

Victoria County History Style Guidelines for Editors

v.1 September 2019



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Using the guidelines

This set of style guidelines is intended to form the latest revision of what was known as the 'Handbook for Contributors'. We aim for this document to reflect current practices which naturally evolve over time. Please contact the VCH Central Office if you wish to suggest amendments and updates to the VCH Style Guide.

General principles

roman

As used in this style guide, roman is a typographical term designating a style of lettering (in any typeface) in which characters are vertical (as distinguished from italic).

Indexing

Further guidance relating to VCH house style is available from central office.

Abbreviations used throughout this guide

ODNB - Oxford Dictionary of National Biography

ODWE - Oxford Dictionary for Writers and Editors

OED - Oxford English Dictionary

Abbreviations

The authority for most points concerning abbreviations is the *Oxford Guide to Style*, Chapter 3, Abbreviations and Symbols.

Try to make the abbreviations as intelligible as possible, even at the expense of slightly greater length. Short words are best not abbreviated; do not, for example, reduce ‘Feudal’ to ‘Feud.’ or ‘July’ to ‘Jul.’ In references excessive use of abbreviations in infrequently cited works is to be avoided. Works or institutions that are commonly cited in a particular volume should, however, be heavily abbreviated in that volume. Use abbreviated titles generally if they are frequently cited within the text and cross referenced in the list of abbreviations. Spell out in full if they occur only infrequently.

General principles

- Abbreviations should be used in references. In particular, editors will wish to devise their own abbreviations of frequently cited sources specific to their county. All such abbreviations should be listed alphabetically in the preliminary pages of each volume. If standard abbreviations for periodicals or reference works are mentioned, ensure that they are also included in the list.
- Avoid excessive use of punctuation after abbreviations, unless absolutely necessary.
- Accepted abbreviations such as HMSO, (His/Her Majesty’s Stationery Office), ODNB, TNA (The National Archives), EETS (Early English Text Society) or VCH (Victoria County History) do not require any punctuation.
- Partial abbreviation such as *Rot. Chart.* (Rotuli Chartarum 1199—1216) or *Cath. Rec. Soc.* (Catholic Record Society) should carry full stops.
- For further discussion of use of full point, in abbreviations refer to the *Oxford Guide to Style*, Chapter 5, Abbreviation.

See also: **Punctuation**

account (abbreviation)

In the case of financial documents, abbreviate as acct without full point in footnotes. For example:

TNA, SC 6/HenVIII/3074. This is an undated and worn membrane from an acct roll, apparently for the Daubeney estates.

acre, acres

Abbreviate as a. whether singular or plural.

When using in text, add a space between the figure and the unit:

- 15 a.
- In 1086 the manor had 12 a. of meadow.
- The inclosure award dealt with 512 a. 1 r. 5 p. of arable land.

See also: **hectare, hectares (unit of measurement); rods and perches**

ampersands

The ampersand as a symbol for ‘and’ should only be used in the context of company names. Even in such case, it should only be used where the ampersand was part of the original company name (for example Marks & Spencer).

It may, where appropriate, be used in quoted text, but & c. for etc. should not be used.

See: **company names; proprietary names**

archaeological

Abbreviate as *Archaeol.* in journal titles in footnotes.

See: **Articles (in academic journals)**

bishop (abbreviation)

In footnotes, abbreviate bishop as bp without a full point.

British Rail, British Railways

Give the name in full on first occurrence in an article, thereafter use BR without points.

- Note that the name of the nationalised railway changed from British Railways to British Rail in 1965.
- Give names of BR regions in full: Southern Region; Western Region; North Eastern Region.

- Give names of post 1996 private train operating companies in full. Since these companies operate the railway as a franchise for a fixed period of time, take care to use the correct company relative to the date under discussion.

See also: **railway companies**

bundle

When used in footnotes, in reference to an unsorted collection of documents, for example, abbreviate as bdl without full point.

Calendar of Documents preserved in France

Cite as Cal. Doc. France, 123.

See: **public records (published)**

canal companies

Give names in full (apart from Co. for 'Company' and & for 'and'), since their initials are less familiar than those of railway companies, unless a name appears repeatedly in a single article.

To check standard forms of names use either:

- J. Priestley, *Historical Account of the Navigable Rivers, Canals, and Railways, of Great Britain* (London, 1831)
- J. Boughey (ed.), *Hadfield's British Canals: The Inland Waterways of Britain and Ireland* (Stroud, 1994)

case (common law)

The word case should not be used of equity or civil law proceedings, only for common law proceedings; use **action**, **suit** or **cause** instead.

cemetery

The word *cemetery* should be used with reference to a burial outside a churchyard, whereas graveyard refers to burial within a churchyard. Cemetery should not be used in medieval contexts.

See also: **graveyard**

circa, c.

Abbreviate as *c.* in italic with a full point without a space between it and the date: *c.1500*

See also: **uncertain years**

committee

Abbreviate as *Cttee* without a full point when used in footnotes or in lists. In all other instances write in full.

Commonwealth

Commonwealth should not be used of the period 1649–60; use **Interregnum**.

company names

Follow the abbreviated forms used by the companies themselves, for example, ICI. Always abbreviate 'Limited' to Ltd (without full point) and using '&' for 'and'. Do not use Messrs in the text, and in acknowledgments only use it for professional partnerships, not limited companies.

Check names of live limited companies against the [Companies House register](#) and (where the Companies House file has been transferred to The National Archives) of dissolved companies in BT 31 or BT 41 using the online catalogue of The National Archives (TNA) **Discovery**. The National Archives also provides a useful [research guide](#) which outlines other sources for such information.

For dissolved companies whose file has not survived there are printed lists of companies registered between 1856 and 1920, and of companies on the register in 1930 and 1937, in the reference room at TNA.

For companies whose archives have survived but which are held elsewhere, see the [National Register of Archives](#).

See also: **canal companies; proprietary names; railway companies**

compass points

See section 3.5 in the *Oxford Guide to Style* for guidance on use of symbols and abbreviations within text for compass directions.

Spell out directions in the text:

- south west England
- north west of the river
- north London
- south Gloucestershire
- west Wales

Note that other compounds, such as ‘north north east’ should be abbreviated:

- NNE
- ENE
- SSW

constabulary

Area over which a **petty constable** had jurisdiction. Do not use ‘constablewick’.

Contractions

Contractions should be avoided in written text, (for example aren’t, can’t and hasn’t), unless they are direct quotations from another text or verbatim speech.

county borough

Local authority created by the Local Government Act, 1888, to provide all local government services in towns with a population of 50,000 or over at the 1881 census; abolished by the Local Government Act, 1972. Initials caps when used as part of local authority name, lower case in general references.

- Leicester County Borough Council first met in April 1889.

Chesterfield sought county borough status.

county council

Local authority created by the Local Government Act, 1888 for all counties (or parts of counties) with a separate commission of the peace. Reorganized by the Local Government Act, 1972, and later legislation.

Initial caps when part of local authority name, lower case in general references.

- Wiltshire County Council replaced the bridge in 1930.

The county council took over the school in 1903.

counties and county towns in the UK

In general follow *ODWE*, supplemented by the current *VCH* practice, as follows:

- Bedford - Bed.
- Bedfordshire - Beds.
- Buckingham - Buck.
- Buckinghamshire - Bucks.
- Cambridge - Camb.
- Cambridgeshire - Cambs.

For counties of six letters or fewer do not abbreviate:

- Essex
- Surrey
- Sussex
- Powys

Note the following:

- Derbyshire - Derbs.
- Isle of Man - IoM
- Isle of Wight - IoW
- Middlesex - Middx (no point)
- Shropshire - Salop.

Welsh counties: it is usually most convenient to refer to Welsh counties as they existed after 1536 and before 1974. They are to be abbreviated as follows:

- Anglesey - Angl.
- Breconshire - Brecs.
- Caernarfonshire - Caerns.
- Cardiganshire - Cards.
- Carmarthenshire - Carms.
- Denbighshire - Denbs.
- Flintshire - Flints.
- Glamorgan - Glam.
- Merionethshire - Merion.
- Monmouthshire - Mons.
- Montgomeryshire - Montgoms.
- Pembrokeshire - Pembs.
- Radnorshire - Rads.

Note: Marcher lordships and counties existing before 1536 were not necessarily co-terminus with later administrative units with the same or similar names and must not be used interchangeably. See: **March (Welsh and Scottish)**

dates back to

Avoid; use dates from

dictionary (abbreviation)

Abbreviate as *Dict.* in footnotes. But see: **Dictionary of National Biography (ODNB)**

enclose, enclosure

Spell thus in all senses except of commonable land, for which use inclose, inclosure.

etc.

Abbreviation for et cetera. It should only be used in quoted text without a preceeding comma and in roman with a full point.

The form & c. is not to be used.

See: **ampersands**

footnotes, abbreviations in

Abbreviations may be used more freely in the footnotes than in the text, for example for titles and ranks, weights and measure, the names of counties, dioceses and some towns, and the months of the year, using the forms given in the *ODWE*.

In general, footnotes will consist almost exclusively of references. Explanatory footnotes may be used for indicating the reason for some positive statement in the text, rehearsing the grammatical or philological arguments for preferring one interpretation of the evidence to another, or setting out mathematical calculations. Footnotes corroborating, exemplifying or enlarging on the text should be confined to references, and should not include information that does not merit inclusion in the text. Apparent contradictions between the date of a reference and the dates covered by a source should be reconciled:

Cal. Pat. 1550–3, 123, which recites the grant of 1520

Explanatory footnotes rarely admit of abbreviations; it is, however, sometimes possible to shorten them by omitting articles, prepositions etc. Reference to sources for explanatory footnotes should be preceded by a colon and should not be put in brackets:

TNA, CP 25/1/289/56/123. William was said to own the land in 1234: *Cal Pat.* 1232–47, 216.

Where a manuscript source has been adequately published in full or in abstract, the printed text or abstract should be cited in preference to the manuscript. Where there is more than one reference for the same fact, only one should, generally, be cited. The most authoritative or the most easily verifiable should be chosen.

