

# Huguenot Society of Great Britain and Ireland

## Guidance for Authors

### Submitting articles

Please send *Journal* copy by Word attachment to: [editor@huguenotsociety.org.uk](mailto:editor@huguenotsociety.org.uk).

Text, in Times New Roman, should be left unjustified but otherwise completely ready for the printer, following the formatting guidelines below. Authors are asked to consult the Society's publications in order to check previously published material on the subject. They should provide a short abstract and a very brief autobiographical note, stating current academic post and most recent publication if appropriate, and giving postal and e-mail addresses.

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### Formatting guidance for Authors

Articles should be headed with a title (with minimal capitalization), followed on the next line by the author's name in small capitals preceded by 'BY', both centred, e.g.

Huguenot property in Ireland

BY MARIE LÉOUTRE

A reviewer's name should be placed on the right of the foot of the review, in small capitals, with his/her academic institution, if applicable, below it in italics, e.g.

VIVIENNE LARMINIE  
*History of Parliament Trust*

Style follows the conventions of the Oxford University Press, e.g. –ize not –ise, as detailed in the *New Oxford Style Manual*, 2012. The following points should be noted:

#### 1. Numbers and dates

- (a) Numbers up to and including ten should be in words not figures, similarly ordinals (second, tenth, 25th).
- (b) Sequenced and hyphenated numbers up to and including 99 should be given in

full, e.g. 16-99, 94-99. For 100 and upwards use the smallest number of figures compatible with clarity, e.g. pp. 443-5 (not 443-445 or 443-45), but 110-19, 412-16 (not 110-9 or 412-6).

(c) In dates: 1897-8 (not 1897-98), 1901-10, 1837-1901, and for a precise date: 1 May 1918, without punctuation. Decades should be: the 1760s, the 1700s.

(d) Per cent should be written (e.g. 1.5 per cent) and not with % except in tables.

## 2. Words

(a) Abbreviate the following without full points: Mr, Mrs, M, Mme, Mlle, Dr, Revd; with full points Prof., Maj., Gen., pp., vol.

(b) Upper and lower case: (i) Capitalize denominational terms, e.g. Protestant, Catholic, Quaker. (ii) Capitalize all titles, e.g. the King of England, Archbishop Laud, le Duc de Soubise, Cardinal Richelieu. (iii) Use lower case for north, south, east, west, unless part of a proper name, e.g. north-east England but North Dakota. Such proper names should not include hyphens, e.g. the North West Frontier.

(c) Italicize words and phrases not in English, as well as names of ships and titles of books.

## 3. Quotations

Quoted passages should follow original text exactly. Short quotations should be enclosed in single quotation marks and quotations within a quotation between double quotation marks. Insertions by the author to be within square brackets, e.g. 'Wagner ... said of this tune ["Rule Britannia"] that the first eight notes expressed the whole character of the British people.'

Quoted passages in excess of 25 words should start on a new line and be indented from the margin without the use of quotation marks.

## 4. Translations

Material from sources in French should be quoted in French as well as in English translation, which should follow the French and be placed inside square brackets.

## 5. Footnotes, to be limited to source references and numbered in Arabic figures:

(a) Citation of books: (i) Name of author, preceded by initials with full points, followed by a comma. (ii) Title in italics, with all significant words capitalized. (iii) Number of edition, if much revised, preceded by a comma. (iv) If applicable, name and number of series, arabic figures, preceded by a comma. (v) Place, comma, date of publication, in brackets, comma. (vi) Volume number if a multi-volumed work, comma. (vii) page number(s), preceded by p. or pp., and ff. if a long sequence of pages, e.g. H.B. Morse, *The Chronicles of the East India Company Trading to China 1635-1834*, 5th edn (Oxford, 1999), vol. 5, pp. 21, 29, 45.

(b) Citation of chapters: (i) Name of author, preceded by initials with full points, comma. (ii) Title of chapter, with minimal capitalization, between single quotation marks, comma. (iii) Title of book in italics, preceded by 'in'. (iv) Name of editor(s), preceded by a comma and the abbreviation 'ed.'. (v) Place, comma, date of publication, in brackets, comma. (vi) page number(s),

preceded by p. or pp., e.g. E. Barrett, 'Huguenot integration in late seventeenth and early eighteenth-century London', in *From Strangers to Citizens*, ed. R. Vigne and C. Littleton (London, 2001), p. 375.

- (c) Citation of articles: (i) Name of author, preceded by initials with full points, comma. (ii) Title of article, with minimal capitalization, between single quotation marks, comma. (iii) Title of periodical in italics, comma, with volume number in Arabic figures. (iv) Date, in brackets, comma, page number or numbers., e.g. R. Vigne, 'Cromwell's intervention on behalf of the Vaudois', *Huguenot Society Proceedings*, 24 (1982), pp. 10-25.
- (d) References to electronic sources should show (i) The title of the website page. (ii) The URL. (iii) The date accessed, e.g. 'Capt. Armytage Percy Bosanquet, MC', [www.chch.ox.ac.uk/fallen-alumni/captain-armytage-percy-bosanquet-mc](http://www.chch.ox.ac.uk/fallen-alumni/captain-armytage-percy-bosanquet-mc). [accessed 12 August 2016].
- (e) References to digitized books should show (i) details of book as in 5 (a). (ii) the access method and date accessed, e.g. W.S. Browning, *The History of the Huguenots during the Sixteenth Century* (London, 1829), vol. 1, p. 357. Accessed through HathiTrust Digital Library, 28 April 2015.
- (f) Archival sources. References should show (i) The location of the document. (ii) the reference number, preceded by a comma and followed by a full point. (iii) A description of the contents, comma, date, e.g. National Library of Ireland (NLI), PC 625-8, box 2. Will of Jacob Maignon, 1771.
- (g) Abbreviations, omissions: The names of societies and their publications and series should be set out in full in the first instance, and subsequently in a shortened form. The abbreviation must be used systematically, e.g. First reference: Victoria County History, *Wiltshire 1*, p. 34. Second reference: VCH, *Wilts 1*, p. 34. First reference: *Oxford Dictionary of National Biography*. Second reference: *ODNB*. Long titles of books may be shortened in the first instance by the use of three full points; in future references an abbreviated form may be used, e.g. Alfred B. Beaven, *The aldermen of the City of London ...*, afterwards Beaven, *Aldermen*.
- (h) Repeated citations: use *Ibid.* for the repetition of the immediately previous citation. Do not use *idem* or *op. cit.*

## Illustrations

Illustrations can be supplied on CD, flash drive, or as email attachments, and the specification should be as follows:

**Line:** drawings or graphs should be saved/exported to EPS by the software used to create them. If unable to save/export to EPS, then save the file to TIFF using a high output resolution (see below).

**Tone:** scanned images, or those from a digital capture device, should be saved/exported to a TIFF file: colour images should be saved in CMYK format and mono should be saved as greyscale.

**Resolution:** colour or mono tone images should be 300dpi. Line drawing scans should be saved in bitmap format at 1000 dpi. File size should not exceed 15MB.