

Scottish History Society

**STYLE SHEET**

**1. Style in text**

Use single quotes, and double inside single. Punctuation outside the quotes unless a complete sentence is quoted. Quotations of 50 words or more should be broken off as a separate, indented paragraph, with no quotes. Similarly lines of verse, if more than one line.

Spelling and hyphenation follow the ninth or later editions of the *Concise Oxford Dictionary*. Where this gives alternative forms, use the first. Use '-ise', not '-ize'.

'Nineteenth century', 'mid nineteenth century' (noun). 'Nineteenth-century', 'mid nineteenth-century' (adjective). *Not* 'mid-nineteenth century'—there is no such century.

Dates: 16 November 1727 (in text), 16 Nov. 1727 (in footnotes). Abbreviations of months: Mar., Apr., June, July, Sept. 1450s, not 1450's.

MA, MP, Dr, St, not M.A., M.P., Dr., St., etc. But where the ending of a word has been omitted, a point is normally used: fo., c., M., Rev.

Possessives: use 's in all (singular) cases unless the final syllable is pronounced *iz*: James's, but Bridges'.

Numbers: use figures for all *statistics* and *units of measurement*, no matter how small, and words for all *individually-identifiable items*, even above 100 (though this will be rare). Whether the items being enumerated are statistics sometimes depends on the context. Thus, 'fourteen months later' (they passed one by one), but 'exports fell 6 per cent over a 12-month period'. Commas for numbers of four digits or more.

Capitals should not be over-used. Thus in titles: King Alexander; Alexander, king of Scots; Earl Patrick; Patrick, earl of Orkney; Archbishop Spottiswoode; John Spottiswoode, archbishop of St Andrews; Dundrennan Abbey; the abbeys in Galloway. Do not use capitals for institutions: parliament, general assembly, papacy, baron court, trades council. But proper names, even of organisations, should have them: the Scottish Office; the Lords of the Congregation. If the name is a descriptive phrase rather than a proper name, it should not have capitals: the temperance movement; the queen's party. A capital should be used where a word or phrase could conceivably mean something different without it: Catholic, Protestant, Reformers, the Articles (but note, lords of the articles, which has only one possible meaning), the Five Articles, Conservative.

## 2. Style in editing

Each text has to be edited in its own way; consultation with the publication secretary helps to ensure consistency, and may be necessary when texts require difficult decisions. A section entitled 'Editorial method' is usually needed at the end of the introduction. Although there are no hard and fast rules, it is common to do the following.

Modernise punctuation, capitalisation and paragraphing. Keep original spelling but modernise u/v, i/j. Use y for yogh. Extend scribal abbreviations. The more recent the text, the fewer interventions may be needed; editions of eighteenth-century texts often keep original capitalisation as well as spelling. If any of these interventions have been carried out, the introduction should say so.

Use roman for [sic]. It is used only in cases where the error or unusual spelling or phrasing might otherwise have been thought to be the editor's mistake.

An editorial omission in quoted text is denoted by three points, unspaced thus ... or by four if the first is a fullstop.... This should not be done without further explanation if the omission is in the original MS; whether it is a blank in the MS, or a damaged, altered or illegible MS, the reader should be told the reason and approximately how much text is missing.

Interpolations should be placed in square brackets. In general, use square brackets only for omissions in, and expansions of, the original text—things that the original writer should or might have included: 'it was surely [not] appropriate'; '12 January [1846]'. Explanations and editorial comments, by contrast, should generally be in footnotes.

Editions of letters usually retain the opening and closing salutations but run them into the text rather than paragraphing them separately. The signature is usually omitted.

## 3. Citation of sources

Authors' and editors' names: use initials (with no spaces between them) and surname. With two co-authors/editors, give both linked by '&'; with three or more, give only the first, followed by '*et al.*'

Book titles: in italics; capitalise significant words. Include any subtitle (preceded by a colon) unless the main title on its own provides a full account of the contents of the book. Include any dates, preceded by a comma.

Titles of journal articles and book chapters: in inverted commas; do not capitalise significant words. Otherwise as for book titles. Give first and last page numbers for articles (but not book chapters); these numbers should if necessary be followed by the number(s) of the specific page(s) being cited, in the form 'at pp. 00-00'.

With journals, give the full date of the volume, even if this covers more than one year. A few journals require the date of the *issue* to be given, as well or instead, either (as with *History Today*) because they are not continuously paginated throughout the volume, or else (as with *Past and Present*) because they do not have volume numbers at all.

Titles of theses: in inverted commas; capitalise significant words.

Multi-volume works: give number of volumes, and first and last dates of their publication. When a multi-volume work (except a thesis) is continuously paginated, the volume number should still be given.

