

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.
- 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 should be sent by email to the editors: stephen.mossman@manchester.ac.uk and cordelia.warr@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.
- Include an abstract of 150 words and between 3 and 6 key words.
- If including images, reduce the word count in proportion to the number of images (one image equates to roughly 250 words).
- Use 1.5 line spacing throughout (including notes and quotations).
- Use endnotes for referencing.
- Leave generous margins for editing.

General style notes

- UK punctuation throughout article.
- UK spelling consistently throughout article (-ise/-yse NOT -ize/-yze) but use American spelling in American proper names, such as Pearl Harbor, and in quotes.
- Indent new paragraphs, except the first paragraph of a new section. Line spacing between paragraphs should only be used to indicate a section break.
- 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.
- Maximum capitalisation is used on all headings and titles of published works within the text and the notes (use different typesizes to distinguish different levels of heading).
- 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).

Quotations:

- Use single quote marks for quotations integrated within the text, and double quote marks for quotes within these quotes. Place the source citation after the closing quotation mark but before the final full point.
- When quotation marks enclose less than a complete sentence, the closing quote mark 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.
- Quotations that are longer than five lines should become indented extracts, with one line space above and below, with no quotation marks unless it's direct speech. Place the source citation immediately after the closing full point with no further punctuation after it.
- Use three dots with a space either side ... to indicate material missing within a quote (but NOT at the beginning of a quote). Use four dots to indicate material missing at the end of a sentence

Abbreviations/punctuation/spacing

- 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'.
- Fos 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).
- No apostrophe with common abbreviations (phone, bus, pram, etc.).
- Insert a space after p., no., vol., fos (p. 67, not p.67) and include a space between numbers and units of measurement such as kg, mm, p.m. (5 kg, not 5kg).

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; 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.
- Use numbered endnotes not numbered footnotes.
- Endnotes at the end of the article should contain all the publications cited in the text.
- For accuracy and ease of making changes, you are strongly advised to use an automated note numbering system when preparing your paper. Use superscript Arabic numbering (i.e. 1,2,3) not Roman (i.e. i,ii,iii).
- Superscript note numbers must follow punctuation e.g. ... xyz.[^] NOT ...xyz[^].
- 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. On second and further references cite only the author's surname and the title, shortened if necessary. Ensure any shortened forms are still meaningful.
- *Ibid.* is acceptable; do not use *idem*, *loc. cit.* or *op. cit.* (NB *Ibid.* refers specifically to the last reference used.)

Books

- Book titles – use initial capitalisation (i.e. all important words, including first word after colon); italic; no quotation marks. For pre-twentieth-century works, either follow capitalisation as in original title or standardise throughout (be consistent throughout).
- Chapter titles – initial capitalisation, roman (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).
- 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.
- If accessing an e-book, the format (e.g. e-book, PDF) and DOI should be stated (if DOI is unavailable use the URL).

single author of a book: C. O'Grada, *A Rocky Road: The Irish Economy Since the 1920s* (Manchester: Manchester University Press, 1997), pp. 12–15. (subsequent references would be in the form: O'Grada, *A Rocky Road*, p. 4)

J. Naus, *Constructing Kingship: The Capetian monarchs of France and early Crusades* (Manchester: Manchester University Press, 2016), pp. 100–10, PDF, <https://muse.jhu.edu/book/51331>

joint author of a book: R. Kilborn and J. Izod, *An Introduction to TV Documentary* (Manchester: Manchester University Press, 1996), pp. 211–12. (subsequent references: Kilborn and Izod, *An Introduction to TV Documentary*)

A. McCarthy and T.M. Devine, *Tea and Empire: James Taylor in Victorian Ceylon* (Manchester: Manchester University Press, 2017), pp. 10–25, e-book, doi: 10.7228/manchester/9781526119056.001.0001

single editor of a book: L. Russell (ed.), *Colonial Frontiers: Indigenous-European Encounters in Settler Societies* (Manchester: Manchester University Press, 2001), pp. 33–6. (subsequent references: Russell (ed.), *Colonial Frontiers*)

joint editors of a book: R. Harding and W. E. Paterson (eds), *The Future of the German Economy: An End to the Miracle?* (Manchester: Manchester University Press, 2001), pp. 61–9. (subsequent references: Harding and Paterson (eds), *The Future of The German Economy*)

single author of a chapter within a book: D. Shepherd, 'Bakhtin and the reader', in K. Hirschkop and D. Shepherd (eds), *Bakhtin and Cultural Theory* (Manchester: Manchester University Press, 2nd edn, 2001), pp. 100-15. (subsequent references: Shepherd, 'Bakhtin and the reader')

single author of a chapter within a book of a work already cited: T. Eagleton, 'Bakhtin, Schopenhauer, Kundera', in Hirschkop and Shepherd (eds), *Bakhtin and Cultural Theory*, pp. 116-29.

modern editor of a dated work: Fanny Burney, *Camilla: or A Picture of Youth*, ed. Edward A. Bloom and Lillian D. Bloom (London: Oxford University Press, 1972).

translation: Lara-Vinca Masini, *Art Nouveau*, trans. L. Fairbairn (London: Thames & Hudson, 1984).

Journals

- Journal titles – always in full, initial capitalisation, in italics.
- Article titles – initial capitalisation, roman (not italic), 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.
- If the journal article has been accessed online, the doi should be referenced, after the page range.
- If accessing an online article, not yet assigned to an issue, the date published online should be given.

M. M. Postan, 'Credit in medieval trade', *Economic History Review*, 3:6 (1928), 66–7. (subsequent references would be in the form: Postan, 'Credit in medieval trade')

C. Merli & T. Buck, 'Forensic identification and identity politics in 2004 post-tsunami Thailand', *Human Remains and Violence*, 1:1 (2015), 1–20, doi: 10.7227/HRV.0002.

T. Stræde, 'The Dead Bodies of Bobruisk, Belarus 1941–45', *Human Remains and Violence*, first published online 05 May 2015, doi: 10.7227/HRV.0003.

Internet sources

- Web addresses that relate to an established company are fine, but use those that seem more transitory sparingly.
- Do not include http:// if www is included. Do not underline or italicise. Do not include angled brackets (< >).
- Include a full stop after the address if it occurs at the end of a sentence or note. Give dates when the sites were accessed.

- List under the author's name if appropriate. Otherwise, list them under a subheading of 'Internet sources'.

Foreign titles

- Publications in all modern European languages except French capitalise the initial letters of the first word and proper nouns only (all nouns in German).
- French publications follow the same system unless the first word is a definite article or an adjective: in this case, the first noun and all preceding adjectives also have initial caps, e.g. *Les Femmes savantes*, *La Folle Journée*, but *A la recherche du temps perdu*.
- Use initial caps for all journal titles.

Other Sources

- 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* as part of the title (*The* should only be used for *The Times* and *The Economist*). Give author's name if possible. e.g. P. Barratt, 'The Big Fella: Michael Collins at the Movies', *Irish Times* (12 October 1996), p. 2.
- Unpublished books, theses and dissertations should be in roman in quotes; use initial caps; give type of document, place of publication and date. e.g. J. Cheshire, 'Early Victorian Stained Glass' (PhD dissertation, University of Exeter, 1998).
- 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:
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.

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. .XLS if a chart created in Excel or .EPS if an illustration created in Adobe Illustrator) and should ideally have a resolution of 1200 dpi.. **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 final submission of the revised 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	%	Ship-pound	%	Ship-pound	%	Ship-pound	%
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 ^a	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.