

Royal Historical Society Transactions

1. General information

Papers submitted for inclusion in *Transactions* should be based closely on the paper actually read to the meeting or conference of the Society, and in the case of prize essays on the text originally submitted. *Transactions* is edited by Professor Andrew Spicer, one of the Society's two Literary Directors, who can be contacted by email at aspicer@brookes.ac.uk.

Authors are requested to submit manuscripts by the end of the calendar year in which the paper is read.

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2. Production of typescripts

a. Format and presentation

Papers should be submitted in Microsoft Word format or an RTF equivalent, double spaced, leaving a reasonable margin on all sides of the text. Sub-headings should be marked by roman numerals, either with or without sub-titles following.

Each figure should be provided as a separate numbered file. Tables may be submitted as XLS files. Figures should be provided in file formats conforming to the artwork guidelines outlined below.

In addition to the main text, each article submission should include:

- i. an abstract of not more than 200 words.
- ii. a title that should not ideally exceed 20 words.
- iii. a running head of not more than 50 letters and spaces.
- iv. figure and table captions and place markers, positioned appropriately within the body text and indicating whether they should appear as portrait or landscape.

A separate cover sheet should be provided which should include contact details for the corresponding author, including email, postal address and telephone number. Please also provide the academic affiliations of all authors. Any author acknowledgements, whether personal or in reference to funding, should also be included here.

b. Footnotes

Footnote numbers should be clearly marked in one continuous sequence. Footnotes in *Transactions* are intended for references, and should not normally be used for substantial pieces of additional text. The

typical paper in *Transactions* consists of about 7,000 words in main text and up to about 80 footnotes. There will from time to time be good reason to exceed one or both of these guidelines, but such departures should be discussed with the Literary Director prior to the submission of text. Any special requirements for diagrams, illustrations or supplementary material should also be notified well in advance.

c. Spelling

Follow British English rather than American English (e.g. defence, labour, programme, sceptical). Note the following preferences:

-ise rather than -ize endings (e.g. criticise, emphasise)
acknowledgement
connection
elite (no accent)
focused
inquiry
judgement
medieval
premise
reflection
regime (no accent)
role (no accent)

d. Quotations

Within the text, single quotation marks should be used, employing double quotation marks only for quotations within quotations. Longer quotations, over about fifty words in length, should be indented and presented without quotation marks. Use three point ellipses ... when omitting material within quotations. Do not put brackets around ellipses. Punctuation should come after closing quotation marks, except for exclamation marks and question marks belonging to the quotation. Use square brackets for editorial interpolations within quoted matter.

e. Punctuation

Do not use the serial comma: ‘red, white and blue’ not ‘red, white, and blue’. The addition of a possessive ’s following a name ending in -s is preferred (e.g. Dickens’s not Dickens’), except that people in the ancient world do not carry the possessive final ‘s, e.g. Sophocles’, Jesus’. Round (not square) brackets should be used for brackets within brackets. Spaced en-rules (–) should be used for parenthetical dashes.

f. Dates and numerals

Dates should be set out as 1 January 1660, the 1660s, the seventeenth century, 1642–5 (but 1614–18). Dates in footnotes should be abbreviated as 1 Jan. 1660. Numbers up to ninety-nine should be spelled out in full. Percentages should be in figures, with the words ‘per cent’ spelt out (25 per cent). Thousands take a comma: ‘1,000’.

g. Abbreviations

Contractions should have no full points (Mr, St, Jr, Revd), though abbreviated words, which do not end with their final letters, and their plural forms, should (vol., vols., ed., eds.). Acronyms and lettered abbreviations should be rendered with no stops (BBC, NATO, USA, EU, BC, AD) but stops should be used for authors’ initials, which should be spaced (H. J. Dyos).

h. Capitalisation

Capitalisation should be minimal, generally only for persons and places, and for titles that are attached to a personal name (duke of York and the queen, but Duke Richard and Queen Victoria or George V).

i. Foreign and ancient languages

In the body of the text words and quotations in Latin or any language other than English should be italicised. Authors may wish to give consideration to offering a translation of important passages in footnotes. In the footnotes quotations in foreign languages and Latin should *not* be italicised, but should appear inside single inverted commas. Proper names such as institutions and streets should *not* be italicised.

j. Italicisation

Titles of publications, and words to be italicised for emphasis should all be formatted appropriately within the digital manuscript.

k. References

References to other sources should be in full when first cited. Further references to the same sources should be by an author's surname and short title rather than by *loc. cit.*, *op. cit.* and so on. *Ibid.* may be used for consecutive references to the same work, but not when the previous reference refers to more than one source. References to books should give author's initials or first name and surname; title italicised; number of volumes where appropriate, place (when it is not London) and year of publication in round brackets; abbreviation where used in round brackets; volume in roman small capital; and page number(s) without a p. prefix. In footnote references the preference for minimal capitalisation does not apply. References should take the following forms:

Books

Ann Hudson, *The Premature Reformation* (Oxford, 1988), 103–10

Books with more than one volume

C. S. Parker, *Life and Letters of Sir James Graham* (2 vols., 1907), I, 213–49

Contributions to edited books

D. Vincent, ‘Communications, Community and the State’, in *Artisans, Peasants and Proletarians 1760–1860*, ed. C. Emsley and J. Walvin (1985), 166

Articles

J. Newman, ‘Oxford Libraries before 1800’. *Archaeological Journal*, 135 (1978), 248–50

Theses

C. R. Niehus, ‘The Issue of Law Reform in the Puritan Revolution’ (Ph.D. thesis, Harvard University, 1957), 149

Manuscripts (collection, location, with abbreviation where appropriate for repeated references)

Cardwell to Russell, 3 Nov. 1865, London, The National Archives (TNA), Russell papers, 30/22/156, fo. 23

I. Other conventions

The Literary Directors recognise that there are conventions which are particular to certain specialist areas and to the citation of some standard sources. Where authors wish to use such conventions they are welcome to do so, after consultation with the Literary Director. Authors should, however, recognise that *Transactions* has a wide and varied readership and the references, as well as the text, should be accessible to such a readership.

m. Tables and figures

For guidance on the preparation of illustrations, pictures and graphs in electronic format please see the [Cambridge Journals Artwork Guide](#). Charges apply for all colour figures that appear in the print version of the journal. At the time of submission, contributors should clearly state whether their figures should appear in colour in the online version only, or whether they should appear in colour online *and* in the print version. There is no charge for including colour figures in the online version but it must be clear that colour is needed to enhance the meaning of the figure, rather than simply being for aesthetic purposes. If you request colour figures in the printed version, you will be contacted by CCC-Rightslink who are acting on behalf of Cambridge University Press to collect author charges. Please follow their instructions in order to avoid any delay in the publication of your article.

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n. Titles

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THE LIMITS OF TOTALITARIANISM: GOD, STATE AND SOCIETY IN THE GDR
By Mary Fulbrook
READ 29 JANUARY 1996

If your paper was read outside London it would appear thus:
BRITISH POLITENESS AND THE PROGRESS OF WESTERN MANNERS: AN EIGHTEENTH-CENTURY ENIGMA
By Paul Langford
READ 23 FEBRUARY 1996 AT THE UNIVERSITY OF WALES SWANSEA

If your paper was a named lecture (the Alexander Prize, or the Prothero Lecture, or the Camden Lecture) it would appear thus:
ENGLAND, BRITAIN AND THE AUDIT OF WAR
The Prothero Lecture

By Kenneth O. Morgan
READ 2 JULY 1996

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