

Guidelines for contributors to *The Magazine of the Friends of The National Archives*

These guidelines have been put together in order to save time and effort at the proof-reading stage and concern the house-style which the editorial team has agreed for *The Magazine of the Friends of The National Archives*.

Submissions will not be rejected if the following guidelines are not adhered to.

Articles should be a maximum of 1,200 words.

General format

- Submissions, in a Word document, should be sent on disk or via e-mail if possible.
- Text should be in Times New Roman font, 11 point, single line-spaced and justified.
- Only a single space should be inserted after a full stop.
- All paragraphs should be justified.
- A line should be left between paragraphs.
- Images should be in black and white. The obtaining of copyright permission rests with the author and not *The Magazine of the Friends of The National Archives*.

Particular points

Use of italics

- The *emphasising of words* in the text should be done by using *italics*, rather than underlining, **bold type** or CAPITALS.
- *Foreign words* (including unassimilated Latin words) in English (except for the names of persons, places or institutions) should be in italics, and any accent shown: *diem clausit extremum, cause célèbre, raison d'être, mañana*.
- Foreign and Latin words which have become accepted English words should not be put in italics, though they should preserve any accent necessary to indicate their pronunciation in English: post-mortem, vice versa, café, cliché, but rôle (rather than rôle).
- Roman type is now used for some *Latin abbreviations* such as e.g. and i.e. Italic punctuation should only be used within an italic phrase, but not before or after it.

Quotation marks, leaving words out, bullets

- Use single *quotation marks* for the first quote, and double if a quote sits within a quote: 'I recommend that you use the "en" dash.' Use smart ("...") rather than straight quotes if possible. If 'en' had been the last word in the quotation above, the punctuation should be 'I recommend that you use "en".'
- Use 3 points, with one space each side when *omitting words*: 'The ... messenger arrived, and ... met the king ... the next morning'. 'The messenger arrived late that night. ... Next morning ... he had an audience with the king.'
- *Bullets* should be small plain round ones.

Dates and numbers

- *Dates* should be in the format 12 April, not 12th or 12th.
- For decades, say 1060s, not 1060's.
- Pairs of dates should be elided to two figures: 1066-67, 1940-45. When stretching centuries the whole figure must be used: 1039-1149.
- Oblique strokes are used when a single 'year' covers a pair, e.g. 1567/8. This is the convention for showing old and new style years, i.e. January 1567/8 is used when the medieval clerk has dated his document January 1567, which would be shown today as January 1568.

- For centuries, show in words: fifteenth century rather than 15th century or 15th century. When the century is used adjectivally, a hyphen should be inserted. This is easier when the word is written in full: 'fifteenth-century house' rather than '15th-century house'.
- Do not mix techniques when stretching dates. Say *either* 'from 22 to 24 September' *or* '22-24 September' but *not* 'from 22-24 September'.
- *Numbers* from one to ten are written in words, and higher numbers in figures. This can be changed depending on the sentence: 'I would not be in your shoes for a thousand pounds' and 'she inherited £1,000'.
- A number which comes first in a sentence or clause should be written as a word: 'Thirty men came' not '30 men came'.
- If numbers are used statistically, they should be figures: 'More than 3000 men were killed'.
- There can be mixing: 'four of the children were 12 and eight were 16'.
- Anniversaries tend to look better in words: 'twenty-fifth anniversary'.

Capital letters

- Do not over-*capitalise*. Generally speaking, 'the great hall' is better than 'the Great Hall', and the 'king and queen' better than the 'King and Queen'.
- If the noun is prefixed by 'the', indicating something of particular importance in its context, then the noun *may* have a capital: the Society, the President.
- Titles may cause much difficulty. We shall use lower case unless the rank is associated with a first (given) name, when upper case should be used: the earl of Oxford, but John de Vere, Earl of Oxford.
- Modern royals have a different style, with more capitals: HRH The Duke of Gloucester, the Duke of Gloucester
- Geographical names are capitalised if part of the title of an area (Western Australia) but not if the description is a general term (southern Scotland).