Each reference within a footnote should be separated by a semi-colon:

***Cal. Pat.* 1292–1301, 452; *Cal. Close* 1288–96, 49.**

Established abbreviated titles used by VCH for frequently cited sources, standard works of reference etc. will be found under either the author's name or the first principal word of the title, or in the case of texts and abstracts of the public records under the name of the record.

Bibliography

Author's name

Invert the name in bibliographies where the precedence of the surname facilitates use of the alphabetical ordering. Where a work has several authors, both names should be inverted. Initials for names should be without spaces, e.g. Davies, R.R.; Jenkins, S.C. and Davis, P.W.

Do not invert authors' names in footnotes.

The title of a volume

The title of a volume, if published, should be in italics. A published volume may be a single volume work, a multi-volume work, a volume in a series, a volume of a periodical; any volume number should be in roman (but in arabic numbering). The title of an unpublished thesis should be in roman, enclosed in single quotation marks.

The title of an article published as part of a volume

should be in roman, enclosed in single quotation marks.

The title of a series

(within which variously titled volumes are published) should be in roman and not enclosed within quotation marks.

The title of a multi-volume work

will probably form the first element of the title of a volume, in which case it should be treated as the title of a volume (in italics).

In keeping with the standards set by the MHRA (Modern Humanities Research Association), it is highly recommended that wherever possible the bibliographical entry should also include the place of publication, including London.

Examples:

Johnson, T.H. (ed.), *Emily Dickinson: Selected letters*, 2nd edn (Cambridge, MA, 1985)

Cheatle, T.H., *Report on the Sanitary Condition of the Burford District of the Witney Union* (Bampton, 1972)

Eavis, A., 'Kelmscott Manor' (Oxford University Department for Continuing Education dissertation, 1995)

Baker, N.J., Morriss, R.K. and Stamper, P.A., 'Shrewsbury market place and hall', *Archaeological Jnl* 163 (2006), 180–232

For further detailed information on bibliographic entries and reference, see Section 15.17 Bibliographies in Chapter 15 of the *Oxford Guide to Style*. See also the **MHRA**.

digital sources in a bibliography

- Author: Last name, First name
- Title of page (in quotes)
- Title of complete work, if this page is part of a group of documents
- Date the page was created
- URL (Internet address)
- Date consulted

Example:

Abilock, Debbie, 'Research on a Complex Topic', Nueva Library Help, 8 August 1996.
<http://www.nueva.pvt.k12.ca.us/~debbie/library/research.html> (1 October 1998).

Bibliographical style for books, edited volumes and articles

Articles

Baker, J.G., 'Thomas Richardson', *Friends Quarterly Examiner*, 25 (1891), 519–35.

Barke, M., 'Migration into Darlington in the mid 8th century: some tentative observations', *Durham County Local Hist. Soc. Bull.* 27 (1981), 16–28.

Bradshaw, F., 'The Black Death in the Palatinate of Durham', *Archaeologia Aeliana*, 3rd ser. (1907), 152–60.

Books

Anon., *A Chapter in the History of Railway Locomotion, with Memoir of Timothy Hackworth, etc.* (Leamington Spa, 1892).

Armstrong, M.J., *An Actual Survey of the Great Post-roads between London and Edinburgh* (London, 1776).

Bonney, M., *Lordship and the Urban Community: Durham and its Overlords, 1250–1540* (Cambridge, 1990).

Margary, I.D., *Roman Roads in Britain* (London, 1973).

Edited Volumes

Batho, G.R. (ed.), *Durham Biographies*, 1 and 2 (Durham, 2000, 2002).

Bibliographical style for records or primary sources

- Allen, P.S. and H.M. (eds) *Letters of Richard Fox, 1486–1527* (Oxford, 1929)
- Anon., *The Correspondence of John Cosin, D.D., Lord Bishop of Durham*, II (Surtees Soc., lv, 1872).
- Atkinson, J.A., Flynn, B., Portass, V., Singlehurst, K., and Smith, H.J. (eds), *Darlington Wills and Inventories, 1600–25* (Surtees Soc., cci, 1993).
- Austin, D. (ed.), *Domesday Book: a Survey of the Counties of England*, 35: Boldon Book (Chichester, 1982).

Bibliographical style for theses or unpublished material

- Abramson, P., 'River Skerne restoration project, report: NAA 95/12' (report in Durham HER, 4817, 1995).
- Armstrong, J.W., 'An enthusiast looks back' (typescript, n.d., in Darlington Libr.: E810330207).
- Banham, J.D., 'Business development and banking in North East England, 1755–1839' (Univ. of Sunderland PhD thesis, 1997).
- Barber, B.J., 'The economic and urban development of Darlington, 1800–1914' (Univ. of Leicester MA dissertation, 1969) (copy in Darlington Libr.).
- Butterworth R.H., and Howlett, D. J., 'Efficiency and economy: an architectural history of the Queen Elizabeth grammar school, Darlington, since 1878' (typescript and plans, 1976, in Darlington Libr.).

Capitalization

The fullest general discussion of capitalization can be found in the *Oxford Guide to Style*, Chapter 4, Capitalization and the treatment of names. VCH usage diverges only a little from this. In general, initial capitals should be used as little as possible and more specific guidance is set out below.

General principles

The *Oxford Guide to Style* (Chapter 4, Capitalization and treatment of names) declares that ‘capital letters in English are used to punctuate sentences and to distinguish proper nouns from other words.’ For a comprehensive discussion of the subject please refer to this chapter.

To produce text without an undue profusion of capitals:

Avoid capitals when referring in a general sense to administrative or jurisdictional areas and bodies, divisions of land or minor topographical features. For example:

- Alderton field
- Beanacre farm (i.e. the estate of that name)
- Birmingham corporation
- Brock wood
- Carrant brook
- Chippenham forest
- Essex quarter sessions or petty sessions
- Melksham parish
- Norwich catchment area
- Potterspury School Attendance Committee
- river Thames
- Salisbury diocese
- the Cavaliers’ cricket club
- the honor of Gloucester
- the hundred of Bradford
- the see of Ely
- the spring assizes were held in Chester *but* use cap when referring to specific legislation as in the Assize of Clarendon
- the township of Morley
- Thistly meadow
- West Ham poor-law union
- Wiltshire circuit *but* use a capital when referring to an assize circuit as in the Midland Circuit.
- Wiltshire quarterly meeting

Use initial capitals throughout when referring to a specific local authority or other such body:

- Chesterfield sought county borough status
- Clay Cross Urban District Council became notorious
- Leicester County Borough Council first met in April 1889
- Staveley Town Council lacked a full-time clerk until 1980
- the borough of Leicester
- The county council took over the school in 1903
- The town council took over the old UDC offices
- the UDC built 48 houses
- throughout the urban district
- Wiltshire County Council replaced the bridge in 1930
- Newbold & Dunston Local Board adopted new by-laws in 1860
- Some ratepayers pressed for a local board to be set up

Special Uses of common words

Common words used in a special or technical sense require a capital.

- Catholic
- Church of England
- Dissent: to denote Protestant religious activity, as opposed to an unspecified disagreement
- Friends: in the sense of members of the Society of Friends, Quakers
- Nonconformist: in the sense of Protestant
- Papist
- Royalist: to designate supporters of the king in the Civil Wars (1642–9), otherwise lower case
- Underground: in the special sense of the London transport system
- Wesleyan Connexion

Single words that can be used either in a limited, specific sense or in a general sense should have initial caps according to use, for example:

- granted by the *Crown* for the use of pious virgins **but** statue of the Virgin wearing a *crown*
- the *Radicals* would not support so conservative a measure **but** *radical* reforms advocated by the Conservative group
- a *Chancery* clerk at the time of the Restoration **but** restoration of the bishop's *chan-cery*
- an *underground* renaissance of interest **but** an *Underground* station in Renaissance style

between the *Close* and the *Green* (as street-names) but a small *close* beside the village *green*

the *friends* of Dissent **but** the *Friends* expressed their dissent

Specific names or literary products should have initial caps.

- Bovril
- Charitable Trusts Acts
- the Declaration of Independence (1776)

Abbeys and other religious houses:

The common noun (abbey, priory etc.) only has an initial cap. when it is not merely descriptive but is an essential part of the name (e.g. might conceivably be an address).

- The estate was held by Westminster Abbey.
- the monks of Ramsey Abbey
- the community of Dunster Priory
- Birkenhead priory, Cleeve abbey, Westminster Abbey

But:

- The abbey of Westminster.
- The monks of the abbey of Ramsey
- The priory of Dunster

The name of the building, however, if used in an architectural context, should also use an initial cap. For example:

- Beaulieu Abbey now houses the National Motor Museum
- Newstead Abbey was the home of the 6th baron Byron of Rochdale

Architectural styles (names of)

When used as a proper noun, use an initial cap for example:

- Adamesque
- Italianate
- Gothic

boroughs or councils (titles and capitalisation of)

Initial caps when used as part of local authority name, lower case in general references:

- Chesterfield sought county borough status
- Clay Cross Urban District Council became notorious
- Leicester County Borough Council first met in April 1889
- Staveley Town Council lacked a full-time clerk until 1980
- the borough of Leicester
- The county council took over the school in 1903
- The town council took over the old UDC offices

- the UDC built 48 houses
- throughout the urban district
- Wiltshire County Council replaced the bridge in 1930

cathedral

Lower case should always be used, even when used of a particular building. For example: Salisbury cathedral.

chapel

Always use lower case, even when used of a particular building. For example:

- St Mary's chapel
- Mount Tabor chapel
- Bethesda chapel
- the Methodist chapel

College name (for universities)

Initial caps for all words with comma to separate the name from that of the university Jesus College, Oxford; use **Coll.** only in footnotes; use **The** of Queen's College, Oxford (i.e. The Queen's College) in formal contexts (and never of Queens', Cambridge); *ODWE* gives spellings of those likely to be confused.

Court of Common Pleas

Upper case.

Court of Requests

Upper case.

Domesday Book (Capitalization)

In the text it should be described as 'Domesday' or 'Domesday Book' with caps and does not require a definite article although 'the Domesday survey', does. Both 'Great Domesday' and 'Little Domesday' should use caps.

