

The Court Historian

Style Sheet

Articles submitted to The Court Historian will not be accepted if they are incomplete or fail to conform to the journal's house style. Articles are typically 6,000-8,000 words in length, including footnotes, and should normally not exceed 10,000 words.

1. FORMAT AND LAYOUT

Articles should be submitted in Times New Roman, font size 12. Use double line spacing. Footnote text should be size 10, also Times New Roman.

Text should be left-aligned, not justified. Do not leave a white line between paragraphs, but 1.5 indent. Leave only a single space between a full stop and the beginning of the next sentence.

We encourage sub-headings to help guide the reader navigate, but not too many. Do not use numbers for these, but put them in boldface.

2. COMMON ISSUES OF SPELLING

Spelling should follow standard British English usage, as confirmed with the OED.

The '-ise' word ending is preferred ('organise' not 'organize').

Use hyphenation in words where mispronunciation might otherwise arise (e.g. 'co-ordinate', 'co-operation', 're-edit'), but do not overuse the hyphen (such as web-site or e-mail).

Avoid contractions unless quoting.

Accents and italics should **not** be used for words fully adopted into English, such as role, regime, elite. (See section 6 for spellings of proper names).

3. COMMON ISSUES OF PUNCTUATION

Ellipses (i.e. omitted matter) should be indicated by three points ... with a space either side. Use these three points at the beginning or the end of quotations *only* if it is necessary to the sense.

A comma should **not** be used before the final 'and' in a list of more than two items (write: 'red, white and blue'), unless the elements of the list are complex and the meaning might be misconstrued.

Contracted words and acronyms do not require full points (Mr, St, NATO, ills, eds, vols, fols), though abbreviations do (vol., col., ed., pp.).

The apostrophe and an additional 's' should be used for the possessive form of singular proper names ending in 's' (e.g. Charles's, Francis's). Do not use the apostrophe for plurals: MPs and CDs; 1760s, not 1760's.

Hyphens should be used in compound adjectives and adverbs (e.g. 'sixteenth-century literature', 'slow-sailing vessel', 'well-known books'), but **not** in structures such as 'the book is well known', 'this was in the sixteenth century'. Hyphens should not be used for compounds with adverbs ending in '-ly' ('beautifully written books').

Always use two hyphens for compound words such as up-to-date. With numbers they are used when in adjectival form, but not otherwise: a twenty-eight-year-old bird with a thirty-two-foot wingspan; but the bird is twenty-eight years old and has a wingspan of thirty-two feet.

4. PUNCTUATION WHEN QUOTING

Quotations should have **single inverted commas (quotation marks)**, except for extracts broken off from the text (ie, block quotes) which should be set off from the text with no inverted commas.

Quotations that come inside quotations which are already within single inverted commas should have double inverted commas.

He said: 'Donne may have written that "No man is an island", but he was certainly not thinking of the isolation of a monarch's life.'

When quoting a phrase or part-sentence, punctuation should follow the closing of inverted commas:

This was, as the Duke put it, 'a profoundly eccentric proposition'.

When the quotation forms a complete sentence and is separated from the preceding passage by a punctuation mark, the final full stop will be inside the inverted commas:

His view was clear: 'The book under discussion breaks new ground.'

When a quotation forms a complete sentence in the original but, as quoted, is integrated within a sentence of introduction or comment without intervening punctuation, the final full stop will follow the inverted comma:

We learn that 'Miss Brooke had a beauty heightened by poor dress'.

For quotations which are either interrogatory or exclamatory, punctuation marks should appear both before and after the closing quotation mark:

The King's question was simple: 'Have the people gone mad?'.

5. CAPITALISATION OF INITIAL LETTERS OF WORDS

Use upper case initial letters for titles and office-holders when directly associated with one specific individual, especially when the title is used on its own:

the **King** corresponded regularly with other European **kings**

the **Queen** had to learn how to act like a **queen**

Churchill became **prime minister** for the second time in 1951

the **Chancellor of the Exchequer** criticised earlier **chancellors of the Exchequer**

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Use duke of Devonshire, but capitalise Duke when it is standing alone and referring to a specific person. So a duke of Devonshire (generic), or the dukes of Devonshire, or even the duke of Devonshire (specific), but the Duke on its own.

A title is capitalised when directly preceding a proper name: Archduke Charles, Countess Chiara di Malpetta, Baroness Clifford.

Generic institutions, household or government departments or offices, principal and unique rooms in palaces and other important buildings and so on should always have upper case initial letters: the State, the Crown, Parliament, the Foreign Office, the House of Lords, the Exchequer, the Senate, the State Department, the Bedchamber, the Master of the Horse, the Office of Works, the Privy Chamber (**but** ‘the court’ is lower case), as is ‘royal’ when used as a generic adjective (‘the royal appetite’).

