

Journal of Irish and Scottish Studies – Style Guide

All correspondence should be addressed to The Editors, *Journal of Irish and Scottish Studies*, Research Institute of Irish and Scottish Studies, University of Aberdeen, Humanity Manse, 19 College Bounds, Aberdeen, AB24 3UG, Scotland. Thank you for your co-operation in ensuring that your manuscript presentation follows these guidelines.

Manuscript presentation

1. Do not show your name on the manuscript itself. Please include a cover page with your name and institutional affiliation.
2. MS-Word is preferred. Manuscripts can be submitted either in hard copy or electronically to ahrcciss@abdn.ac.uk.
3. Spelling should follow the Concise Oxford English Dictionary.
4. Manuscripts should be typed in Times New Roman, double-spaced (including indented quotations and footnotes) on A4, margin 35 mm.
5. One space only after a full stop. The first line of each paragraph should be indented except for the first paragraph following any heading.
6. Do not centre text or justify margins. In general, keep all formatting to a minimum.
7. The maximum length for a manuscript is typically 10,000 words. If you wish to submit a longer essay, please contact the editors first.
8. Notes should be placed in footnote form at the bottom of each page.
9. Subheadings are aligned to the left margin and bold.

Use of capitals

1. When in doubt, don't.
2. Capitals should be used for titles of specific appointments, commissions or institutions (e.g. First Minister Alex Salmond), but not for general references (e.g. Alex Salmond was elected first minister of Scotland in 2007; Anne Scott was the 1st duchess of Buccleuch). First use of a title should be given in full. If, after having introduced the full title, an abbreviated form is used, the capital letter should be retained: e.g. the Scottish School Board Association ... the Association.
3. Where there is any likelihood of confusion, capitals should be used in words which have a different meaning without them: an Act, the Opposition, the State.

Abbreviations

1. Use a full stop after an abbreviation, as Vic., vol., ed.; but not after a contraction which ends with the same letter as the word itself, as eds, vols, Mr, Dr etc.
2. Symbols for currency or units of measurement have no full stop: 5 km, 25 lb, £160 10s 6d.
3. For abbreviations which consist of capitals, use no full stop, as PRONI, except for personal names (H. Norman Bethune).
4. For personal names that use a number of initials, place a space between them (e.g. J. G. A. Pocock).
5. When a person's name is introduced give the name in its entirety. Later uses should be of the surname.

Quotations

1. Use single quotation marks except for a quotation within a quotation, which then requires double quotation marks.
2. Punctuation marks are placed inside the quotation marks only if the sense of the punctuation is part of the quotation; this system is referred to as logical quotation.

e.g. Jane said that the situation is 'deplorable'. (When a sentence fragment is quoted, the period is outside.)

Jane said, 'The situation is deplorable.' (The period is part of the quoted text.)

Chris asked, 'Are you coming?' (When quoting a question, the question mark belongs inside because the quoted text itself was a question.)

Did Chris say, 'Come with me'? (The very quote is being questioned, so here, the question mark is correctly outside; the period in the original quote is omitted.)

3. Quotations of 100 or more words should be indented, without quotation marks, and double spaced for ease of editing. Block quotations should be introduced by a colon.
4. Within a quotation use the spelling and punctuation of the original. Use [sic] in such quotations to indicate that the original really spells or reads thus. Your interpolations, if any, are contained within square brackets.
5. If omitting material from a quotation, use three ellipsis points. If your omission occurs after a complete sentence, there will be a period followed by three ellipsis points.
6. Do not use ellipses to introduce or end quotes.

Numbers

1. Numbers and ordinals of up to one hundred are spelled out: twenty-five, three Rs, twentieth century.
2. Numbers over one hundred are given in figures: 279; except for round numbers: two hundred, five thousand, six million.
3. For percentages: 91 per cent, not 91%.

Dates

1. These are shown as: 16 October 1970.
2. Months, whether in the text of footnotes, should be spelled out in full.
3. 1870s, 1900s – no apostrophe.
4. A span of years is given as 1872–5. Or, for dates between the '10s and '20s as 1916–18.

Italics or underlining

1. For emphasis use *italics*. Indicate that emphasis has been added by stating 'The emphasis is mine' in your footnote.
2. Use italics for foreign words or phrases which have not been fully accepted into the English language.
3. Always use italics for titles of publications – i.e. books or periodicals – but not chapters or articles.

References

1. First reference

- (a) **Books.** All references should contain the following information in the order given: author's initial(s) or given name(s) as used on the title page, and surname; title of the book, place of publication and year of publication; page reference if appropriate.

Standard reference

Joep Leerssen, *Remembrance and Imagination: Patterns in the Historical and Literary Representation of Ireland in the Nineteenth-Century* (Cork, 1996), 37.

Translations

Gilles Deleuze, *Difference and Repetition*, trans. Paul Patton (1968; London, 1994).