For further guidance on Domesday Book for VCH authors please contact Central Office.

See also: **Domesday Book**; **Domesday Book (citation of)**

Elizabethan

Referring to the reign of Elizabeth I or Elizabeth II. Always to begin with a cap.

farms and fields (capitalization of)

The farm element only has an initial cap when it designates a specific building or group of buildings (i.e. is in effect a specific address). It does not have an initial capital when it refers to the farm as a holding.

- Beanacre Farm is a substantial stone building of five bays with a tiled roof.
- In the 1930s Beanacre farm was about 400 a. mostly arable land.

field names

If the name refers simply to parcel of land belonging, say, to a church, no initial caps are required. If the reference is to a specific parcel of land, named on a map or currently known by the name in question, it should be treated as analogous to an address and caps should be used:

- The church close lay near the village pond
- Thistly Meadow; Alderton Field
- The main settlement lay on a knoll in the centre of the parish surrounded by East, North and South fields.

frankpledge

Lower case.

General period names

- the Bronze Age
- the Iron Age
- the Middle Ages
- the Neolithic Period
- the Stone Age

but note the later Middle Ages and medieval

geological and geographical names

With a specific meaning they require initial caps, non-specific geological formulations take lower case.

- Ilkley Moor
- Egdon Heath
- Severn Valley
- the East Midlands
- the Irish Sea
- the Gault lithe
- the Straights of Dover
- boulder clay

- Coal Measures
- Oxford Clay
- sandstone

For compass point see *Oxford Guide to Style* for guidance on capitalisations of compass directions: for example use of capitals only for recognised geographical or political regions e.g. the West End.

Inn Names:

Use roman, without quotation marks, with initial caps, except for the definite article, the Red Lion or the New Inn. The same principles apply to hotels, cafes, tearooms etc. the Crown Hotel, the Green Parrot boarding house, or the Watling Way transport cafe.

Jacobean

Referring to the reign of James I (1603–25) and the architectural style pertaining to that period. Always use an initial cap.

jurisdictional areas and bodies, divisions of land, minor topographical features

Avoid capitals when referring in a general sense to administrative or jurisdictional areas and bodies, divisions of land, minor topographical features.

Jurisdictional areas or bodies

- Birmingham corporation
- Essex quarter sessions or petty sessions
- Melksham parish
- Pottersbury School Attendance Committee
- Salisbury diocese
- the hundred of Catsash
- the see of Ely
- Wiltshire circuit, but use a capital when referring to an assize circuit the Midland Circuit.
- Wiltshire quarterly meeting

Land divisions

- Alderton field
- Beanacre farm (i.e. the estate of that name)
- Brock wood
- Carrant brook
- Chippenham forest
- river Thames

local board (of health)

Initials caps when used as part of a local authority name, lower case in general references.

- Newbold & Dunston Local Board adopted new by-laws in 1860
- Some ratepayers pressed for a local board to set up

names of buildings or archaeological sites

Capitalize the common noun only where it is not merely descriptive but is an essential part of the name e.g. where it might conceivably be an address. Otherwise, use lower case, even when used of a particular building.

- For named buildings, spell in full as the name appears on the Ordnance Survey map or the property in question, in roman with initial caps but without quotation marks. Use an initial capital for the definite article where the name clearly requires it but not otherwise. Do not use initial caps in descriptive phrases.

Examples:

- Maiden Castle
- Windsor Castle, Westminster Abbey
- Potterne church
- St Mary's chapel
- the abbey of Whitby
- the church of St Mary
- the Methodist chapel
- Winchester cathedral
- Zion chapel
- Blackfriars Bridge
- Board school
- Chapter House
- Church school for a school maintained by the Church of England however a school church was a schoolroom licensed for worship, with a reserved chancel at one end of the building (not used by the school) used only for services
- Friends' meeting-house, however, use three caps for the London headquarters of the society Friends' Meeting House
- He later moved to the Manor House, but Home Farm stands on the site of the manor house.
- National school

names of objects, organisations or groups

Groups of words having a specific meaning as technical terms should have initial caps. This category includes official titles of offices and bodies made up of common nouns.

- Act of Parliament

- Church Assembly
- Church Commissioners
- Domesday Book
- Established Church
- Home Office
- House of Commons
- Local Government Board
- Member of Parliament
- Ministry of Health
- National schools, expressing a particular category of school
- Official Trustee of Charitable Funds
- Pipe Rolls
- Parliament, to designate the UK legislature but the adjective parliamentary has no capital
- Prime Minister
- Salvation Army
- Society of Friends
- Underground, in the special sense of the London transport system

It also includes titles containing a proper name where an initial capital distinguishes use in a specific sense from a possible use in a general sense.

- Catholic
- Church of England
- Dissent, to denote Protestant religious activity, as opposed to an unspecified disagreement
- Friends, in the sense of members of the Society of Friends (Quakers)
- Nonconformist, in the sense of Protestant
- Papist
- Royalist, to designate supporters of the King in the English Civil War, otherwise lower case
- Wesleyan Connexion
- Wilts. and East Somerset Congregational Union

Words having a special or technical sense: A word used with a special sense should be given a capital. Many of these are listed in *ODWE*. In the *VCH* frequently used examples include:

Single words that can be used wither in a limited or specific sense or in a general sense should have initial caps. according to use, for example:

- granted by the Crown for the use of pious virgins **but** statue of the Virgin wearing a crown
- the Radicals would not support so conservative a measure **but** radical reforms advocated by the Conservative group

- an underground renaissance of interest **but** an Underground station in Renaissance style
- between the Close and the Green (as in street names) **but** a small close beside the village green
- the friends of Dissent **but** the Friends expressed their dissent

Names of Historical dates and periods

Use initial caps for dates of events for example:

- the Norman Conquest
- the Dissolution
- the Revolution (the Revolution of 1688)
- at the time of the Domesday survey
- Civil War, to denote the conflict in England in the 1640s as opposed to civil wars in general
- Interregnum, to express the period between 1649 and 1660 when England was without a sovereign

Privy Council

Upper case.

Quakers

This should be capitalized in all instances.

Road and Street names

Note that distinction should be made between descriptive names and the formal name used as an address. For example:

- High Street (not necessarily the principal street) but ‘the high street of Saltash (Fore Street)’.
- London Road (not necessarily the road to London) but the London road

Star Chamber

Upper case.

titles (honorific)

Titles affixed to personal names should have initial caps.

- Abbot John
- Dean Swift
- Earl FitzWilliam
- Garter King at Arms

- Judge Jeffreys
- King Henry
- Lord Ferrers
- Prince Charles
- Sir John Devereux

Sobriquets: Use capitals for attributes given to rulers etc. For medieval names in general, often based on trade or craft, the position is complicated by the fact that often it is difficult to determine when the name is purely descriptive and when it became a genuinely hereditary surname. In general, however, it is better to use capitals throughout.

- Æthelwine Cockfoot
- Charles the Fat
- Pope Gregory the Great
- Richard the Engineer
- Thomas the Black
- William the Clerk

Dates

General principles

As far as possible, give the year only. For events which occurred before 1752 between 1 Jan. and 24 Mar. give the year according to modern reckoning: do not use '1681/2', '1681 old style', '1682 n.s.' etc. Where it is essential to give days and months, use the form 23 January 1681 in the text, 23 Jan. 1681 in footnotes, not '23rd January' or 'January 23'. Spell out the day of the month only when it stands alone:

- The troops entered on 5 January and left on the sixth.

centuries

Should be expressed in figures, with a hyphen after the number in attributive use, but not between a further qualifying adjective and the number. The th should be in roman, not in superscript.

- in the mid 19th century
- a mid 19th-century building

It is better to use 'century' in the singular when reference is to a period less than two whole centuries:

- In the 13th and early 14th century
- In the late 15th century and the 16th
- In the late 17th and the 18th century
- In the 19th century and the early 20th

Notice in the second and third examples that the definite article is necessarily repeated; in the first and fourth its repetition is optional.

days and months

These should be given only exceptionally, to locate events of exceptional importance. If given, they should be expressed in that order, without commas and without 'st' etc. except when the day of the month stands alone.

- 1 January 1234
- 1st January

Abbreviations for the months - Apr., Aug., etc. - should, in the text, be used only in lists, or parenthetical comments.

decades

Use the forms:

- the 1540s

- the forties

Do not use *any* of the following:

- the 1540's
- the 1540 s
- the 'forties.

Note also:

- the first (or second) decade of the 20th century

See also: **Years**

fiscal and regnal years

Where an event cannot be dated more narrowly than to a fiscal or regnal year use in 1234–5, not 'in 1234/5'.

If it is not clear from the context that such a date represents no more than one 12-month period, it may be desirable to add the fiscal year or the regnal year.

See also: **years**

general period names

Use initial capitals for the names

- the Middle Ages
- the Neolithic Period
- the Iron Age
- the **Interregnum**

Capitalisation also applies when the adjectives 'early' or 'late' are used, for example:

- the later Middle Ages

Note also that **medieval** needs no initial capital.

Regnal years

The common form of dating of medieval government documents, i.e. in the third year of king Edward the third after the Conquest. If a document or event cannot be dated more precisely than any one regnal year use 'in 1330–1, not 'in 1330/1'.

The rendering 3 Edward III is not to be used.

See also: **years**

Saint's Days or Festal Dates

Festal dates or Saint's Days used to indicate recurrent events (e.g. a fair) or periods (e.g. of access to common grazing) should have the day and month (which can be found in C.R. Cheney (ed.) (rev. M.C.E. Jones), *A Handbook of Dates: for Students of British History* (Cambridge, 2000)) added in round brackets after them, except for moveable feasts and for Christmas, Lady Day and Michaelmas, the dates of which are assumed to be known to the reader.

uncertain years

Where the evidence is such that the date cannot certainly be said to be either one year or the next use the form in 1234 or 1235. This should not be confused with a date given in a specific fiscal or regnal year but which cannot be ascertained more precisely.

Do not use the preposition 'in' before a date preceded by 'about' or *c.*

See also: **fiscal and regnal years**

years

As far as possible, express all dates according to the year according to modern reckoning, except where it is essential to indicate a date (between 1 January and 24 March) according to the reckonings employed both before and after. in such cases use the form 1234/5.