6. FOREIGN LANGUAGES AND TRANSLATIONS

Where a contributor wishes to quote a passage of text from source material in a language other than English, this should be translated into English. There may be occasions where a contributor wishes to quote a phrase or very short extract in its original language. In such cases, this should always be followed by an English translation, either within the paragraph with the translation following in square brackets (but without inverted commas), or in the footnote.

Names of towns, cities and countries should be in the English form where one is in common use (Florence and Milan rather than Firenze and Milano). The original language should be used for the names of institutions such as universities, libraries and museums except where there is an English equivalent in common use (The University of Cologne; The Austrian Academy of Sciences).

Names of foreign kings and queens should normally be given in their English form where one exists (Charles V, Catherine the Great, Francis I, Henry IV, Ferdinand and Isabella). Those names for which no English form exists (Sancho, Haakon) or for which the English form is archaic (Lewis, Alphonse) should retain their foreign form. Exceptions exist for names that are normally seen in English in their original, for various reasons, such as Carlos II of Spain, or Ludwig of Bavaria.

Do not force translation of Continental titles, for example, ‘count’ is fine for a non-English nobleman (no ‘earl of Montecristo’), and marquise or marquesa is preferable to the rather eccentric English ‘marchioness’.

Transliterations into Roman script (for example from Russian, Greek, Chinese, Arabic) should be done in the most generally used modern English form (for example, Romanov, not Romanoff, Tsar not Czar, Caliph not Khalīfah, Shah not Šāh). If exceptions are made, they should be consistent within the article.

7. ARTICLES IN TRANSLATION

The journal welcomes contributions from authors writing in languages other than English, although these must be translated into English before they are submitted. Translations of such articles *must* be checked by a native English speaker.

8. NUMBERS

Numbers should be **written out up to one hundred**, and thereafter as figures (seventy-three, 107). Also write out: numbers at the start of sentences; numbers in close proximity to other written-out numbers (in order to avoid: ‘ninety-five soldiers and 105 sailors joined the ship’); and numbers used approximately.

Numbers of four digits or more should have commas (2,000). Inclusive numbers should be in the shortest pronounceable form (pp. 123–7, pp. 250–63).

Precise measurements and money should be in figures (1 yard 3 inches; £1 2s 6d).

Percentages should be in figures, with ‘per cent’ spelt out (15 per cent).

9. DATES

Date ranges should be shortened to the decade (1491–96 or 1516–18).

Full dates should be in the form: 22 April 1509 (not April 22nd, 1509).

Use BC and AD (without points) *or* BCE and CE, as preferred.

Centuries should be written out in full (‘in the sixteenth century’) but decades should appear as: the 1750s, the 1890s. Use a hyphen only when the century is an adjective (‘an eighteenth-century chair’).

10. CAPITALISATION OF INITIAL LETTERS IN THE TITLES OF BOOKS AND ARTICLES

In **English** titles, the initial letters of the first word and of all important words are capitalised: *The Books of King Henry VIII and His Wives* and *Spain in the Age of Exploration, 1492–1819*. In two-part titles, the first word after the colon is also capitalised: *Turks: A Journey of a Thousand Years, 600–1600* and *Caliphs and Kings: The Art of Islamic Spain*.

In all other **European languages** except French (see below), but including Latin, the rules for capitalisation follow the rules for normal prose, that is, only the first word and proper nouns (in German all nouns) take an initial capital: *Los viajes de Rubens a España: oficios diplomáticos de un pintor* and *De senectute* and *Briefe: eine erstaunliche Korrespondenz – Cosima Wagner und Ludwig II von Bayern*.

In **French** titles all words except proper nouns and the first word of the title have lower-case initial letters: *Objets d’art: mélanges en l’honneur de Daniel Alcouffe*.

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However where the first word in a title is a **definite** article, the second word also begins with a capital: *Le Médecin malgré lui* (**but** *Un début dans la vie*). Capitals are sometimes used elsewhere for reasons of symmetry: *Le Corbeau et le Renard*.

11. REFERENCES

Footnote references should fall, whenever possible, at the end of a sentence, or at least the end of a phrase, and should always be placed **after** adjacent punctuation marks. All page numbers should be preceded by p. and a space (p. 94). All footnotes should end with a full stop.

The title of a book, journal or collective volume should appear in italics, and titles of articles from journals in single inverted commas:

Jay M. Smith, *The Culture of Merit: Nobility, Royal Service, and the Making of Absolute Monarchy in France, 1600–1789* (Ann Arbor, 1996).

Ian Wardropper, ‘Le Mécénat des Guise: art, religion et politique au milieu du XVI^e siècle’, *La Revue de l’art*, vol. 94 (1991), pp. 27-44.

