

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.

1. LENGTH OF ARTICLES, ABSTRACTS AND REVIEWS

Articles for the journal are typically 6,000-8,000 words in length, including footnotes, and should normally not exceed 10,000 words.

Shorter pieces are also welcome (including book and exhibition reviews and conference reports) and these should contain a minimum of 750 words.

Authors of 'full-length' articles should include at the top of the first page an abstract / summary of 100 to 150 words which will be printed in italics at the head of the article.

2. FORMAT AND LAYOUT

Articles should be submitted in **Microsoft Word** and **Times New Roman size 12**. Use double line spacing. 'Footnote Text' should be size 10. All text should be presented in as clean and simple a format as possible.

Text should be left-aligned, not justified. Do not indent at the start of a new paragraph.

Leave only a single space between a full stop and the beginning of the next sentence.

3. COMMON ISSUES OF SPELLING

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

The '-ise' word ending should be used ('organise' not 'organize').

Use hyphenation in words where mispronunciation might otherwise arise (e.g. 'co-ordinate', 'co-operation', 're-edit', 'no-one').

Write 'website' but 'web-page'; 'e-mail' (rather than 'email'); MP's and CD's (not MPs and CDs). But decades should be 1760s, not 1760's.

4. 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 quoted matter 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') except where it is needed to avoid ambiguity.

Contractions and acronyms have no full points (Mr, St, NATO, ills, eds), though abbreviations do (vol., col., ed., pp.). Initials should be followed by a full point and then a space: A. J. P. Taylor.

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).

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' (e.g. 'beautifully written books').

5. 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 that kind of beauty which seems to be thrown into relief 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?'.

6. CAPITALISATION OF INITIAL LETTERS OF WORDS

Use upper case initial letters for titles and office-holders when directly associated with one specific individual:

- the **King** corresponded regularly with other European **kings**
- the **Duke of Devonshire** praised the work of two earlier **dukes of Devonshire**
- Churchill became **prime minister** for the second time in 1951
- the **Chancellor of the Exchequer** criticised earlier **chancellors of the Exchequer**

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 Office of Works, the Privy Chamber (**but** 'the court' is lower case).

7. FOREIGN LANGUAGES AND TRANSLATIONS

Accents and italics should **not** be used for such domesticated words as role, regimes, elite, nor on the initial capitals of French words or on French words typed in capitals.

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. Such short quotations should be within a paragraph of authorial text and should be inside single inverted commas, with the translation following in square brackets (but without inverted commas):

The King regarded Voltaire as 'un bon oeuf et un peu d'une carte' [a good egg and a bit of a card] and regularly corresponded with him.

Names of towns, cities and countries should be in the English form where one is in common use. (Thus: Florence and Milan rather than Firenze and Milano.)

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 quaint or 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.

The names of events, exhibitions and conferences should be in English. (Where an exhibition and the related exhibition catalogue appear in close proximity in the text, the name of the latter should appear in the original language with the English translation in square brackets afterwards.)

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 Royal Library, Copenhagen).

8. 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 before submission.

9. 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).

10. DATES

Date ranges should be elided to the shortest pronounceable form (1491-6 **but** 1516-18). Full dates should be in the form: 22 April 1509. If required, write A.D. thus. Centuries should be written out in full (‘in the sixteenth century’) but decades should appear as: the 1750s, the 1890s.

11. 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*. 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*.

12. REFERENCES AND FOOTNOTES

Footnote references should fall, whenever possible, at the end of a sentence, 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 or journal used in an article or in a footnote should appear in italics, with 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 XVIe siècle,' *La Revue de l'art*, vol. 94 (1991), pp. 27-44.

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

In a two-part book title in English (though not in other European languages), the first word after the colon should always have an initial capital letter:

(first reference) Adrian Pettifer, *English Castles: A Guide by Counties* (Woodbridge, 1995), p. 6.
(subsequent references) Pettifer, *English Castles*, p. 9.

Articles in journals and printed volumes should be treated in the same way as books with regard to capital letters:

(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 thus:

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, 1651-2* (Leiden, 1982), pp. 58-9.

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

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* (1970), p. 190; Antonia Fraser, *Cromwell, Our Chief of Men* (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.

13. 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 11. See Section 7

for the rules regarding whether to use the original or the translated versions of the names of towns, cities and countries; of kings and queens; of events, exhibitions and conferences; and of institutions such as universities, libraries and museums.

14. 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 the article's author needs to have obtained permission for the use of the pictures. Responsibility for any abuse of copyright will lie with the author who provided the image, and not with the journal.

Acceptable types of illustration include: prints, paintings, maps and photographs. Where photographs are of buildings, old photographs (that is, from before about 1920) are preferred. Modern photographs of buildings or artifacts should be high-quality images – photographs taken using a non-professional camera by, for example, the article's author, would not usually be suitable.

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. The preferred formats are JPEG or TIFF files, although good-quality prints or transparencies are acceptable.

Many images found on the internet are of too low resolution (too few dots-per-inch) for publication. 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 not submit images found on the internet unless they have contacted the copyright-holder and obtained a high-quality scan, together with permission for the use of the image.

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 scanning, 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 (1596-1648) (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)

Single-phrase captions to illustrations — even if the phrase is long — should have no full stop at the end if the only punctuation marks within the caption are commas and /

or a colon. However, multi-sentence captions that use full stops or semi-colons to separate phrases or sentences must have a final full stop (see second example above).

15. EDITORIAL DEADLINES

The Court Historian runs to an eight-month schedule from submission of material, through peer-reviewing of articles, copy-editing and design, to printing and distribution. Therefore, unless otherwise agreed, full-length articles for the December issue need to reach the Editor in their complete form by 31 March and those for the June issue by 30 September. (Reviews and reports may be submitted up to one month later.) Contributors should note that the Editor cannot guarantee that an article accepted for publication will appear in the next issue of the journal.

16. BRIEF BIOGRAPHY OF CONTRIBUTOR

At the end of their pieces, 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. They should also include their postal and e-mail addresses, for contact purposes only.

(Revised 21 May 2014)