

# Guidelines on preparing and submitting an article for the *Bulletin of the John Rylands Library*

- These guidelines are intended to help you and us – the better prepared the article is the more efficiently it will pass through the production process.
- Please pay particular attention to the [Notes and reference](#) section.
- Please make sure that the style you use is *consistent* throughout the article and is compatible with the rest of the journal.
- Papers are considered for publication on the strict understanding that they have not previously been published nor are currently on offer to any other journal.
- All articles considered for publication in the *Bulletin* are read and critically assessed by at least two accredited scholars in an appropriate field. The journal uses a double-blind peer review system.

## Submission of manuscripts

Articles should not exceed 8,000 words including endnotes. The article manuscript together with an abstract of 150 words and between 3 and 6 key words should be sent by email to [sasha.handley@manchester.ac.uk](mailto:sasha.handley@manchester.ac.uk). The preferred word processing format is MS Word; PDF submissions cannot be accepted.

- Prepare your manuscript for blinded review by including your name and affiliation (as you would wish it to appear in the journal) and any other identifying information on a title page.
- Use double line spacing throughout (including notes and quotations).
- Use endnotes for referencing.
- Leave generous margins for editing.
- Pages should be numbered throughout and the last page labelled 'last'

## General style notes

- UK punctuation throughout article.
- UK spelling consistently throughout article but use American spelling in American proper names, such as Pearl Harbor, and in quotes.
- Single spacing only after all punctuation; initials should be spaced: A. J. Smith not A.J. Smith (NB i.e. and e.g.); space after the point in the following contractions: ed., p., pp., ch., vol., etc.
- Quotations: extract quotations over five lines, indented with space above and below, no quote marks; should not start or end in ellipses (...).
- Single quote marks for integrated quotations within the text, double quote marks for quotes within quotes.
- Maximum capitalisation is used on all headings and titles of published works within the text and the notes.
- Page numbers are elided: 4–7, 8–13, 16–18 (not 16–8), 20–7, 34–76, 104–6, 136–42.
- Dates are written in full: 31 January 1678; BC years must be given in full: 536–514, not 536–14; spell out nineteenth century, but 1800s (NB hyphenate when adjectival – e.g. 'in the seventeenth century' but 'seventeenth-century furniture'; use 1930s, not thirties, 30s or '30s).
- Years are elided to two digits: 1674–89, 1674–77, 1674–1723.
- *Ibid.*, after references that cite the title previously mentioned; do not use *idem*, *loc. cit.* or *op.cit.*
- Apostrophe: Thomas's, Jones's, but Moses', Bridges' : i.e. when the word ending is pronounced 'iz', use an apostrophe only.
- Parenthetical dash: use a spaced dash to indicate a parenthetical dash (indicate in typescript by a single hyphen with a space either side).
- Raised letters/superscripts in quotes should be clear - these will be set as superscript letters.

## Numbers

- Spell out numbers below 100, use digits for numbers over 100.
- Exceptions – a series of numbers appearing close together; numbers in mixed sequence (under and over 100) in which case use digits for all numbers in that section; numbers giving exact measurements or with abbreviated units of measurements such as 7 kg, 15.8 mm; in usual cases like 5.00 p.m. (but five o'clock); phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g. two hundred, fifteen thousand).
- Units of measurement - no 's' to appear in plural (5 kg not 5 kgs). If pre-decimal currency is used, follow this style: £5 15s 6d.
- Always put a number on either side of a decimal point, e.g., 0.6 (not .6).

## Abbreviations/punctuation/spacing

- When quotation marks enclose less than a complete sentence, the closing quote should precede the final punctuation. When quotation marks enclose a complete sentence or more, the closing quote should follow the final punctuation. If the source/page numbers appear with the quotation, place them in parentheses after the closing quotation mark but before the final full point. If verse is integrated use space solidus space (#/#) to indicate a line break.
- Uncommon abbreviations should be avoided, or explained at their first occurrence.
- *Idem*, *loc. cit.*, *op. cit.* should not be used.
- '&' may be used for names of companies, institutions, etc. (Faber & Faber). Otherwise use 'and'.
- *Cf.* (roman, not italic): note that *cf.* means 'compare', not 'see'.
- *Fo* for 'folios', not *ff.* Which means 'following'.
- *ll.* ('lines') should be avoided as it can be confused with roman numeral *II* or arabic 11: spell out instead.
- Per cent (not percent): use % only in tables.
- *V.* not *vs.* (roman, not italic).
- Use full points after abbreviations (e.g., *i.e.*, *etc.*, *ibid.*, *v.*, *Ph.D.*, *vol.*, *p.m.*, *Prof.*, *Rev.*, *ed.*) except per cent (two words).
- Do not use a full point after units of measurement (kg, mm, cm), contractions (vols, eds, Dr, Mrs, Mr, Ltd: *i.e.* where first and last letters are given) except *no.* (number), or initials (BBC, DNA, GMT, NATO, USA, ICI, TV), except name initials which should also be spaced (T. S. Eliot).
- Insert a space after *p.*, *no.*, *vol.*, *fo* (*p. 67*, not *p.67*).
- No apostrophe with common abbreviations (phone, bus, pram, etc.).

