

# ECCLESIASTICAL HISTORY SOCIETY

## Notes for Contributors to STUDIES IN CHURCH HISTORY, edited by Peter Clarke and Charlotte Methuen

(last revised 19 April 2011)

Studies in Church History is an annual publication, produced by the Ecclesiastical History Society at Boydell and Brewer. It contains papers and communications delivered at the Society's conferences. **Papers submitted for publication must not have been included in any other work, nor should the copyright have been assigned elsewhere.** Publication is undertaken subject to the completion of the Society's normal form of contract, by which copyright is assigned to the Society. Contributors receive a free copy of the volume; offprints are not supplied.

**Communications** should be approximately **4,000 words in length, including footnotes**. A hard copy should be supplied to the chair of your session at the conference for review purposes. (It is acceptable for you to arrange with the chair to send or e-mail them an amended version afterwards as well if so desired). An electronic version should reach the Assistant Editor by **15 September**. This may incorporate any post-conference revisions you wish to make.

**NB: Your booking form and full payment for attendance at the conference must be received at least three weeks before the conference. The Society regrets that those who have not registered and paid in full will not be permitted to present their papers.**

**Main papers (i.e. those given at plenary sessions)** should be approximately **8,000 words in length, including footnotes**; they should reach the Assistant Editor in electronic format by **15 October**.

We ask contributors to use *Word* rather than any other software, and can accept any version up to *Word 2007*. Please do not send papers in PDF format.

A **selection process** for communications will be carried out by the Editors in consultation with the President, using the criteria of clarity, relevance to the conference theme, originality, competence and length; broader considerations relating to the overall composition of the volume may also affect acceptance or rejection of a particular paper. The aim will be to ensure that each volume covers a full chronological range, has a clear theme and reflects the history of the Church as a worldwide entity. A decision about publication will be given as soon as possible, normally as soon as possible after the end of September. Editorial feedback will be offered for all submitted papers, including suggestions for publishing the work elsewhere.

We have developed a series of points which referees are asked to address in the selection process. You may also find it helpful to consult the **'Peer Review Report on Communications'** to help you plan your paper in the light of the issues which reviewers are asked to address; it is available on this website.

**Finally, please follow the conventions detailed in the 'Style Sheet' below when preparing your paper.** The Editors follow a fuller version of this, the principles of which can be explained as required.

If you have any **queries**, please feel free to contact the Assistant Editor: Dr Tim Grass, 1 Thornhill Close, Ramsey, Isle of Man, IM8 3LA; e-mail: [tgrass.work@gmail.com](mailto:tgrass.work@gmail.com).

## General Guidelines

In preparing contributions for publication, the Editors would encourage contributors to be aware of the variety of audiences to whom the volumes will be of interest. In particular, please remember that specialists from periods other than your own, students, and the general reader will make up the majority of your readership. This being the case, we would ask, where possible, that contributors double-check that they have given attention to the following points:

- That they have (perhaps briefly) made clear the relevance of the present contribution to wider questions and problems in the study of its period in terms a non-specialist reader can understand.
- That a clear indication has been given of the 'state of scholarship', including reference to the most important recent bibliography relevant to the topic.
- That the introduction gives a clear indication of the thesis to be argued.
- That the conclusion gives a clear indication of the significance of the contribution for further study.

Every paper must be accompanied by a **cover sheet** giving:

1. the **full title** of the paper;
2. a **short title** to be used as a running header;
3. the **author's name** in the precise form in which it is to appear in the volume;
4. the author's position or status, and employing **institution** (where appropriate), at the time of delivery of the paper, in the forms in which these are to appear;
5. the author's **address** for correspondence (including an e-mail address);
6. a **word count** for the paper (including footnotes).

