

Borthwick Papers

Notes for authors

- 1 Proposed papers to be *up to 12,000 or a maximum of 30,000 words in length, inclusive of footnotes and appendices.*
- 2 Text should be submitted electronically to borthwick-institute@york.ac.uk
- 3 Authors should retain an exact copy of the typescript submitted for publication and all subsequent alterations must be made with reference to this and not on the disk copy. All alterations to the typescript must be clearly marked.
- 4 MSS should be typed on one side only of A4 paper with double spacing and wide margins, numbered consecutively after the title page.
- 5 Capital letters are to be used as sparingly as possible.
- 6 To help with typesetting from your disk, the following word processing conventions should be followed:

full stops should on all occasions be followed by *one* space. Abbreviated words ending with their final letter do not need a full stop – thus eds (= editors) but ed. (= editor).

Right-hand margins should not be justified.

Any quotations are either to be ‘run on’ within single quotation marks or, if extensive, should be indented from each margin and in single spacing. Any omissions should be indented from each margin and in single spacing. Any omissions in the quotations should be indicated by three full points (...).
- 7 Words inserted into quoted matter should be in square brackets.
- 8 Spelling, hyphenated words, etc., should conform with the usage of the *Oxford English Dictionary*.
- 9 Dates: figures of the day should be separated from those of the year e.g. 20 December 1948 and not December 20 1948; 18 July not 18th July.
- 10 Alterations or emendations to the proofs are very expensive and also cause delays. They are therefore to be confined to correcting printers’ errors.

Endnotes

- 1 The notes are numbered consecutively in one sequence at the end of the booklet. All endnotes should begin with a capital letter.. As they appear at the end of the text,m they should normally be confined to references only and be used as sparingly as is compatible with clarity and accuracy.

- 2 References to printed books:

initials, name of author, title (in italics)
 number of edition if not the first
 place and date of publication unless London (in round brackets)
 volume number, if any
 page number(s)

e.g.

W.A.L. Pantin, *The English Church in the Fourteenth Century* (Cambridge, 1955) pp. 9-16.

Episcopal Register of Robert Rede (Sussex Record Society, 1910) vol. 2, pp. 239-43.

[note: vol. should not have a capital; minimum figures to be used for pp. e.g. pp. 162-4; pp. 117-18]

- 3 References to articles in periodicals:

initials and name of author
 title of paper (in roman within single quotation marks)
 name of periodical (in italics)
 volume number (in arabic numerals)
 date of publication – in round brackets
 page numbers

e.g.

R.J. Knecht, ‘The Episcopate and the Wars of the Roses’, *University of Birmingham Historical Journal*, 1 (1958) pp. 103-31.

- 4 References to ms. material and other unpublished material such as theses should be in roman type. The reference should be as exact as possible and should always give the present location of the material or, for theses, the degree and the university granting it.

e.g.

Eleanor Rathbone, ‘The Influence of the Bishops and of Memembers of Cathedral Bodies in the Intellectual Life of England, 1066-1216’ (London Univ. Ph.D. thesis 1936)

- 5 It is the responsibility of the author to secure permission from copyright holders to quote from unpublished materials and published materials still in copyright.

The Crown now waives its copyright in public records (but note that many records held in record offices are nevertheless private records on deposit).

Acknowledgement to Crown Copyright records should be made in the form suggested by the Public Record Office:

‘facsimiles (transcripts, translations) of Crown Copyright records in the ... Record Office appear by permission of the Controller of HM Stationery Office’

- 6 Subsequent references to books already referred to in full may either be given as a short title, e.g.

A.R. Hall, ‘Sir Isaac Newton’s Note-book, 1681-5’, *Cambridge Historical Journal*, 9 (1948) p. 239.

May become

Hall, ‘Newton’s Note-book’, *CHJ* 9, p. 239.

Or be referred to by the conventional abbreviations:

Op. cit. (in the work previously cited) or *loc. cit.* (in the place previously cited), provided the previous reference is not too far back for the reader to remember what you are referring back to.

Ibid. may be used when two or more successive footnotes are to the same work.

The *only* punctuation after these abbreviations is a full stop.

- 7 Recognised abbreviations of standard titles may be used, e.g.

DNB *Dictionary of National Biography*

TRHS *Transactions of the Royal Historical Society*

EHR *English Historical Review*

If many abbreviations are used, not all easily recognisable, a list should be given at the end of the ms. Note that no punctuation separates the individual letters in these abbreviations.

NB. Remember that abbreviations of periodical titles which *you* customarily use, may be unfamiliar to your *readers*.

- 8 Avoid too many Latinisms

‘see’ is preferable to ‘*vide*’

'above' is preferable to '*supra*'
'below' is preferable to '*infra*'
'*et seq.*' is permissible, although f. or ff. is also acceptable.

- 9** If the ms. contains an internal page reference, the figure should remain blank until proof stage.

Please do not hesitate to ask the editors if there are any queries.