- The English method of reckoning the year before 1752 should *not* be referred to as 'Old Style'. The expressions 'Old Style' and 'New Style' can denote only the Julian and Gregorian calendars respectively.
- Where necessary, add **A.D.** or **B.C.** to a year-date.

In ranges of dates, use an en-rule, not a hyphen, abbreviating the second date to the minimum that is intelligible, except with numbers between 10 and 19. For example:

- 1234–7
- 1760–1830
- 10–11 July
- Bishop Longchamp (1189–97)

Where the forms 'from ... to' or 'between ... and' are used, note that *both* prepositions are required and there should be no abbreviation. for example:

- from 1692 to 1697, not 'from 1692–7' or 'from 1692 to 97'.

Ranges of dates should *not* be used where the exact date of an event is uncertain: the form 'about 1340–60 the manor passed' should not be used. See also **uncertain years**.

Avoid phrases like 'in 1234–7' and use instead one of the following:

- *c.*1235
- between 1234 and 1237
- in the period 1234–8
- in the mid 1230s
- over the period 1234–7
- 1234 x 1237. Note that in the last example a multiplication sign, not letter x, is used; that ‘*c.*’ is set close up to figures; and that ‘mid’ is not linked to a date by a hyphen.

Figures and Numerals

As a general principle numbers should be written out in full from one to ten and in arabic numerals after this. An exception may be when there are many figures under discussion in a sentence - if the rule is broken for this reason it must be broken consistently!

See Chapter 7 (Numbers) of the *Oxford Guide to Style* for a comprehensive discussion of this topic.

Abbreviation of figures

Use the least number of figures, except for numbers from 10 to 19 standing alone or in addition to hundreds or thousands. Follow the same ruling for dates, but never repeat only three out of four figures in a date.

22–8
246–8
213–15
1291–6
1798–1803

Collective numbers in figures must not be abbreviated, and must be given in full.

clxxvi–clxxviii

enumeration of sovereigns, family members and peers

Enumeration of sovereigns: For the kings and queens of England use roman capitals without stops.

- Edward I

Enumeration of members of a family: If it is necessary to use numbers to distinguish members of a family with the same forename use roman capitals in round brackets.

- to John (I) and Eleanor Bluet.
- John (II) died in 1393. His son John Bluet (III) sold

Enumeration of peers: The most exact way to distinguish one peer from another of the same title is by giving the date of death, and is normally to be preferred. Where it is desirable, for stylistic or other reasons, to use instead the enumeration of the title, use the form:

- William, the 5th baron
- Philip Yorke, 2nd earl of Hardwicke

Where more than one creation exists the enumeration of the title should be that of the creation concerned. The creation should be given only in exceptional circumstances.

See: **Royal Family; Peers**

fractions

Shares expressed as fractions and the titles of medieval fractional taxes should be printed as words,

- The manor was divided into three parts: Smith conveyed a third of it to his sister and another third to his butler. The final third was conveyed to King's College, Cambridge.
- the fifteenth of 1327

Fractions of knights' fees and fractions used as units of measurement, however, should be printed as figures. For example:

- 1/20 knight's fee
- ½ mark

Note, however, a third; two thirds

hectare, hectares (units)

If these units are used in a source they should not, ordinarily, be converted into acres except for ease of comparison. They should be abbreviated as ha. whether singular or plural.

See also: **acre; hectare, hectares (abbreviation)**

house numbers

Use a figure, without a comma as part of an address, but write out 'number' in full when the house number is separated from the street name.

- He lived at 10 Melrose Avenue.
- Born at 6 Melrose Avenue, he later moved to number 10.
- The town ditch runs between numbers five and seven.

Numbers and Enumeration

In general, numbers up to ten should be spelt out, those over should be given in figures, although figures should always be used for dates and units of measurement, however small.

Sentences should not begin with figures nor end with figures under 10. Avoid figures in phrases which do not aim at precision, and in compound words where numbers are joined by hyphens to other words.

Use figures for dates, units of measurement, lists, the enumeration of titles and centuries, and precise numbers over nine.

- Three smallholdings each consisted of 4 a.
- He later moved to a 25-a. holding.
- Pupil numbers rose from eight to 15 over a six-year period.
- He was headmaster for over thirty years.
- There were 30 cottages on the estate in 1860.

It is not possible to furnish guidance to suit every contingency, and the context, especially in narrative passages in 'general' articles, will occasionally suggest a departure from the principles set out above.

- lived for some thirty years in the parish
- about twenty miles to the east
- three-light window
- two-hide unit
- half-yardlander
- 3 ministers, 4 deacons, and 224 members.
- Evans's statistical survey, c.1715, however, mentions but one pastor. He is said to have drawn a congregation of 600, four of whom were 'very rich.' Davisson, the second, and Thomas Lucas, the third pastor, were reputed to be teachers.

See also: **Enumeration of sovereigns, family members and peers.**

ordinal numbers

Ordinal numbers are always spelt out, except in the text when used for centuries or in enumerating peers or baronets (see also baronets; peers), and in footnotes in 1st ser. and the like; they should never be used for days of the month (see dates).

There is no full point after '1st', '2nd', '3rd' etc.

Note that superscripts should never be used in this circumstance.

- He was the third headmaster in six years.
- In the early 19th century
- William, the 5th baron
- Sir Thomas Fermor Hesketh, the 7th baronet

ranges of numbers

Ranges of numbers should use the fewest digits consistent with intelligibility, except when the range ends in a number between 10 and 19, where two digits are always required.

- Follow the same rule for dates, but never repeat only three out of four figures.
- Use an en-rule, not a hyphen, to separate the figures.
- Ranges of numerals must always be given in full.

For example:

- 1–11
- 22–8
- 246–51
- 213–15
- 1099–1101
- 1214–16
- 10,000–12,000

See also: **years**

Money

guinea

In pre-decimalisation currency, 21s.

- Abbreviate as *gn.* (singular), *gns.* (plural). Like *s.* and *d.* the abbreviated form should be italicised.
- Do not attempt to convert the sums in modern equivalents or to £ *s. d.*

money

Express English money before 15 February 1971 with £ *s. d.* in roman for £, but in italics with full points after *s.* and *d.*, which should be omitted where there are no pence or no shillings and pence.

- 2½*d.*
- 12*s.*
- 13*s. 4d.*
- £12
- £12 15*s.*
- £12 15*s. 6d.*
- £12 0*s. 6d.* (**not** '£12 6*d.*')

Sums should be in figures, except when used adjectivally:

- A bequest to the poor of 24 sixpenny loaves (not '24 6*d.* loaves')

For the period after the introduction of decimal currency use the form:

- 1p
- 60p
- £12
- £12.75
- £12.77½

Note that 'p' does not take a full point and is not used in expressions beginning with £. Avoid references to the obsolete new halfpenny.

Pre-1971 sums should not be converted into decimal currency, nor should a conversion figure be given in brackets, since subsequent inflation has rendered the comparison meaningless.

For a range of amounts use one of the following:

- £50–£100
- between 50p and £1

- from £12 to £20

Note that the figures are separated by an en-rule, not a hyphen, and that 'between' and 'from' require 'and' and 'to' respectively. Do not use 'from £1–£5'.

The form found in a source may often be used without translating it into modern terms. In particular, sums of 4 marks or over (certainly when they do not amount to an exact numbers of pounds) are best not converted into multiples of 13s. 4*d.*, and those in guineas (abbreviation; *gn.*, *gns.*) not converted into pounds and shillings.

A reference to a noble, however, should be given as 6s. 8*d.*

- 5 marks a year (but 26s. 8*d.*, rather than '2 marks')
- A fee of 30 *gns.* 25s. an acre

All sums of money take a singular verb, since the phrase 'sum of' is understood where not stated.

- Over £500 was spent on repairs.
- The remaining £2 10s. was left to charity.

Names

General principles

The central principle of this style guide is to make the text of VCH volumes consistent and, so far as is possible, straightforward for both authors and readers.

In general, usage should be driven by the sources: if a measurement is provided in metric units, or a map is scaled at inches to the mile, then the use in both the text and referencing should reflect this.

Additional Resources

This guide is intended to be used in conjunction with a number of standard reference works.

- *The Oxford Dictionary for Writers and Editors*
- *The Oxford Guide to Style*
- C.R. Cheney, *A Handbook of Dates for British and Irish History*

People

Abbots

It will often suffice to refer to, e.g., bishops and abbots by the title of their offices. If it is necessary to give a personal name also, a surname where known should be added to or substituted for a forename.

- Abbot Thurston of Peterborough
- Thurston, Abbot of Peterborough

Anglo-Saxon personal names

See: **forenames**

ap (Welsh - son of)

See: **Welsh personal names**

baronets

Use the form Sir John Smith Bt, not 'Bart.'. Where two holders of the title share the same forename, they may be distinguished either by date of death or by ordinal numbers:

- Sir John Smith Bt (d. 1849)
- Sir John Smith, the 5th baronet

Note in the second example that '5th' is a figure with no full point, that 'baronet' is spelt out, and that 'Bt' is omitted after the surname.

The wife of a baronet in everyday usage is Lady Smith, not 'Lady Jane Smith', who would be the daughter of an earl, marquess or duke. If it is essential to identify Lady Smith more closely, she becomes Lady (John) Smith, not 'Lady (Jane) Smith'. The title 'Dame' for the wife or widow of a baronet or knight, common in 17th- and 18th-century documents and the correct legal term today, should be reserved for women with the rank of Knight Commander or holder of the Grand Cross in the Orders of Chivalry.

The widow of a baronet is either Jane, Lady Smith or the dowager Lady Smith according to the wishes of the person concerned; check Debrett etc. for the form preferred by divorced former wives of baronets.

