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### Journal of Ecclesiastical History

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When an article has been formally accepted for publication by the editors and the final revisions have been completed to their satisfaction the author will be asked to submit the final version electronically via email. The copy-editor will be working from this final version. It is therefore essential that it should be accurate, that all corrections have been transferred to it and that it should be prepared according to series style.

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## CONVENTIONS TO BE OBSERVED IN BOTH TEXT AND FOOTNOTES

1. **Quotations:** Single inverted commas in all instances, except that quotations within a quotation should be within double inverted commas. Where the quotation begins with a capital letter and forms a complete sentence the final inverted comma should follow the point; otherwise it precedes it. This includes quotations following a colon. The source of the quotation should always be provided, usually in a footnote. Quotations will be displayed if they exceed sixty words: they should be typed as a separate paragraph preceded and followed by a line space, and marked with a single pencil line in the margin. Quoted matter is normally punctuated according to modern conventions. Quoted material within a footnote should be followed by the source, thus '...': Knowles, *Religious orders*, ii. 39.

Quotations in languages other than English (unless the article itself is in French or German) should be translated in the text, with the original provided in the footnotes. This applies also to quotations in Greek or Latin, unless the author has a very strong preference, but it does not apply to a single word or phrase/s in a non-English language.

2. **Spellings and Conventions:** British, not US, so e.g. -ise for -ize, honour, centre etc.

NB: nevertheless, none the less, insofar, set-back, setpiece, Basle, Strasbourg, Ailred, appendices, indices, regime, co-operate, judgement, elite, connection, medieval, role, focuses, no-one, on to

italic to be used for *a priori*, *c.* [for *circa*], *sola scriptura*, *apologia pro vita sua*, *ancien régime*, *raison d'être*, [*sic*], *status quo*, *s.v.*, *Bull Unigenitus*, *alias*, *v.*, *Vita*, *Life*.

NB: cf. (for 'compare'); i.e.; *ibid.*; *idem*; *passim* – all in roman type; above, below (not *supra*, *infra*); and others (not *et al.*); *f./ff.* for 'and following page(s)'; *op. cit.*, *loc. cit.* and *art. cit.* should not be used. Please avoid e.g. and spell out instead. Note *idem*, *Pagan Rome*, 63–9; and that there is no comma in *ibid.* 43.

Please use English forms of non-English place-names if a recognised standard form exists, and avoid obsolete or archaic forms – Leghorn, Ratisbon, Mayence etc.

3. Dr, Mr, Fr, Revd, St or SS (for saint or saints): no points. Leave spaces between initials of author's name; these initials do attract points.

4. MS and MSS for manuscript(s); fo./fos (NB no point in plural) for folio(s); sig./sigs for signature(s); no./nos for numbers; pt(s) for part(s); app./apps for appendix(ces); ep. v /epp. cvii–cix; letter 6/letters 345-8.

5. **Scriptural references** in full at first reference and then abbreviated as Matt.; 2 Cor.; Heb. ii. 7, 8 (abbreviations according to the practice recommended by the Society of Biblical Literature).

6. **Dates:** 30 October 1978; 1960s (no apostrophe); 1806–7; 1917–18; 1942–3; AD 700; 36 BC/BCE/CE. Months abbreviated in footnotes as Jan./Feb./Mar./Apr. etc.

7. **Numbers:** Elision as 57–63; 66-7; 204–5, 117–18; 1,350–9; fo. 36v-r; fos 36v–39r; ch xvi-xvii. 30 per cent in text; 30% in footnotes. All numbers below 100 spelt out except where in an extended sequence. But do not elide numbers in dates 23–24 July.

8. **Capitalisation:** Please keep capitalisation to a minimum, within the following guidelines: a) the bishop of Salisbury visited Bishop Fisher; b) the Church teaches humility; the church was built in the eighteenth century: the church leaders arrived. Capitals for Protestant, Catholic (etc.), Puritan, Nonconformist and for words derived from proper names as Christian, Benedictine.

9. Any tabular material, graphs or maps should be provided in a separate file, not placed within the text. Its location should be indicated in the margin of text in the form 'table 1 near here'. All such material should be keyed into the text as, for example (*see* Fig. 2), and figure captions should be provided at the end of the document, following the endnotes.

Illustrations (black-and-white) can be included only if they are absolutely essential to the paper in that they are closely referred to through the text which would not cohere without them. Please see below for the instructions on preparation, as specified by Cambridge University Press. Colour illustrations are possible but at the author's expense; otherwise an image provided in colour will appear in the print version of the *Journal* in black-and-white but on the website in colour.

10. The Editors discourage the use of superfluous quotations in the titles of articles, for example, “‘O for the wings of a Dove’: tithe disputes in seventeenth-century Lancashire”. Displayed opening quotations at the head of an article similarly create problems of layout. Titles of articles should in any event be as succinct as possible.

#### 11. **Competing interest declarations**

All authors must include a competing interests declaration at the end of their manuscript above their references. This declaration will be subject to editorial review and may be published in the article. Competing interests are situations that could be perceived to exert an undue influence on the content or publication of an author's work. They may include, but are not limited to, financial, professional, contractual or personal relationships or situations. If the manuscript has multiple authors, the author submitting must include competing interest declarations relevant to all contributing authors. Example wording for a declaration is as follows: “Competing interests: Author A is employed at company B. Author C owns shares in company D, is on the Board of company E and is a member of organisation F. Author G

has received grants from company H.” If no competing interests exist, the declaration should state “Competing interests: The author(s) declare none”.