## Italic/bold

- Use italic for titles of publications (except series), including books (except the Bible, the Koran, etc.), journals, films, videos, plays, radio/TV programmes, titled musical works (but roman for Symphony no. 5 in C minor, etc.); long poems (e.g., Four Quartets), but roman and quotation marks for short poems; titles of paintings and sculpture, names of ships; genera, species and varieties; foreign terms/phrases (except anglicised terms, such as 'elite', 'role', 'naive', which also appear without accents, and phrases which are quotations); use italic for names of parties in legal cases, but *v.* is roman (*v.* NOT *vs.*), e.g. *Churchill v. Wilson*; use italic for directions to the reader and stage directions, such as *see also* and *above*; use italic for *ibid.*, *et al.*, *c.* (NB do not use *ca.*), but *via*, *vice versa*, *i.e.*, e.g. are roman.
- As a general rule, avoid using bold type – headings will be marked up later and should be in roman (use different typesizes or italics to distinguish different levels of heading); if emphasis is required, italic is preferred.

## Job titles/affiliations/subjects

- The King (referring to a specific individual), but a king.
- Member of Parliament.
- The President, but a president, presidential (NB for Vice-President and other compound titles, capitalise both initials).
- The Prime Minister, but a prime minister.
- The Professor of Political Science, but a professor of political science.

## Institutions/organisations/places

- The Church (institution) but the church (building).
- The Crown (meaning the monarchy).
- The Government (specific) but the government (general).
- House of Commons/Lords (always initial caps) and also the House.
- Liberal (use cap. only for Liberal Party or party member) and also applies to Conservative, Labour, Communist, etc.
- Northern Ireland, but northern England.
- The Parliament but parliamentary.
- The Senate (always cap.).
- The State (when referring to political communities).
- The West, Western Europe, etc., but western England.

## Note on bias/gender/racial and ethnic groups

- Avoid using terms and phrases which express gender, racial or other bias.

- Examples: humanity or humankind, not mankind; workers or workforce, not workmen; chairperson or chair, not chairman; artisan or craftsperson, not craftman; firefighters not firemen; manufactured, not manmade; ancestors, not forefathers; senior citizens or the elderly, not old people; person with a disability or differently abled person, not cripple or handicapped/retarded/disabled person.
- Use 'he or she', 'her or him' (note alphabetical order); do not refer to objects or places (such as ships and countries as 'she': use 'it').
- Be specific and accurate when referring to a racial, ethnic or national group.
- Aborigine (lowercase a) signifies the original inhabitants of any country; for native Australians use Aborigine (cap A).
- Afro-Caribbean, African or black African etc., are preferable.
- Asian covers the whole of Asia, not just India and Pakistan: be more specific if possible.
- Avoid 'coloured people': specify racial/ethnic origin.
- Use Inuit not Eskimo.
- Europe includes East Europe and cannot be substituted for West Europe or European Community.
- Use Native American or Native Canadian, not Indian (which signifies a native of India) or Red Indian.
- North America: remember this includes Canada and Mexico; use United States if this is what is meant.
- Use 'in Britain' not 'at home'.

## Notes and references

- Most editing problems are concerned with the notes at the end of the article.
- Notes at the end of the article should contain all the publications cited in the text.
- Where a single edition or literary text is being referred to continually throughout the article, full reference should be given to the first citation in a note, followed by 'All subsequent quotations are taken from this edition. Page/canto/stanza/line/act/scene (as appropriate) numbers will follow in brackets'.
- Please use the short-title system as shown below. Please make sure that the style you use is *consistent* throughout the notes section at the end of your article, and that *all* source material is included. The title of books and journals should be either underlined or in italics. If the author's initials are used instead of their full first name, please make sure this style is carried through to *all* entries, and vice versa.

## Books

- Book titles – maximum capitalisation, no quotation marks, italic.
- Chapter titles – maximum capitalisation, not italic, in single quotation marks.
- For all book references, give both place and publisher if possible, otherwise place only (whichever style, be consistent with all references).
- Give full details of the publication the first time it occurs, and on second and further references cite only the author's surname and short form of title, and page reference.
- Abbreviations to be used: (ed.), (eds), fo. and fos or fol. and fos, p., pp., r and v for recto and verso on the line with no full point.
- Author, title, (place published, publisher, date of publication), page references.

J. A. Chartres, *Irish Literature* (Oxford, Blackwell, 1984), pp. 112–19.

S. Butler, 'Internal Trade in England, 1560–80', in J. V. Smith (ed.), *Trade in the Sixteenth Century* (London, Macmillan, 1977), pp. 26–9.

W. Shakespeare, *Hamlet*, ed. J. Wilders (Cambridge, Cambridge University Press, 1995), p. 4.

Chartres, *Irish Literature*, p. 104–9.

Butler, 'Internal Trade', pp. 78–89.