If your paper is accepted, it will be in the first instance edited and returned to you with some initial editorial suggestions for improvement. Once you have dealt with these and incorporated any other changes you might wish to make, the Editors will review the papers again, and offer further suggestions. Once all contributors have responded to these, the volume will be sent to Boydells for typesetting. You should then receive proofs during the winter of the academic year following that in which the papers were given; by this stage, *no major changes are allowed to your text and only typographical errors and spelling mistakes can be corrected.*

**In order to speed up the editing process, we ask you to conform to the 'Style Sheet' below.**

This is very important as we need to ensure consistency of presentation in the published volumes.

**Footnotes:** insert in normal numerical progression, using the footnote facility in Word; **do not alter standard formatting by adding brackets or punctuation.**

**Illustrations** may be included, normally in black and white. For main papers, we will pay for the reproduction costs of a maximum of ten illustrations; for communications, the number of illustrations allowed is subject to the editors' discretion. Please supply captions and credits in the form of a list. Technical information is available on request.

NB: It is the responsibility of the author to obtain written permission from the relevant library or repository for reproductions from manuscripts to appear in Studies in Church History. Such permissions should be forwarded with your paper. Authors are responsible for paying any charges relating to the granting of permission to reproduce copyright items.

**Subheadings** may be used, but we do not number sections.

## Style Sheet

Please refer to the summary given above and the further conventions below. Where a convention is not specified, we will abide by R. M. Ritter, *The Oxford Guide to Style* (Oxford, 2002).

### BIBLIOGRAPHICAL REFERENCES

Please give full publication details in the first instance, accurately copying names and titles according to the patterns given below; thereafter, use abbreviated title references, and 'idem/eadem' or 'ibid.' for authors and references which are both identical and consecutive. Where a volume is published in more than one place at once, only the first place of publication is normally required.

Titles should be capitalized according to the conventions applying in the languages concerned. In English, we follow the practice of capitalizing all significant words, as in the examples below, for titles published after 1800. Use a colon between title and subtitle. For French titles, capitalize the first word and proper nouns; for German titles, capitalize the first word and all nouns. Ritter offers fuller guidance for these and other languages.

**NB:** *Passim* and *ff* should not be used. Instead, references to specific page numbers should be given.

### Books:

- Beryl Smalley, *The Study of the Bible in the Middle Ages*, 3rd edn (Oxford, 1983).
- Quentin Skinner, *The Foundations of Modern Political Thought*, 2 vols (Cambridge, 1978), 2: 35.
- Thomas Hobbes, *Leviathan*, ed. Michael Oakeshott (Oxford, 1960), 32–6.
- R. A. Markus, ed., *Augustine: A Collection of Critical Essays* (New York, 1972). [NB: Festschriften and editions of texts have the editor's name *following* the title, whereas the editor's name for a volume of studies *precedes* the title]

ESTC / Thomason / Wing catalogue numbers are not required.

### Articles:

- Claire Cross, 'Monasticism and Society in the Diocese of York, 1520–1540', *TRHS* ser. 5, 38 (1988), 131–45, at 140. [Subsequent refs: Cross, 'Monasticism', 132–3.]
- R. G. Davies, 'Martin V and the English Episcopate', *EHR* 92 (1977), 309–44.
- Kathleen Hughes, 'The Celtic Church and the Papacy', in C. H. Lawrence, ed., *The English Church and the Papacy in the Middle Ages* (London, 1965), 3–28, at 16–17. [Subsequent refs: Hughes, 'Celtic Church', 25–7.]
- Christopher J. Holdsworth, 'Christina of Markyate', in Derek Baker, ed., *Medieval Women*, SCH S 1 (Oxford, 1978), 185–204.

NB: at the first reference, please give the full page range for the article.

### Manuscripts:

Manuscripts should be cited according to the following pattern: [1] Place (name to appear in the English form), [2] Library/repository (title to appear in the local language), [3] 'MS', [4] Collection, [5] Manuscript number, [6] Number(s) of folios / pages / membranes.

- Oxford, Bodl., MS Laud Misc. 432, fols 120<sup>r</sup>–263<sup>v</sup>; London, BL, MS Harley 4763, fols 3<sup>r</sup>–5<sup>r</sup>.