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IV. Any acknowledgements or expressions of thanks should be included in a **second** unnumbered footnote.

V. *PL* and *PG* (italic type) for Migne, *Patrologia Latina* and *Patrologia Graeca*; thus: *PL* cxv. 109C.

Note the form of punctuation after abbreviations is CSEL xiv. 205; Chron., ii. 50; *Works*, ii. 40. For books published in Britain or in English before 1640, the call number in the [*Revised*] *Short Title Catalogue* should be added, after place and date of publication, in the format of abbreviation plus numeral only, e.g. (*RSTC* 4523). For books published in Britain or in English between 1640 and 1701, the call number in Wing should be added, as abbreviation plus letter and numeral, e.g. (Wing A.4523).

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VII. 'p.' or 'pp.' should not be used except where confusion might follow (as in example f. below), or when referring to preliminary pages of a work: pp. x–xii.

VIII. Endnotes should be numbered in Arabic, not Roman, numerals and follow the initial unnumbered footnote/s.

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a) A. Briggs and P. Burke, *A social history of the media, from Gutenberg to the internet*, Cambridge 2005, 245–7.

b) E. Duffy, *The stripping of the altars: traditional religion in England, c.1400–c.1580*, 2nd edn, New Haven–London 2005

c) K. Ghosh, *The Wycliffite heresy: authority and the interpretation of texts*, Cambridge 2002, chs ii–iii

d) Joseph Cope, ‘The experience of survival during the 1641 Irish rebellion’, *Historical Journal* xlvii (2003), 295–316

e) G. Atkins, ‘Wilberforce and his milieu: the worlds of Anglican Evangelicalism, c. 1780–1830’, unpubl. PhD diss. Cambridge 2009

f) \*S. Burt, ‘The Societies for the Reformation of Manners: between John Locke and the Devil in Augustan England’, in R. D. Lund (ed.), *The margins of orthodoxy: heterodox writing and cultural response, 1660–1750*, Cambridge 1995, 149–69

g) \*Bernard Hamilton, ‘Perfection and pragmatism: Cathar attitudes to the household’, in John Doran, Charlotte Methuen and Alexandra Walsham (eds), *Religion and the Household* (Studies in Church History 1, 2014), 86–96

h) \*William of Ockham, *A short discourse on the tyrannical government*, ed. S. McGrade, trans. J. Kilcullen, Cambridge 1992

i) \**Select cases in manorial courts, 1250–1550*, ed. L. R. Poos and L. Bonfield (Selden Society cxiv, 1997), 36n.

\*Note that an editor's name follows a primary source, but precedes a collection of essays etc.

j) Geneviève Dumas, *Santé et société à Montpellier à la fin du moyen âge*, Leiden 2015, 362

k) E. Sackur, *Sibyllinische Texte und Forschungen*, Halle 1898, 286–91

l) E. Cecchinato, *Camicie rosse: i garibaldini dall’unità alla grande guerra*, Rome–Bari 2007

m) References to texts as Eusebius, *Historia ecclesiastica* ii.3.4. (book/ch.[section]/para); Athanasius, *De synodis* 31 (ch.[section]). Line references should be given clearly as line(s).

Always provide **full, not abbreviated, titles of classical texts/patristic works** with details of edition used at first reference, however obvious you think it should be.

n) Lambeth Palace Library, MS 425, fos 3r–v, 31r–33v; Bodleian Library, Oxford, MS Rawlinson C 26, fos 1r–71v; BL, MS Lansdowne 63, fo. 3r–v; Emmanuel College, Cambridge, MS 261, fo. 34; Sheffield University, MS Hartlib 1/7; Cambridge University Library, MS Kk.iv.6, fo. 2.

o) Correspondence: Beilby Porteus to William Wilberforce, 6 Dec. 1780, Porteus papers, Lambeth Palace Library, MS 567, fo. 20.

NB. Where early printed books or manuscripts have conventional abbreviations in the title or elsewhere, such as a stroke to signal the omission of 'n' or 'm', these should be expanded. In such cases distinguish clearly between (e.g.) sig. A*ii*r, p. 4 and fo. 4, when locating quotations.

SUBSEQUENT CITATIONS SHOULD BE MADE IN SHORT-TITLE FORM THUS:

Duffy, *Stripping of the altars*, 6; Cope, 'The experience of survival', 297; Atkins, 'Wilberforce', 128–9; Burt, 'Societies for the Reformation of Manners', 160 nn. 45–7; *Select cases in manorial courts*; Dumas, *Santé et société*; Bodl. Lib., MS Rawlinson C 26, fo. 71; BL, MS Lansdowne 63, fos 3–5; Emman. Coll., MS 261, fo. 34; Eusebius, *HE* ii.3.4; CUL, MS Kk.iv.6, fo.2.

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Some items printed online are regarded as 'published' and so they should appear as a standard book, with the title in italics:

David J. Seipp, *Medieval English legal history: an index and paraphrase of printed year book reports, 1268–1535*, at <http://www.bu.edu/law/seipp>, cases 1365.053; 1373.051.

*The parliament rolls of medieval England, 1275–1504*, ed. Chris Given-Wilson, Woodbridge 2005; also available online at <http://www.sd-editions.com/PROME>.

### **Journals**

E-journals should likewise be cited as standard journals; e- added to the Journal title will clarify, while other journals have e-numbers:.

*e-Journal of Portuguese History* i (2003).

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