Subsequent citations of all these should use surname(s) and shortened title.

Examples:

M. Harper, *Emigration from North-East Scotland*, 2 vols. (Aberdeen, 1988), i, 156. Subsequent citations: Harper, *Emigration*, ii, ch. 3.

M.H.B. Sanderson, 'The feuing of Strathisla: a study in sixteenth-century social history', *Northern Scotland*, ii (1974-5), 1-11, at p. 9. Subsequent citations: Sanderson, 'Feuing of Strathisla', 11.

J.M. Simpson, 'Who steered the gravy train, 1707-1766?', in N.T. Phillipson & R. Mitchison (eds.), *Scotland in the Age of Improvement* (Edinburgh, 1970), 57. Subsequent citations: Simpson, 'Who steered the gravy train?', 63-5. Subsequent *first* citations of another chapter from the same book: P. Stein, 'Law and society in eighteenth-century Scottish thought', in Phillipson & Mitchison (eds.), *Scotland in the Age of Improvement*.

A.R. Easson, 'Systems of Land Assessment in Scotland before 1400' (University of Edinburgh Ph.D. thesis, 1987), 23. Subsequent citations: Easson, 'Systems of Land Assessment', 46.

Well-known record publications may omit details such as editor and date: *Acts of the Parliaments of Scotland*, ix, 98. (If frequently cited, such items should be abbreviated—see below.)

Give a list of all the abbreviations used for printed primary sources, periodicals, publishing societies and libraries. Forms of abbreviations should if possible conform to the list given in *Scottish Historical Review*, xlii (1963), Supplement, using the most abbreviated forms. Do not use other abbreviations, such as *Scot. Hist. Rev.*; if the *SHR* is frequently cited it must be given thus—and appear in the list of abbreviations.

Use roman, not italic, for c., cf., *ibid.*, e.g. Do not use *idem*, *ibidem*, *op. cit.*, *loc. cit.*, *art. cit.*, *supra*, *infra*, *et seq.*

Use p., pp., for citations of printed works only if confusion might otherwise arise (usually with roman page numbers): *RPC*, v, p. xi.

Volume numbers and part-volume numbers thus: *APS*, ii, 546; *APS*, vi, II, 34. However, when citing statutes, use the chapter number as well: *APS*, ii, 10, c. 13.

*RSS* and *RMS* are cited by document number (not page number) without comment, thus: *RMS*, vii, 1818. With other works so cited, it must be made clear: Aldis, *Books Printed in Scotland*, no. 26.

When the reference is to a letter, it is usual to give the writer, addressee and date: Randolph to Cecil, 19-20 Sept. 1565, *CSP Scot.*, ii, 211.

Be precise about which pages are being cited; do not use the form '215ff'.

Author and title should normally be separate (as is standard practice in library cataloguing), even if this is not the case on the title page. John Knox, *History of the Reformation in Scotland*—not *John Knox's History of the Reformation in Scotland*.

Edited primary sources: the editor's name comes at the beginning where they have created the collection, but otherwise at the end. J.G. Fyfe (ed.), *Scottish Diaries and Memoirs, 1550-1746* (Stirling, 1927). *The Gild Court Book of Dunfermline, 1433-1597*, ed. E.P.D. Torrie (Scottish Record Society, 1986). Subsequent citations: Fyfe (ed.), *Diaries and Memoirs; Dunfermline Court Book*. Note here, also, the style for citing the works of publishing societies—give the name of the society, but no place.

Citations of manuscript sources (except theses) always begin with the *location* of the MS, followed by as many as appropriate of *author, title, collection, call number, and folio number*, normally in that order. No italics should be used. It is important always to give the title, so that the reader knows the nature of the document. Thus:

EUL, Patrick Anderson, 'Historie of Scotland', Laing MSS, III.203, vol. ii, part II, fos. 259r.-260v.

NAS, royal household book, 1650-1, E31/19.

BL, Bowes to Walsingham, 7 Feb. 1583, Cotton MSS, Caligula, C.VII, fos. 128r.-129r.

NAS, writs on Kinnettes church lands, Cromartie papers, GD305/1/14/1.

Only a few abbreviations are possible for subsequent citations:

EUL, Anderson, 'Historie', Laing MSS, III.203, ii, II, fos. 259r.-260v.

NAS, royal household book, 1650-1, E31/19.

BL, Bowes to Walsingham, 7 Feb. 1583, Cotton MSS, Caligula, C.VII, fos. 128r.-129r.

NAS, Kinnettes writs, GD305/1/14/1.

For manuscripts, use fo., fos. (not f., ff.) unless the numbers are page numbers, in which case use p., pp. Recto and verso should be given as in the examples above.