The name of the library / repository should be given in full at the first reference to it, but abbreviated forms may be adopted for subsequent citations (see the List of Abbreviations for these).

### Internet sources:

For web pages, please give [1] Author, [2] Full title of the page, [3] Date of its last revision, [4] Full web address [known as the URL, and enclosed in angle brackets < >], and [5] Date when you accessed it.

- Ronald Roberson, 'The Eastern Christian Churches: A Brief Survey', 7th edn (13 February 2008), <<http://www.cnewa.org/generalpg-verus.aspx?PageID=182>>, accessed 23 April 2008.

If the item is a reproduction of a printed work, it is helpful to add, in brackets at the end of the reference, details of the original edition.

References to online journals should give: [1] Author, [2] Article title, in single quotation marks, [3] Journal title, in italics, followed by volume/number/date and the words '[online journal]', [4] URL, and [5] Date accessed.

It is advisable to download or print out a copy of such sources which you have used, in case editorial queries necessitate referring to them when revising your paper for publication; it can be very frustrating to try returning to the site only to find that it has been edited, or the page removed, since you used it.

### **Electronic media:**

Where using an item accessed on CD-ROM, for example, give: [1] Author, [2] Title, followed by '[CD-ROM]', [3] Usual publication details, and [4] Page number(s). If the item is a reproduction of a printed work, it is helpful to add, in brackets at the end of the reference, details of the edition which has been electronically reproduced.

It would take too much space to include advice here for all other electronic media; as a general rule, include as much information as possible, and we will format the citation according to the guidelines provided by Ritter.

### **Abbreviations:**

A 'List of Standard Abbreviations' is available elsewhere on the website. You may devise other *ad hoc* abbreviations where necessary, specifying after the first full reference: [hereafter: XYZ].

**Biblical references:** book titles in roman type. In footnotes, these are abbreviated according to our List of Abbreviations; model citations: Eccles. 5: 15–16; Matt. 5: 3, 14, 37 (individual verses); Acts 17: 18; 26: 24–5; Job 1: 6–3: 4; 2 Chron.; 1 Cor.

**Patristic references:** titles may be given in English or the original language, so long as a consistent approach is adopted within your paper. Useful lists of abbreviations of major classical and patristic works appear in certain reference works, such as the *SBL Style Guide*.

Where the reference is summing up the general sense or meaning of a section of a text, then page numbers of a modern edition are not necessarily required in addition to the reference to the original (though it is important at first mention of a work to provide bibliographical details of the edition you have used), but if there is direct quotation, or if the interpretation hinges on a word or series of words, then page numbers are required.

**Canon Law citations** should be laid out according to the 'modern form': see James A. Brundage, *Medieval Canon Law* (London and New York, 1995), app. 1, with quotations and page references from *Corpus iuris canonici*, ed. E. Richter and E. Friedberg, 2 vols (Leipzig, 1879–81).

**Acta Sanctorum** references follow the convention used by the Bollandists, e.g. *Acta*SS Ian. 2 indicates the second volume for January, not the saint's feast day.

### **OTHER CONVENTIONS**

**Quotations:** quotations of fifty words or over should be displayed as such (i.e. set as indented paragraphs with spaces before and after) rather than incorporated into the text in quotation marks. Quotations from foreign languages should be set in roman rather than italic type, but where words or brief phrases are given for purposes of translation or definition, rather than quotation, they should be set in italic. All quotations should follow the punctuation of the original. NB: Where at least one full sentence is given, and the quotation ends where a sentence ends, the full stop (period) or question mark should appear within the quotation marks. Otherwise, a full stop, comma, colon or semi-colon should fall after the inverted comma/quotation mark.

**Capital Letters:** in general, proper nouns require a capital letter where reference is to a specific person, place or institution. A capital is **not** required where no particular individual is to be understood; for example, 'Under the rule of the Avignonese popes'.