Multi-volume works

James Seaton Reid, *History of the Presbyterian Church in Ireland* (3 vols, Belfast, 1853), III, 444.

William Drennan to Martha McTier, 20 January 1778 in Jean Agnew (ed.), *The Drennan-McTier Letters 1776-1793, vol. 1* (Dublin, 1998).

(b) Articles in journals

Christopher Whyte, 'Masculinities in Contemporary Scottish Fiction', *Forum for Modern Language Studies*, 34 (1998), 274–85.

C. S. L. Davies, 'The Cromwellian Decade: Authority and Consent', *Transactions of the Royal Historical Society*, 6th series, VII (1997), 177-8.

Geraint H. Jenkins, 'Clio and Wales: Welsh Remembrancers and Historical Writing, 1751–2001', *Transactions of the Honourable Society of Cymmrodorion*, new series, 8 (2002), 119–36.

(c) Chapters in books

Ian McBride, 'William Drennan and the Dissenting Tradition' in David Dickson, Dáire Keogh and Kevin Whelan (eds), *The United Irishmen: Republicanism, Radicalism and Rebellion* (Dublin, 1993), 49–61.

(d) Reprinted works

Dane McNeil [Neil M. Gunn], 'President of Éire: The True Value of Tradition', *Scots Magazine*, 29 June 1938, 180; reprinted in A. McCleery (ed.), *Landscape and Light* (Aberdeen, 1987), 187.

(e) Magazines & Newspapers

Editorial article, *Spectator*, 6 October 1933, 434.

The Scotsman, 10 November 1973.

(f) Encyclopaedia articles

James Ward, 'Psychology', *Encyclopaedia Britannica*, ninth edition, vol. XX (Edinburgh, 1886), 44–5.

(g) Theses

Peter Toner, *The Rise of Irish Nationalism in Canada, 1858-1884* (Ph.D. thesis, National University of Ireland, 1974).

(h) Unpublished manuscripts

Anonymous, 'Lectures on Moral Philosophy delivered by Professor Dugald Stewart Session 1789-90', Edinburgh University Library (hereafter EUL), Gen. 1987–9, 1989, n.p.

(i) Archival references

Eliza McCrone to Reverend John Tennent, 3 January 1800, Public Record Office of Northern Ireland (hereafter PRONI), Tennent papers, D/1748/A/1/2/1.

Minutes of the Protestant Ministerial Association of Montreal 1854-1876, 13 February 1866, *Archives nationales du Québec* (hereafter ANQ), Fonds Interdenominational Committee of Montreal, P628, contenant 624, doc. 3/2/1.

Notes for Lords Debate on Wolfenden, 4 December 1957, National Archives of Scotland (hereafter NAS), Departmental Committee on Homosexual Offences and Prostitution (Wolfenden Committee), HH 60/265.

(j) Websites.

Research Institute of Irish and Scottish Studies, <http://www.abdn.ac.uk/riiss/>, accessed 15 May 2008.

Philip Stephens, 'Salmond bids for the best of both worlds', *FT.com*, 12 May 2008, http://us.ft.com/ftgateway/superpage.ft?news_id=fto051220081438503654, accessed 15 May 2008.

2. Second and later references

Use shortened author names and titles for subsequent references to the same source, unless the source was cited in the immediately preceding footnote, in which case *ibid.* can be used (as *ibid.* is an abbreviation of *ibidem*, it is followed by a period):

- ¹ Ivor Bowen (ed.), *The Statutes of Wales* (London, 1908), 75.
- ² Geraint Tudur, "'Thou Bold Champion, Where are Thou?" Howell Harris and the Issue of Welsh Identity' in Robert Pope (ed.), *Religion and National Identity: Wales and Scotland c. 1700–2000* (Cardiff, 2001), 52.
- ³ Bowen (ed.), *Statutes of Wales*, 87.
- ⁴ *Ibid.*, 75–6.

Idem is used to indicate 'the same person or thing' in order to avoid repetition within a footnote (as *idem* is not an abbreviation, it is not followed by a period):

Geoffrey R. Elton, *The Tudor Revolution in Government* (Cambridge, 1953); *idem*, *Policy and Police: The Enforcement of the Reformation in the Age of Cromwell* (Cambridge, 1972); *idem*, *Reform and Renewal: Thomas Cromwell and the Common Weal* (Cambridge, 1973).

Illustrations

Black and white illustrations can be included. It is the author's responsibility to obtain copies suitable for reproduction, to obtain copyright clearance and to meet any fees required. Do not submit original pictures with your article, but photocopies or digital versions of potential illustrations would be appreciated.

Style Guide acknowledgements

This style guide is based on that of the *Journal of the Royal Australian Historical Society*, <http://www.rahs.org.au/JRAHSSStyleGuide.pdf>, accessed 28 July 2008.