Abbreviations

- The general rule is that if the last letter of an *abbreviation* is also the last letter of the full word, then a full stop is not used: saint is St, colonel is Col, Mr, Mrs, Dr or ft (feet). If the last letter of an abbreviation is not the last letter of the full word, then a full stop *is* used: Professor is Prof., Captain is Capt., and inch is in. A plural abbreviation ending in -s will not have a full stop: inches are ins, professors are Profs.
- For sets of initials in common use, full stops are not inserted: BBC, TNA, A2A, KG, The same applies to degrees: BA, MA, PhD.
- Spaces are used in: c. 1800, p. 13, pp. 34-36, fig. 21.
- Spaces are not used in: q.v., i.e., e.g., a.m., p.m.
- Spaces are not used in: km, kg, lb, oz.
- Do not abbreviate metres or miles to 'm' to avoid confusion.
- When initials are converted to plural, do not use apostrophes: CDs, PCs, MPs.
- In people's names, use full stops after initials, but no spaces between the initials. There should be one space between the initials and the surname: A.M. Samson, L. Boatwright, R.McN. Peters.

Hyphens

- Where a *hyphen* is useful, it should be inserted: 'three one-day events' as opposed to 'three one day events'.
- Some hyphens are essential: 'great-grandson' which is different to 'great grandson', 'fiftieth year-celebration' compared to 'fiftieth-year celebration'.
- Hyphens should appear in numbers up to ninety-nine when written in words, but 'one hundred and one', 'one hundred and twenty-one'.

- Hyphens should always appear in dates used as adjectives: ‘a fifteenth-century house’. Sometimes two hyphens are required: ‘late-fifteenth-century house’.
- Some words, previously hyphenated, are now commonly written as one word: today, weekend, email.

Titles of books and articles

- Titles of books and works of art should be in *italics*: *The daughter of time, Richard III*.
- If a title includes the word ‘the’, make sure that it is also in italics: *The Daughter of Time*.
- TV programmes should be treated as works of art: *Meet the Ancestors*.
- All important words in a title should have a capital letter: *The War of the Worlds, As You Like It*. Articles however, may have a capital first letter and the rest as a sentence.
- When including titles in the main text, they should be incorporated in as natural a manner as possible. The publication date should be included in round brackets: ‘As mentioned in Whitaker’s *Almanac* (1923) ...’

Spelling

- We have chosen for example, ‘organise’ rather than ‘organize’, ‘medieval’ rather than ‘mediaeval’.
- Care is needed to ensure that some PCs do not inflict an American default spelling, such as ‘endeavor’ for ‘endeavour’, ‘center’ for ‘centre’.

Brackets

- Round brackets are normally used. Square brackets are for an editor’s comment inserted into a text.

Quotations

- Final quotation marks come after a full stop if a *complete* sentence is thereby enclosed: ‘He opened the door.’ They come before a full stop or other punctuation if *part* of a sentence is thereby enclosed: The document is called ‘Our Punctuation Policy’.
- The use of long quotations should be limited as far as possible and where used, should not exceed 200 words.

Apostrophes and contractions

- *Apostrophes* come before the –s for a single possessor: Richard’s book, his mother’s castle; but after the –s for multiple possessors: the Yorkists’ cause, the members’ room, unless the word is itself in a plural form: the men’s clothing, the children’s toys.
- Apostrophes after words ending in –s or –ss take on an extra –s: James’s, Your Highness’s.
- Its is the possessive; it’s is ‘it is’.
- Contractions such as can’t, won’t etc. can be used.

Table and images

- When an article includes genealogical or other tables it is important that accurate hard copy is provided to ensure accurate replication in *The Magazine of the Friends of The National Archives*. The final formatting of tables will be undertaken by the editor.