A capital is not required for general descriptions, such as 'the north of England', 'the south of France'.

- **The Church:** a capital is required for 'the Church', if the universal Church is implied and for churches when understood as institutions or where a denominational identity is understood, even if not specified. A capital is also required for adjectives derived from the institutional identity, such as Christian, Anglican, Methodist, Orthodox, Roman Catholic, but used as adjectives in their general sense these do not take capitals: 'catholic tastes', 'orthodox beliefs'. For a place of worship, as in 'The church in the main street', no capital is needed, unless the name of a particular building is specified.
- **The Trinity:** capitals are required for the Persons of the Trinity, i.e. Father, Son and Holy Ghost/Spirit, and for 'Trinitarian'. They are not needed for 'he', 'his', 'thee', 'thine', etc., when used with respect to those Persons (except where they appear in a quotation). Where terms such as 'Providence' are used periphrastically for God, they should be capitalized.
- **The Bible:** a capital is required for the Bible, the New Testament, the Vulgate, the Epistles, etc. The adjective 'biblical' does not take a capital, although 'Bible' used adjectivally does (as in 'Bible-based').
- **Historical Periods:** a capital is required for the Reformation, the Renaissance, the Dark Ages, the Middle Ages, etc., but note 'late antiquity', 'medieval period', 'modern period'.

## SPELLING AND ABBREVIATIONS

**Spellings:** Modern Commonwealth and UK spelling (as given in the *Oxford English Dictionary*) should be followed (see Ritter or its predecessor, *The Oxford Dictionary for Writers and Editors*). Thus, use 'honour', 'defence', 'centre', 'travelling', 'practice' (noun) and 'practise' (verb) instead of alternative conventions.

For words ending in *-ize* or *-ise*, the *-ize* form is preferred (but note: 'analyse' and its derivatives and other words where the derivation demands *-ise*, e.g. 'advertise', 'exercise'). Note also the following:

- medieval, **not** mediaeval
- judgement, **not** judgment
- acknowledgement, **not** acknowledgment
- focused, **not** focussed

**Hyphenation** should be used where the first of two or more words is used adjectivally: e.g. 'a tenth-century manuscript' versus 'in the tenth century'. Where one of the words is an adverb ending in *-ly*, do not hyphenate: e.g. 'a handsomely bound codex'.

**Apostrophes:** The plural of 860 is 860s, not 860's. Proper names ending in a pronounced *-s* (or other sibilant) take a possessive in *-s*: e.g. 'Jesus's parables', 'Berlioz's criticisms' – except in the case of proper names ending in *-es*: e.g. 'under Moses' leadership', 'Sophocles' plays'.

**Abbreviations (see also the List of Abbreviations):** Contracted forms of words that end in the same letter as the full form, including plural *-s*, do not take a full-stop, e.g.: Mr, Dr, Ms, St, ca, fols, nos, vols. Other abbreviations take a full stop, e.g.: ed., fol., no., p., pp., ps., repr., sc., trans., viz., vol. In all cases a space follows the full stop.

The abbreviations for denoting years of birth or death are: 'b.' and 'd.' or '†' (in parentheses with the date).

## DATES, NUMBERS AND CHRONOLOGY

Dates should be in the form: '24 September 897'.

- Where Old and New Styles need to be indicated use the form: '11/21 July 1605'. Where the year differs according to the start-date of the year, use the form: '21 January 1564/5'.
- Use AD, BC, without full stops. AD should precede a date and BC should follow it.
- Numbers up to one hundred, including ordinals, should be written in full (except in quoted material, statistical tables or the dimensions of manuscripts). Thus: 'a twelfth-century missal', '45 x 95mm'. So too should numbers that begin sentences (e.g. 'One hundred and forty-seven manuscripts are extant'), and round multiples of hundred, thousand or million (e.g. 'The fire destroyed five thousand books').
- List the last two digits of all numbers within the teens, thus: '213–15'.