See: **dames; Complete Baronetage; Debrett's Peerage; Burke's Peerage; Enumeration of sovereigns, family members and peers**

Bishops and archbishops

It will often suffice to refer to, e.g., bishops and abbots by the title of their offices. If it is

necessary to give a personal name also, a surname where known should be added to or substituted for a forename. Thus Thomas Becket should be called Archbishop Becket or Thomas Becket, archbishop of Canterbury, not ‘Thomas, archbishop of Canterbury’.

dames

The title ‘Dame’ for the wife or widow of a baronet or knight, common in 17th- and 18th-century documents and the correct legal term today, should be reserved for women with the rank of Knight Commander or holder of the Grand Cross in the Orders of Chivalry.

See also: **Baronets**

Knights

- Use the form Sir John Smith, not ‘Sir John Smith kt’.
- Abbreviate as kt.

Where two knights in the same family share the same forename, they may be distinguished either by date of death or by ordinal numbers

- Sir John Smith Bt (d. 1849)
- Sir John Smith (IV)

Women married to knights (not medieval)

- His wife is Lady Smith, not ‘Lady Jane Smith’, who would be the daughter of an earl, marquess or duke. His widow is either Jane, Lady Smith or the dowager Lady Smith, according to the wishes of the person concerned; check Debrett etc. for the form preferred by the divorced former wives of knights.
- The title ‘Dame’ for the wife or widow of a knight, common in 17th- and 18th-century documents and the correct legal term today, should be reserved for women with the rank of Knight Commander or holder of the Grand Cross in the Orders of Chivalry.

The names of wives of medieval knights should be given according to the form in the source referred to.

See: **baronets; Complete Baronetage; Debrett’s Peerage; Burke’s Peerage; Enumeration of sovereigns, family members and peers**

Marquesses

See: **peers; enumeration of sovereigns, family members and peers**

peers

All references to peers in the text or footnotes should be checked against the *Complete*

Peerage to ensure that forenames, family names and titles are spelt correctly; that in the case of marquesses (and dukes whose eldest son uses a courtesy title of that rank) the spelling of the title ('marquess' or 'marquis') accords with the family's own practice; that the attribution of courtesy titles to sons of peers is correct for the date of the reference to the person concerned; and that the enumeration of successive holders of a title is given correctly.

The most exact way to distinguish one peer from another of the same title is by giving the date of death, and is normally to be preferred. Where it is desirable, for stylistic or other reasons, to use instead the enumeration of the title, use the form

- William, the 5th baron
- Philip Yorke, 2nd earl of Hardwicke

Where more than one creation exists the enumeration of the title should be that of the creation concerned. The creation should be given only in exceptional circumstances.

Peerage titles have capital initials when immediately affixed to a personal name, but not otherwise.

- Earl FitzWilliam
- the 7th duke of Grafton

The same applies to holders of courtesy titles and to consorts

- Lord John Russell
- the marquis of Hartington
- Lady Jane Grey
- Georgiana, duchess of Devonshire

The introductory pages of *Debrett's Peerage* explain the correct use of titles, courtesy titles, forenames and family names by peers and their families; Debrett is also useful for establishing the titles by which dowager peeresses, or divorced former wives of peers, wish to be known. Note particularly:

- Lord Smith (never 'Baron Smith')
- the Hon. John Smith (one capital, full point)
- the Hon. Mrs Smith (his wife or widow; not 'Mrs Jane Smith')
- Lady Smith (the wife of a peer; not 'Lady Jane Smith')
- Lady Jane Smith (the daughter of an earl, marquess or duke)
- Capt. the Lord Andrew Cavendish ('the' takes lower case)
- Lady Charles FitzRoy (the wife of a younger son of a duke; not 'Lady Diana Fitz-Roy')
- Lady Reading (Lord Reading's wife's informal title)
- Stella, marchioness of Reading (his widow's formal title)
- the dowager duchess of Devonshire (all lower case)

A peer (other than a royal duke) is indexed under his family name, with cross-references from all the titles or courtesy titles by which he was known throughout his life; the same applies to eldest sons who died in their fathers' lifetime and were thus only ever known by a courtesy title.

- Cavendish, Spencer Compton, 8th duke of Devonshire 123, 152, 154
- Devonshire, 8th duke of: *see* Cavendish, S.C.
- Hartington, marquess of: *see* Cavendish, S.C.

A royal duke is indexed under the forename by which he was commonly known.

personal titles

In the text use Mr, with initials or forename, only of living men.

Do not use 'esq.' of living men in either text or footnotes (use Mr in acknowledgements), or in references to men after c.1550. The title may be useful to indicate the status of late medieval men, in which case use esq.. Where more than one person is referred to, use esq. after each name, not 'esqs' after the last.

Mrs, Miss or Ms should be used with initials or forename of living women in text or acknowledgements; Mrs and Miss may be used with surname alone of dead women to avoid redundancy.

Examples

- In 1412 the manor was sold to John Smith of London esq.
- In his will of 1812 [a later] John Smith devised it to his only daughter Jane, subject to his widow's life interest.
- After Mrs Smith died in 1840, the estate passed to Jane and her husband John Doe.
- Their only daughter Mary inherited after her mother died in 1880.
- Miss Doe never married and when she died in 1920 the estate was sold. The manor house and park were bought by John Jones, whose grandson, Mr James Jones, was the owner in 2013.
- Information from Mrs Mary Jones and her daughter Ms Jane Smith.

If it necessary to use numbers to distinguish members of a family with the same forename use roman capital figures in round brackets.

- John (I) and Eleanor Bluet. John (II) died in 1393.
- His son John Bluet (III) sold in 1400

See also: **Baronets; Peers; Knights**

Reverend (use of title)

Use ‘The Reverend’ only in official title of address, not in running text.

- The style the Revd should not be used of ministers in office before the later 17th century, and thereafter should be used only of living persons or where the context does not indicate the status of the person named. Special care is needed in Protestant Nonconformist history because some congregations used (and use) lay people widely to preach and conduct services.
- Do not use the Revd with a surname alone: a forename, initial or (if neither can be found) Mr or a similar title must come between. If a name is repeated at short intervals, the title Mr alone will suffice.

The same principles apply *mutatis mutandis* to the Most Revd, the Right Revd, the Very Revd and the Ven. prefixed to the names of archbishops, bishops, deans and provosts, and archdeacons, and to members of the rabbinate.

See also: **Reverend (abbreviation of)**

Royal Family

Kings and queens of England, Scotland, Great Britain and the United Kingdom are enumerated using caps without a full point. Their title takes a capital initial when affixed to a name but not otherwise, except in references to the reigning sovereign.

- King Edward I
- Queen Eleanor
- Mary queen of Scots
- King George V and Queen Mary opened the hospital.
- Queen Elizabeth the Queen Mother visited in 1965.
- The Queen conferred the title of city in 1980.
- Princess Alice, countess of Athlone

References to princes of Wales need not include a forename if the context makes clear which prince is referred to.

- The bridge was opened by the prince of Wales in 1880.
- The estate passed first to Henry prince of Wales (d. 1612) and then to his younger brother Prince Charles.

‘His (or Her) Majesty’ or ‘His (or Her) Royal Highness’ should not be used except in acknowledgements, where the abbreviated form HM, HRH is used without full points.

Princesses and royal dukes and duchesses should be identified by the name by which they are best known, either today or during their lifetime.

- the Black Prince
- Prince Arthur of Connaught

- the duke of York (King George VI before his accession)
- Princess Marina, duchess of Kent
- the Princess Royal (the Queen's daughter)

Members of the Royal Family are indexed under the forename by which they are best known, with cross-references in the case of those with territorial titles. Consorts (like other married women) are indexed under their maiden names.

- Anne, Princess Royal, wife of Mark Phillips, afterwards of Timothy Laurence, 126
- Bowes-Lyon, Lady Elizabeth, queen of King George VI, afterwards Queen Elizabeth the Queen Mother, 123
- Charles, prince of Wales, 127
- Edward, prince of Wales, later King Edward VII, 128
- Edward, prince of Wales, later King Edward VIII, 129
- Elizabeth, Queen: see Bowes-Lyon, Lady Elizabeth
- Elizabeth II, Queen Mother, 125
- George VI, 123
- Gloucester, duke of: see Henry, Prince, duke of Gloucester
- Henry, Prince, duke of Gloucester, 124
- Kent, duchess of: see Marina, Princess
- Marina, Princess, duchess of Kent, 126
- Wales, princes of: see Charles; Edward
- York, duke of: see George VI, king

Surnames

Those found in sources before c.1700 should in general be given in modern English forms; later forms, unless obviously wrongly spelt in the source, should be retained. Surnames of identifiable ancestors of families who from c.1700 or earlier consistently used a particular spelling of their name should be standardised using the later spelling. Should the subject merit inclusion in the *ODNB*, it is desirable that any reference to that individual use the same spelling employed there. Subject to that consideration, the following principles should be followed.

Anglo-Saxon

- Anglo-Saxon names are highly problematic as there are all kinds of conventions currently in use. Where appropriate adopt the spelling used by the *ODNB*. For very well-known and current names such as Edward, Edwin and Edith, you should use the modern English form. Ethelred is acceptable but it's now more usual to use Æthelred with an ash-diphthong not as two separate letters. Index words beginning with ash together under AE. Queries regarding Anglo-Saxon names should be directed to [Adam Chapman](#).

Non-English surnames:

- Welsh personal names should be modernised, using standard Welsh spellings and restoring 'ap' (son of) where it has become merged with the name following. Owing to soft mutation, 'ap' becomes 'ab' where the next name begins with a vowel, for example, Llywelyn ab Iorwerth; Llywelyn ap Gruffudd. Thus 'Yevan Fluellin' becomes Ieuan Llewellyn, 'Evan Abowen' becomes Evan ap Owen, and 'Davye Aphowell' becomes Dafydd ap Hywel. 'Ap' (meaning 'son of') should not be restored where it has been fully assimilated into the second name, which in England may have become an hereditary surname: 'Evan Bowen' remains Evan Bowen, 'David Powell' remains David Powell.

See: **Welsh personal names**

English forms of Latin surnames are listed in C.T. Martin, *The Record Interpreter* (1892 and later editions), although it may often be better to use the Latin form as it appears in the source being cited. Where the same family appears elsewhere or later with an English surname other than that given by Martin, the form used in the local source should be preferred.

