the full title, including definite and indefinite articles), for example:

Thomas, 'The settlement', 423.

Johnson, *The Forts*, 109.

Lloyd, *A History*, I.426.

(N.B. 'p.' and 'pp.' are not used).

References to primary sources should preferably be cast as follows:

William of Malmesbury, *Gesta Pontificum Anglorum*, V.242 (ed. Hamilton, 395).

*Collectio Canonum Hibernensis*, LXVII.2 (ed. Wasserschleben, 204).

Theodulf of Orléans, *Carmina*, XXXV.7 (ed. Dümmler, *Poetae*, I.527).

Cross-references should be given in the notes, not in the text, and in the format 'See/Cf. above/below, 000'.

Neo-Latin usage should be restricted to references such as '*Ibid.*, 124' where the work in question is also that of the last previous reference, and (in exceptional circumstances) *apud* where reference to a contribution in a collaborative enterprise cannot be made into an independent bibliographical item (for example, Sims-Williams *apud* Law, 'The Latin and Old English glosses', 83, n.6, or Dumville, *apud* Grabowski & Dumville, *Chronicles and Annals*, 173.

## V: Bibliography and index

### General

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In physical layout it should follow the pattern established in the final volumes in the 'old' Studies in Celtic History series.

Bibliography will be printed, as far as possible, in a single strict alphabetical sequence of names of modern authors or editors: no ancient or medieval authors' names will be admitted as headwords. Works which lack named modern editors (such as P.R.O. Calendars) will be listed under their titles. For example:

BULLOCH, James *Adam of Dryburgh* (London 1958).

*Calendar of Close Rolls: Edward II 1318-23* (London 1895).

*Catalogue of Additions to the Manuscripts of the British Museum in the Years MDCCCC-MDCCCCV* (London 1907; repr. 1967).

COLGAN, John *Acta Sanctorum Veteris et Maioris Scotiae, seu Hiberniae Sanctorum Insulae*, ed. John Colgan (Leuven 1645; facsimile reprint with intro. by Brendan Jennings, Dublin 1948).

Multi-authored works should be alphabetized among the works of the first-named author. If more than two authors/editors, use the formula 'x *et al.*'

## Books

Names should appear as on the title-page of the volume (unless given there in Neo-Latin form in which case the vernacular should be restored).

Volumes of *Corpus Christianorum*, CSEL, MGH, etc. should be cited by their own titles, not series-titles.

Collaborative volumes of essays should be given their own entry, as well as being referred to (without subtitle, if there is one) in reference to each relevant individual contribution.

Sub-titles of books should always be given in primary bibliographical references.

In citing place of publication, American names should always (except for New York) be accompanied by the State to which they belong.

Only one place of publication should be used (i.e., the first given).

Unaltered reprints should not be cited: give original publication-details only.

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## Articles

Journal-names should be given in full, and sub-titles provided (where they exist). A place-name should be given if there is more than one journal of the same title.

(N.B. British Academy lectures should be cited as journal-articles and according to the volume's pagination, not as separate publications with separate pagination.)

## Journals: dates

Full dates for the whole of the relevant volume should be given: do not simply rely on the title-page (which may merely give the date of completion of the volume).

Notably troublesome periodicals to cite are those issued in multi-part volumes over more than a single calendar year. Most of the major Celtic-studies periodicals have taken that form until recent years.

Do not give dates in the form '(1982 [1984])' or '(1982, publ. 1984)' or '(1984 for 1982)': this example would always appear simply as '(1982)'.

## Indexing

All names mentioned in the text should be indexed, whatever else may be included. Reference to matter in footnotes should follow the form '147n'. All British place-names should be accompanied by their pre-1974 counties.

Generally, a separate index of manuscripts is preferred.

References under one headword to two or more consecutive pages should be expressed as '61-2', '61-6' regardless of whether the text refers continuously or sporadically to the item in question.

## VI: Copyright material and illustrations

Authors are reminded that it is their responsibility to obtain permission from copyright holders if they wish to reproduce copyright material, and that they should include a suitable acknowledgement in an appropriate place.

For illustrations, please supply black and white prints only (not photocopies), and drawings in black ink on high quality white paper or permatrace. Please indicate masking instructions on transparent overlay and do not frame any type of illustration.

Evaluate the question of reduction carefully, so as to avoid over-reduction.

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