*Ibid.*, p. 56

## Journals:

- Journal titles – always in full at first occurrence, maximum capitalisation, in italics.
- Article titles – maximum capitalisation, not in italics, in single quotation marks.
- Give volume number either in arabic or roman numerals (but once this style is chosen it must be adhered to for *every* journal); part or issue number (only necessary if each issue is paginated individually) separated by a colon (vol., no., p. not necessary); parenthesis round the year.
- Author, 'name of article', journal, volume:issue (year published), page references.

J. A. Chartres, 'Irish Literature', *New Literary History*, 3:6 (1984), 112–19.

S. Butler, 'Internal Trade in England, 1560–80', *Economic History Review*, 4:2 (1995), 104–6.

Chartres, 'Irish Literature', 98.

- With regard to the note number system, numbers should be in arabic superscript within the text and full size arabic numbers in the notes, with no punctuation after the note number.
- Unpublished books, theses and dissertations should be in roman in quotes: type, place and date of these should be given, e.g. Ph.D. dissertation, University of Manchester, 1999.
- Archival sources should use the following order: place, reference no. of document, status of document, author, title, date, page no. e.g. Public Record Office, London (hereafter PRO), T235/134, MAC (52) 153, memo by C. Cottrell, 'Money', 6 August 1952, p. 2.
- Newspaper articles do not include the/*The* in references (*The* should only be used for *The Times*):
- E.g. Smith, J., 'The Prime Minister on the Defensive', *Guardian*, 6 September 1989, pp. 7–19.
- Unless published (in which case treat like an article from a book), conference papers should give the name of the organising body, the title of the conference and the date given.
- Titles of individual manuscripts should be in roman in quotes.
- Titles of manuscript collections should be in roman without quotes, and the citation should contain the name of the depository and a full reference following the usage of the depository concerned:
- E.g. British Library, Additional MS 2787.
- Parts of the references may be abbreviated, provided that the abbreviation is explained or self-explanatory: e.g. ULC Add. 3963.28: the full reference should always be given at the first occurrence.
- Government and official sources:
- Ensure the correct use of C, Cd, Cmd, Cmnd and Cm, as these refer to different series:
 

1–4222	1833–69
C 1–9550	1870–99
Cd 1–9239	1900–18
Cmd 1–9889	1919–56
Cmnd 1–9927	1956–86
Cm 1–	1986–

Note that *Hansard* documents are numbered by column rather than page; use the correct abbreviations (vol., vols, col., cols) before the appropriate numbers.

## Illustrations

Inclusion of illustrations is only possible with the prior agreement of the Editor and Publishers.

### General

These instructions are for the submission of images for accepted articles. The journal prints in black and white but colour will be retained for the online edition. Figures must be numbered as Figure 1, 2 etc. in the order they are to appear. If an illustration consists of more than one image then label them as Figure 1 (a), (b), etc. Please indicate the desired position of the figure in your article by inserting the figure caption into the text of your article. However, due to typesetting constraints it may not always be possible to place the figure in the desired location. The caption should include a source and credit for the illustration.

### Presentation of illustrations

Scans and electronic images. **Please note that images embedded in Word documents will not be accepted.** Images should ideally have a resolution of 300 dpi and be of a reasonable size and clarity. Preferable formats are Jpegs and Tiffs but GIFs, EPS, PSD and PDFs are also acceptable. Screen grabs and images saved from websites are usually low resolution, rarely usable and difficult to get copyright for. Scans and electronic images can be checked in advance of publication. Please submit them to your Editor who will forward them to MUP for checking.

Line drawings. These are non-half-tone images such as bar charts and line graphs. They should be submitted as electronic files in their original file format (e.g. Excel). **Do not** use colour coding to differentiate data as the files are converted to black and white for printing.

### Permissions

All permissions should be cleared before submission of the typescript and copies of all correspondence should be included. However, please **do not** contact institutions regarding permission for the use of images in the first instance. Instead, bring any queries about illustrations and permissions you have to the attention of the editor.

### Tables

Tables should preferably be integrated into the typescript. See example below for table layout. Unless the table is the original work of the author it should have a source line underneath, indicating where the information, statistics, etc. came from.

Table 7.23 *The distribution of lead exports from England to the Baltic, decennial intervals 1565–95*

Destination	1565		1575		1585		1595	
	Ship- pound s	%	Ship- pound s	%	Ship- pound s	%	Ship- pound s	%
Danzig	342.0	63.2	300.0	51.8	–	–	–	–
Elbing	–	–	–	–	777.0	99.8	264.0	87.2
Other	129.9	2.0	236.0	48.0	666.0	87.1	225.0	81.0
Total <sup>a</sup>	541.0	100.0	579.0	100.0	778.5	100.0	302.5	100.0

Note: Sample table therefore figures not arithmetically correct

Source: *Tabeller over skibsfar ...*, Vol. xi A, pp. 19, 51, 105.

Use a solid rule above and below column headings and solid rule at foot of columns. No rules in body of table and no vertical rules. Any notes should be given at the foot of the table (they should not be included among notes to the text). Use lower-case, superscript letters rather than numbers, to avoid confusion.