Occupational names:

- Surnames derived from occupational names can be modernised using the ordinary spelling of the occupation, unless a particular family has retained a different spelling of their name. Thus medieval occurrences of 'John Smythe' become John Smith, whereas modern Smythes should be left unchanged.

Other names:

- Surnames derived from forenames should normally be modernised. Thus 'John Petyrsson' becomes John Peterson.
- Surnames derived from nicknames can usually be modernised, where the nickname is an ordinary word or where there is a standard modern version of the name. Thus 'John Shakyshafte' becomes John Shakeshaft.

See: **Sobriquets and Cognomen**

Relational or Hereditary Names

- Surnames incorporating 'fitz', 'fils' or 'filius' should be rendered son of, except where the surname is used as, or becomes, an hereditary family name. Richard son of William was succeeded by his son John of Compton; Herbert's son Herbert, called Herbert FitzHerbert, was succeeded by his son Peter FitzHerbert and Peter's son Reynold FitzHerbert. Note that 'Fitz' is printed close up to the remainder of the surname and that an intermediate capital is normally used (although the practice of particular families should be checked in *Burke's Landed Gentry* etc.).
- Latin and French common nouns and adjectives used as hereditary surnames

should be translated and set with an initial capital and no definite article, except where a particular family has englished the foreign word. Thus 'John Faber' becomes John Smith, although ancestors of the publisher obviously do not; 'John de Fonte' becomes John Atwell and 'John Molendinarius' becomes John Miller.

Surnames from an office or title

- In the case of surnames of people identified by office or peerage title, it will often suffice to refer to, e.g., bishops and abbots by the title of their offices. If it is necessary to give a personal name also, a surname where known should be added to or substituted for a forename. Thus Thomas Becket should be called Archbishop Becket or Thomas Becket, archbishop of Canterbury, not 'Thomas, archbishop of Canterbury'. Similarly a peer should not, at the first mention of his family, be referred to by his forename alone if he had a surname: William Bentinck, earl of Portland, not 'William, earl of Portland'.

See: **Peers; Bishops and archbishops; Abbots; Complete Peerage**

Toponyms

- Surnames derived from place names should be modernised using the current spelling of the place in question. Thus 'John Catlyffe', who came from near Rotherham, becomes John Catcliffe, whereas his neighbour 'John Rotheram', if a member of the local gentry family, remains John Rotheram, since that was the family's preferred spelling in modern times. Similarly, 'John Longson' is best left alone, since his surname, although the usual medieval form of (Great) Longstone (Derbs.), survives today (cf. Sam Longson Ltd, a Peak District quarrying firm). Where a surname is known beyond doubt to be associated with a particular place the spelling of the surname should be the same as that of the particular place. Sometimes the surname is only part of the modern place name, and then only the part should be given. Thus 'Everard de Beche', who came from Landbeach, becomes Everard of Beach.
- Surnames derived from minor place names can usually be modernised using the ordinary spelling of the feature in question. 'John atte welle' becomes John Atwell, 'John del Greene' becomes John Green.
- Surnames from English places which appear in medieval sources with 'de' should normally have 'de' translated to 'of'. From the date by which such a surname is clearly patronymic, 'of' may be omitted. Similarly 'de' should be omitted at the earliest date consistent with the usage in the sources, except in the case of peers (where the form in the Complete Peerage should be followed) and where modern or historical usage requires, where it should be retained.

Surnames from foreign place names will sometimes have 'de' translated to 'of', according to convention. John of Thorpe, John Thorpe of Sutton, Giles de Beauchamp, Thomas de Berkeley, John of Gaunt, Bernard of Clairvaux. Anglo-Norman surnames derived from identifiable places in France should be modernised using the current spelling of the place name.

Forenames

Medieval

Those in Latin documents, especially those of men, should normally be translated, following the forms given in C.T. Martin, *The Record Interpreter* (1892 and later editions). On the other hand, accepted forms for well known figures, such as Odo of Bayeux, St Cecilia, Archbishop Theobald, or Bishop Nigel of Ely should not be translated. From the 16th century on, the possibility that a Latin form was also the form used in English, especially in the case of women's names, may give difficulty when only a Latin source is known.

Particular care is needed to achieve consistency within a volume, and if possible within a county set, with Anglo-Saxon names. Use conventional spellings for names borne by widely known historical figures.

- Æthelred
- Alfred
- Cnut
- Hereward
- Oswald
- Wilfrid

C.R. Cheney (ed.) (rev. M.C.E. Jones), *A Handbook of Dates: for Students of British History* (Cambridge, 2000) provides a standard for names of kings, archbishops and bishops; where two forms of the same name are given the simpler one is preferable.

For other Old English names that occur in Domesday Book follow the spelling given in the headword in O. von Feilitzen, *The Pre-Conquest Personal Names of Domesday Book* (Uppsala, 1937), appending the Domesday form in brackets where it is markedly different from Feilitzen's standard form. Old Scandinavian names are nearly always better in the Old Danish or Old Swedish spellings than in the Old Norse used by Feilitzen as the headword, or they can be given an English equivalent, e.g. Raven for Feilitzen's 'Hrafn'. Old English names not included in Domesday Book can be standardized on Feilitzen's principles. In all instances 'æ' should be replaced by ae and 'þ' (thorn) and 'ð' (eth) by th, with an initial capital as necessary; diacritical and length marks on vowels should be omitted.

Modern

The forenames of 19th- and 20th-century persons (except those who are very well known) should be given in full on their first occurrence in an article, thereafter use surname or, if necessary, the forename by which the person was generally known.

- The manor was bought by John Harold Smith in 1893.
- J.H. Smith died in 1910.
- W.E. Gladstone spoke here in 1875.

sobriquets or cognomen

Use capitals for attributes given to rulers etc. For medieval names in general, often based on trade or craft, the position is complicated by the fact that often it is difficult to determine when the name is purely descriptive and when it became a genuinely hereditary surname. In general, however, it is better to use capitals throughout.

- Æthelwine Cockfoot
- Charles the Fat
- Colyddyn Ci
- Pope Gregory the Great
- Richard the Engineer
- Thomas the Black
- William the Clerk

titles (of specific people)

Those affixed to personal names should have initial caps.

- Abbot John
- Dean Swift
- Earl FitzWilliam
- Garter King at Arms
- Judge Jeffreys
- King Henry
- Lord Ferrers
- Prince Charles
- Sir John Devereux

Note, however, that those following the name should generally be in roman:

- Samson, abbot of Bury St Edmunds
- Herbert, bishop of Norwich

Welsh personal names

Welsh personal names should be modernised, using standard Welsh spellings and restoring ‘ap’ (son of) where it has become merged with the name following. Owing to *soft mutation* (a feature of the written language designed to make it more closely resemble the language as it is spoken), ‘*ap*’ becomes ‘*ab*’ where the next name begins with a vowel, for example, Llywelyn *ap* Gruffudd, but Llywelyn *ab* Iorwerth.

- Thus ‘Yevan Fluellin’ becomes Ieuan Llewelyn, ‘Evan Abowen’ becomes Evan ab Owen, and ‘Davye Aphowell’ becomes Dafydd ap Hywel.
- ‘ap’ should not be restored where it has been fully assimilated into the second name, which in England may have become an hereditary surname: ‘Evan Bowen’ remains Evan Bowen, ‘David Powell’ remains David Powell.

- Female names were also patronymic ‘ferch’ (daughter of) being used instead of ‘ap’, for example, Lleucu ferch Gruffudd.
- One difficulty of Welsh names is where they are given to the third (or sometimes fourth or fifth) generation or by a cognomen. The same man might be known as Henry Griffith; Henry ap Gruffudd; Harri Ddu; Harri Ddu ap Gruffudd or Harri ap Gruffudd ap Henry. Where this is clearly the case, only one form should be used in the text, though the others should be noted when citing the sources in which the variations appear.
- Cognomen, indicating habits or matters of personal appearance, should be standardised according to modern Welsh where these can be easily ascertained. For example, Harri Ddu (Black Harry), Gruffudd Goch (Red haired Gruffudd), Gruffudd Hagr (Gruffudd the Ugly), Hywel Sais (Hywel the English speaker), Philip Ffwlbart (Philip the Polecat). Unless especially unusual or informative, these cognomen should not be glossed in English.
- The most problematic cognomen is ‘fychan’ (small). This can mean that the son bore the same name as the father or that the person concerned was small in stature. This is often glossed as ‘Vaughan’ relecting attempts to render the name phonetically. *Fychan* is to be preferred even if the surname Vaughan (pronounced ‘varne’ to rhyme with warn) derived from it.

For indexing purposes, Welsh names are always entered by first name.

Places

Place Names

In general the form (including the spelling) given in the latest edition of the Ordnance Survey should be followed. If, however, the form is different to one consistently used in editions of the late 19th and earlier 20th century, and appears to have been adopted solely as the result of bogus antiquarianism or caprice, the earlier form should normally be retained.

For places in Wales use the English version where one is in use, but note that for some places only the Welsh version is current: 'Conway' is no longer an acceptable alternative to Conwy and similarly 'Carnarvon' for Caernarfon. Carmarthen, however, should be preferred to Caerfyrddin and Swansea to Abertawe. For Welsh forms in common use, refer to Elwyn Davies (ed.), *Rhestr o Enwau Lleoedd: a Gazetteer of Welsh Place-Names* (third edn, Cardiff, 1967).

For other countries modern forms, taken from a reliable atlas or gazetteer, should be used. Use English forms such as Brussels where they exist. Graesse, *Orbis Latinus*, will help in identifying places named in a source in Latin; Martin, *The Record Interpreter*, gives translations of the Latin names of Irish bishoprics.

Note that the terms Britain and UK are identical in meaning: they both signify the United Kingdom of Great Britain and Northern Ireland. Great Britain, however, refers only to England, Scotland and Wales.

Identification of

If a place in the United Kingdom (including the whole of Ireland before 1921) mentioned in the text is not in the same county as that which is being dealt with and is not a major town, the county should be appended to the place name in brackets. Use geographical county names (abbreviated as in *Oxford Dictionary for Writers and Editors*), not those of post-1974 administrative counties; for Wales use the English form of the county name; and for the Republic of Ireland use modern forms where these have been introduced since 1921.