Margaret Westcott, ‘Katherine Courtenay, Countess of Devon, 1479–1527’, in Todd Gray, Margery Rowe and Audrey Erskine (eds), *Tudor and Stuart Devon: The Common Estate and Government* (Exeter, 1992), pp. 13-38.

Second and subsequent references should be in the short title format:

(first reference) Adrian Pettifer, *English Castles: A Guide by Counties* (Woodbridge, 1995), p. 6.

(subsequent references) Pettifer, *English Castles*, p. 9.

(first reference) James Carley, ‘John Leland in Paris: The Evidence of his Poetry’, *Studies in Philology*, 83 (1986), pp. 1-50.

(subsequent references) Carley, ‘John Leland in Paris’, p. 26.

Edited sources should be cited as:

Ruth Spalding (ed.), *The Diary of Bulstrode Whitelocke* (Oxford, 1990), p. 417.

A. G. H. Bachrach and R. G. Collins (eds), *Lodewijck Huygens: The English Journal, 1651–52* (Leiden, 1982), pp. 58-9.

Multiple sources in a single footnote should be separated by a semi-colon:

C. H. Firth, *Oliver Cromwell and the Rule of the Puritans in England* (Oxford, 1966), pp. 449-50; Christopher Hill, *God’s Englishman: Oliver Cromwell and the English Revolution* (London, 1970), p. 190; Antonia Fraser, *Cromwell, Our Chief of Men* (London, 1993), pp. 463-4.

Arabic numerals should be used for the volume number of a **journal**, but multi-volume **books** have Roman numerals. The abbreviation ‘vol.’ should be lower case.

Saint-Simon (Louis de Rouvroy, duc de), *Mémoires*, Arthur de Boislisle (ed.) (Paris, 1879–1928), vol. XIV, p. 67.

For references to archival material: Include the name of the archive, name of the particular collection and unit, divided by commas.

Bibliothèque nationale de France, Clairambault, 1214, fols 23-7.

If the source is used several times, use the full name in the first reference, followed by an abbreviation to be used [in brackets, preceded by *hereafter*]:

(first reference) Archivo General de Simancas [*hereafter* AGS], Estado [*hereafter* E.], legajo 14 [*hereafter* leg.], fol. 3.

(subsequent references) AGS, E., leg. 14, fol. 4.

12. REFERENCES AND FOOTNOTES INVOLVING PUBLICATIONS AND NAMES IN LANGUAGES OTHER THAN ENGLISH

Titles of books, articles and exhibition catalogues should remain in the original language, but the name of city of publication should be in the English form where one is in common use. Contributors should follow the rules for capitalisation of initial letters of titles applicable to the language in question – see Section 10.

13. ILLUSTRATIONS AND MAPS

Although there is no need for articles to include illustrations, these are welcome provided that they are of good quality and of historical merit. Two or three images in any given article would be a typical quantity. If a contributor wishes to include illustrations, this should be discussed with the Editor at an early stage.

In all cases, it is the responsibility of the article's author to have obtained permission for the use of any images. Responsibility for any abuse of copyright will lie with the author who provided the image, and not with the journal or its editors.

Illustrations (which are generally integrated into the text rather than a separate section) will be considered only if they are of high resolution and presented in an acceptable format: JPEG or TIFF files.

Many images found on the internet are of too low resolution (too few dots-per-inch) for publication. At least 300 dpi are required. In addition, the fact that an image is available on the internet does not mean that it can be used without permission. Authors should therefore ensure they have contacted the copyright-holder and obtained a high-quality digital copy, together with permission for its use.

The journal's budget unfortunately does not run to paying for pictures, so if a contributor wishes to use an image that requires payment (for photography or digitisation, or permission, or both), he or she will need to pay the institution in question.

The author should provide full information for each picture and present it in the form in which the caption will appear, as in these examples:

Figure 1

King Christian IV of Denmark, Engraving by Simon de Passe, 1629

(Reproduced by kind permission of The Royal Library, Copenhagen)

Figure 2

The main central figures are King Leopold II and Queen Maria Henrietta. On the right of the picture is Prince Philip (brother of Leopold II) and on the left his wife Maria von Hohenzollern-Sigmaringen. Title page of *Hommage à la dynastie*, by F. Gaillard, published to coincide with the 1897 Brussels World Exhibition

Indication of desired placement of these images should be clearly indicated in the text.

14. ABSTRACT AND BIOGRAPHY OF CONTRIBUTOR

Contributors should include a short abstract of their article (usually about 200 words). Note—an abstract is **not** the same thing as an introduction, and the article should be able fully to stand without it. At the end of the article, all contributors should write a few sentences about themselves (typically 60-100 words) giving their current academic position (if applicable) and listing notable and / or recent and forthcoming publications. Authors should also include a postal and email addresses, for contact purposes only.