The identification should be given only on the first occurrence of a place within an article or section. Except in the case of very well known houses etc., places which were not ancient parishes should also be identified by appending to them the name of the ancient parish in which they lay or lie. There is normally no need to add the county to names of places within the county to which the volume concerned is devoted.

- The history of the [Warwickshire] parish is linked with that of Harbury and Upavon (Wilts.)

- land at Compton, in Stratford, where
- East Wick, in Wootton Rivers (Wilts.)
- He was born at Bathwick (Som.)
- He came from Bethlehem (Carms.)

To French places should be appended the name of the *département*, to places in the United States or Australia the name of the state (abbreviation as in *ODWE*), to places in Canada the name of the province, and so on for other countries.

- a monk of Lyre (Eure)
- They emigrated to Boston (Mass.).
- He was transported to Sydney (NSW).

Where the context does not make it clear that a place name has not been identified the name should be enclosed in single quotation marks, and it will often be desirable to retain the original spelling.

- at ‘the High Green’
- in ‘Nyweton Westyate’
- assarts called ‘Bruch Heth’ and ‘the Penyacre near Newnham’

Indexing of

Place names should be treated in the index as follows: parishes within the county to which the volume is devoted need not be further identified; parishes elsewhere in Great Britain should be followed by a county name in brackets; places in other countries should be followed by the name of the country; places (including individual houses) that are not parishes should be indexed under the parish in which they lie, with a cross-reference from the name itself; unidentified places should be placed under the name of a parish if that can be established either definitely or tentatively. For further guidance see R.F. Hunnisett, *Indexing for Editors: Archives and the user*, 2 (1972).

- Bolsover, 12, 124–6, 130
- ‘Butterhawe’ in, 127
- High Street in, 129
- ‘Longmeadow’ in, 128
- Whaley in 124
- ‘Butterhawe’, *see* Bolsover, ‘Butterhawe’ in
- Elmton, Whaley Hall in, 126
- Eure (France), 125
- Langwith, 128
- Langwith, Nether (Notts.), 125
- ‘Longmeadow’, *see* Bolsover, ‘Longmeadow’ in
- Nether Langwith, *see* Langwith, Nether
- Whaley, *see* Bolsover, Whaley in
- Whaley Hall, *see* Elmton, Whaley Hall in

Road and Street names (use of)

Traditional names for major historic highways, notably Roman roads, should be printed in roman, without quotation marks and with initial caps for each word. Use the definite article (lower case unless the first word of a sentence) or not, according to accepted usage.

- The parish is bisected diagonally by Watling Street.
- Beyond, the Fosse Way forms the eastern boundary of the parish.
- Coins have been found near Ryknield Street.

Modern road and street names should be spelt as they appear on the Ordnance Survey map, with initial caps. Include the definite article with initial capital if the name appears thus on the OS.

Do not abbreviate 'Road', 'Street', 'Avenue' etc. Initial caps should not be used in describing routes.

- Northampton Road but the Northampton road
- near The Broadway but near the high street

Where streets have had their names changed and both names are being given, it is usually sufficient to print the word 'Street' or the equivalent once only.

- Old (formerly New) Lane
- New (later Old) Street

river names

River names are spelt as they appear on the Ordnance Survey map (or its equivalent for other countries), with river (lower case) where it appears necessary. This also applies to other watercourses as appropriate.

- The Thames skirts the parish to the south.
- The river Doe Lea was grossly polluted.
- The Sowey river was constructed in 1972.
- Dodham brook was culverted in 1968.

See also: **Canal companies**

building names

The name of an inn, public house, hotel, or coffee-house should not be placed in quotation marks whether or not it is followed by the descriptive noun. Note that unless part of the business address, the descriptor (inn, hotel, alehouse, etc.), should be in roman, not caps.

- the Four Alls inn
- White's coffee-house
- the Crown hotel
- the Red Lion

- the Old Spinning Wheel
- the New Inn

colleges (in universities)

Initial caps for all words, with comma to separate the name from that of the university. For example:

- Jesus College, Oxford
- Gonville and Caius College, Cambridge
- Kellogg College, Oxford

Abbreviation:

- use Coll. only in footnotes.
- use 'The' of Queen's College, Oxford, only in formal contexts (and never of Queens' Cambridge)
- *ODWE* gives spellings of those likely to be confused.

sites and buildings (names of)

Capitalize the common noun only where it is not merely descriptive but is an essential part of the name, e.g. might conceivably be an address. Otherwise, use lower case, even when used of a particular building. Use initial caps when referring to the Church of England as a whole.

- Maiden Castle
 - Windsor Castle, Westminster Abbey
 - Potterne church
 - St Mary's chapel
 - the abbey of Whitby
 - the church of St Mary
 - the Methodist chapel
 - Winchester cathedral
 - Zion chapel
-
- Blackfriars Bridge
 - Board school
 - Chapter House
 - Church school for a school maintained by the Church of England, however a school church was a schoolroom licensed for worship, with a reserved chancel at one end of the building (not used by the school) used only for services.
 - Friends' meeting-house (however three caps for the London headquarters of the society Friends' Meeting House)
 - He later moved to the Manor House, but Home Farm stands on the site of the manor house.

- National school
 - Norton bridge (but the bridge at Norton).
 - Staverton mill (i.e. the mill at Staverton)
 - Sunday school
-
- The Dower House is dated 1625.
 - The earlier castle has entirely disappeared.
 - the Old Rectory (i.e. the houses with those names)
 - the Queen's College
 - Birdholme House was once the dower house.
 - He also leased Yardley Mill, but There is no evidence for a mill at Yardley.
 - A modern bungalow named The Shieling.
 - The old rectory was demolished in 1971. but They had previously lived at the Old Rectory.

Note: Use an initial capital for the definite article where the name clearly requires it but not otherwise.

For cathedral, church, chapel, abbey, priory, ***always*** use lower case even when referring to a particular building unless it is an essential part of the name (e.g. might conceivably be an address).

Birkenhead priory, Cleeve abbey, Westminster Abbey

Punctuation

The authority for all punctuation marks is the *Oxford Guide to Style*.

Commas

General principles: Use two commas to separate a phrase in apposition *Henry, bishop of Salisbury, succeeded, Isabel, wife of Edward II, visited, John, duke of Bedford, died*, except where a simple name follows the noun *to which it is apposed his wife Mary, their son and successor Peter FitzHerbert*.

Omit the comma at the end of short adjectival or adverbial phrases, especially those indicating time or place, except where it is needed to avoid awkwardness or ambiguity:

- During the reign of Henry II the abbey added,
- On the higher ground to the south the farms are,
- In the valley below, the villages are grouped
- To the north of Market Harborough, Great Bowden and Church Langton provided

A simple alternative name or spelling should not be marked off by commas:

- was known as Nash or Ash Court in the 16th century.

Use in references: Commas should be used to separate the repository from the reference which follows:

- Bodleian, Hatton 76
- BL, Cotton Tib.B. xi
- NRO, DHT 16
- TNA, CHES 29

Commas also separate the page number from title, if a point has not been used:

- *Cal. Doc. France*, 123

It is not, however, necessary to use commas to separate journal numbers from titles.

- *Arch. Jnl* 27

Compass points

See the *Oxford Guide to Style* for usage on hyphenation of compass directions and use of compound words: for example south-east in British usage.

early, mid, late

- in the late 13th century , not 'late-13th century'.
- in the mid 13th century
- a mid 13th-century building, not 'mid-13th century'.

- sub-post office - Use one hyphen, lower case.
- tenant at will - Three words, no hyphens.
- tenant in chief - Three words, no hyphens.
- chapel of ease - Three words, no hyphens.

full point

Full points (in a typographical sense) are to be retained in the following circumstances:

when shortening a longer word

- *Topog. Dict. Eng.*

after initials indicating personal names, but without word spacing.

- A.G. Dickens

for abbreviations within footnotes, including

- cf., e.g., etc., f., ff., ibid., i.e., p., pp., q.v.

Points are to be **omitted** in the following instances:

after all abbreviations of titles of books, institutions, places etc. which reduce the word to a single letter

- BL, IoM, *VCH*, *Oxford DNB*, *OED*, *L&P Hen. VIII*, *N&Q*

if the word in question is a contraction rather than an abbreviation

- Bt, Dr, edn, Middx, mkt, Mr, St

When an abbreviated title ends in a full point, it is not necessary to separate it from the next section of a reference by inserting a comma.

- Bede, *Hist. Eccl.* IV, 23

Where points of the compass are abbreviated, N, NE, NNE, no points should be used.

Hyphenation and Compound Words

See the *Oxford Guide to Style* for a comprehensive discussion of this topic.

Please note that it is not necessary to indicate word division, as this will be dealt with at the typesetting stage.

Middle English words

Middle English words should be placed in quotation marks if they do not appear in the *OED*. For example: ‘fennemedwe’.

technical terms

Technical terms should be placed in quotation marks only if they do not appear in the *OED* or a modern technical dictionary, except where ambiguity could arise. For example:

- the ‘foreign’ men of the hundred.

References

Standard Forms of Abbreviation and Citation

Any source used once or very rarely and at widely spaced intervals is best cited in full, unless it is included in the bibliography. Any frequently used source should be abbreviated and the abbreviation included in the bibliography.

References

In text published in hard copy, references will take the form of footnotes in the VCH main red book series. They should be indicated within text by superscript numbers, which should be placed after rather than before any punctuation marks. The notes should be numbered in a single consecutive sequence for each main section of an article.

- Henry III was responsible for the wall-paintings in St Mary de Castro;³

References within tables and diagrams should be referred to not by numbers but by signs (*, dagger, double dagger etc.) or by superior letters, and should be placed at the foot of the table or diagram itself.

References should relate to sources. They should not contain expository material.

In the VCH main series almost every statement of fact that is not a matter of common knowledge or personal observation should be supported by a reference to the source from which it is derived. Generally, everything in the text that falls between one note number and the next has for its authority the reference cited in the second note. To avoid confusion it will sometimes be necessary to have consecutive footnotes referring to the same source.

Acts of Parliament and bills (guide to use)

Some information about the history of the classification and recording of Statutes, together with a full explanation of the method of citing Original Acts in the House of Lords Record Office, is set out in Archives 3, 201–8.

References in VCH will nearly always be to printed texts. Note, however, that the title 'Act' is printed on many texts that are in fact bills, in particular 18th-century private bills, which may differ in detail from the Acts as passed.

Acts passed before 1483 should be referred to by their conventional historical names if any, which should be printed in, and by the regnal year, the statute number if there is one, and a chapter number, using abbreviations, punctuation and spacing as in the following examples. The particulars should be taken from *Statutes of the Realm*.

- Statute of Westminster II, 13 Edw. I, c. 37

- 5 Ric. II, Stat. II, c. 5

Public General Acts and Private Acts declared public passed between 1483 and 1962 inclusive should be cited by sessional date and chapter number in arabic numerals, as set out, up to the end of 13 Anne, in *Statutes of the Realm* and, from 1 Geo. I, in the *Chronological Table of the Statutes*. If a short title has not been given in the text and cannot readily be deduced from the text, it should precede the numerical reference in the footnote. Acts passed since 1 January 1963 should be likewise cited, except that the year of grace replaces the sessional date. Where only part of a long Act is relevant, the section-number or numbers should be given; for much of the 18th century the Acts as printed in ‘black-letter’ type by the king’s printer in sessional volumes have no section-numbers, and if a precise reference is needed the page-number should be given. Notice that the term ‘Private Act’ is here used in its proper sense of an Act not founded upon a public bill.

- Norwich Worsteds Act, 26 Hen. VIII, c. 16
- Brawling Act, 1 Mary, Sess. 2, c. 3
- New Forest Act 1800, 39 & 40 Geo. III, c. 86, s. 11

Acts that are not public or declared public passed before 1798 should be cited in the same way as Public General Acts, including non-ital. arabic numerals, with the addition of Private Act at the end of the citation. For similar Acts from 1798 on, the precise category should be stated. The categories and the periods during which they are distinguishable are:

- 1798–1802: Local and Personal; Private and Personal, not printed.
- 1803–1814: Local and Personal; Local and Personal, not printed.
- 1815–1868: Local and Personal; Private, not printed.
- 1869– present: Local; Private; Private not printed [up to 1873]; Private, not printed or numbered [from 1874].

For example:

- Aston Magna Incl. Act, 6 Geo. I, c. 8 (Private Act)
- Oakham Canal Act, 39 & 40 Geo. III, c. 86 (Local and Personal)
- Napier Divorce Act, 2 & 3 Vic. c. 52 (Private, not printed)

Wherever possible, the statutory short title of an Act should be used. Some Acts passed between 1800 and 1861, and most Acts passed since, have a short title specified within the Act itself; in addition the Short Titles Act 1896 (59 & 60 Vic. c. 14) and the Statute Law Revision Act 1947 (11 & 12 Geo. VI, c. 62, sch. 2) gave statutory short titles retrospectively to many Acts which until then had lacked them.

See also the *Chronological Table of Statutes*, the lists in each Sessional Volume of Acts, and the Lords’ Journals.

The citation of the original manuscript Acts in the House of Lords Record Office should, when used, follow the Parliament Office practice of numbering all the Acts of each session with arabic figures in a single series, and should be followed by (Original Act) in parenthe-

ses. Where only part of a long Act is relevant the ‘press’ number and line number should be given.

Acts of the Privy Council

Cite as *Acts of PC* 1386–1410, 123 or *Acts of PC* 1452–7, 123.

See: **public records (published)**

Acts and Ordinances of the Interregnum

Use the edition of C.H. Firth and R.S. Rait, abbreviate to *Acts & Ords of Interr.* I, 123.

See: **public records (published)**

Alumni Cantabrigienses

Cite as *Alumni Cantab. to 1751* or *Alumni Cantab. 1752–1900*.

Alumni Oxonienses

Cite as *Alumni Oxon. 1500–1714* or *Alumni Oxon. 1715–1886*.

Anglo-Saxon Chronicle

Use the Whitelock translation of 1961, *The Anglo-Saxon Chronicle: a Revised Translation* (Westport CT, 1961) cited as D. Whitelock (ed.), *A-S Chron.* (1961), 123.

anonymous works/authors

See: **Books (citation of titles)**

Architectural

Abbreviate as *Archit.* in journal titles in footnotes.

See: **Articles (in academic journals)**

Architectural terms

For the correct and consistent usage of architectural terms, please consult *Pevsner's Architectural Glossary*. Advice will also be given by the central office.

articles (in academic journals)

Articles in journals: The first citation in each article should give the author's initials and

surname, the title of the article, the title of the journal, the volume (and, if necessary, series), the year to which the volume relates (which may not necessarily be the year of publication), and either a page number or, if the reference is to the article as a whole, the range of page numbers occupied by the entire article. Part-numbers need not be cited, unless each part is paginated separately, or different parts of a volume were published in different years.

Volume numbers should be in arabic. It is not necessary to separate journal numbers from the title by a comma. Volume number and date, should be followed by a comma, then page number(s). Where it is necessary to cite a part, it also be in arabic and separated from the journal number by a full point. For examples of spacing, punctuation, the use of inverted commas and italics, etc. see the examples given here.

Journal titles may be abbreviated using the forms given here for each component of the title (Journal, Transactions, Archaeological, Historical etc.); standard abbreviations have been devised for the most frequently cited journals. Note that in the case of journal titles the abbreviation Jnl has been adopted rather than Jour. as recommended by ODWE.

The main county antiquarian journal may be cited merely by its initials in the VCH for the county in question but should be abbreviated using standard abbreviations in the VCH for other counties: thus WAM for Wiltshire Archaeological Magazine in VCH Wilts., but Wilts. Archaeol. Mag. elsewhere.

- P. Riden, 'The origin of the new market of Chesterfield', *Derbs. Archaeol. Jnl* 97 (1977), 1–24
- P. Riden, 'The output of the British iron industry before 1870', *Econ. Hist. Rev.* 2nd ser. 45 (1977), 233–56
- S. Kelly, 'Trading privileges from 8th-century England', *Early Medieval Europe* 1.1 (1992), 4

Subsequent references within the same article should use the author's surname and a short title.

- Riden, 'New market', 12
- Riden, 'Output', 240

It may sometimes be necessary to give references to popular local history magazines, society newsletters or more general periodicals, which may or may not have a formal structure of volume numbers, or may have one which is less widely used than the date of publication. Such references may be to articles with an author and title or to short, anonymous paragraphs. The exact form of reference will depend on the nature of the periodical and of the item being cited; the following example illustrate different approaches; see also newspapers.

- P. Riden, 'Early settlement on the site of Chesterfield', *Derbs. Miscellany* 6.2 (1973), 1–10

- ‘Grafton Regis’, Northants. County Mag. May 1931, 4–7
- ‘Bete Hall’, *Chesterfield & District Local Hist. Soc. Newsletter*, no 47 (2000), 8–12
- *Towcester & District Local Hist. Soc. Newsletter*, Winter 2000, p. 1

See also: **Bibliographical style for books, edited volumes or articles**

articles (in books and edited volumes)

The first citation in each article should give the author’s initials and surname, the initials and surname of the editor of the book, the title of the book, the year of publication, and either the page referred to or, if the reference is to the entire essay, the first and last page of the essay.

- D. Crook, ‘The Warren charter of the earl of Derby of 1251’, in P. Riden (ed.), *Essays in Derbyshire History presented to Gladwyn Turbutt* (2002), 16

Subsequent citations within the same article should use the author’s name and a short title.

- Crook, ‘Warren charter’, 17

See also: **Articles (in academic journals); Bibliographical style for books, edited volumes and articles**

Association

Use the abbreviation Assoc. in journal titles in footnotes.

Associated Architectural and Archaeological Societies

Cite their journal in footnotes as Assoc. Archit. Soc. Rep. & Papers 1, 123.

Birth and Death certificates

See: **Certificates, birth and death; Certificates, marriage**

Black Prince’s Register

Cite as *Black Prince’s Reg.* I, 123.

See: **public records (published)**

Bodleian Library, Oxford

Abbreviate as Bodleian in footnotes. In citing documents in the Department of Western Manuscripts, give first the abbreviated location, followed by the name of the collection, the number of the MS, and the folio or other number, punctuated and spaced as in the following examples. Note that it is not necessary to include ‘MS’ in the reference.

- Bodleian, Rawl. B. 323, f. 3
- Bodleian, Top. Oxon. a. 68, no 518

The names of the collections, with their abbreviations, are set out in the *Summary Catalogue of Western Manuscripts in the Bodleian Library*, I, 1–47. Note that in VCH the *Summary Catalogue* (S.C.) number is omitted and that the abbreviated names of counties end with a full point.

books (citation of titles)

Do not abbreviate words in the titles of books in the first citation in the text. Thereafter a limited amount of abbreviation is permissible.

- *Ford's Hist. of Chesterfield*
- He published two volumes of *Collected Sermons*.

Authored books: The first citation in a volume should give the author's initials and surname, the title of the book, the year of publication, and (unless the entire work is referred to) the page number, in that order, in full, spaced and punctuated as in the following example:

- J. Pilkington, *A View of the Present State of Derbyshire* (1789), I, 123
- S.J. Ridyard, *The Royal Saints of Anglo-Saxon England* (1988), 123

Note that there is no space between author's initials, but that there is space between the initials and the surname. Volume numbers will be in large s, from title. Page numbers are separated from full titles by a comma.

In the bibliography of the volume the place of publication should also be included after the date.

- K. Edwards, *The English Secular Cathedrals in the Middle Ages* (2nd edn, Manchester, 1967)

Subsequent references within the same book should use the author's surname and a short title; 'op. cit.' should not be used; *ibid.* (q.v.) may be, if the same title follows at once.

Ibid. should only be used if the work alluded to is the only reference in the footnote.

Words may be abbreviated in short titles. Where the last word of a short title has been abbreviated and ends in a point do not add a comma to separate from page or volume numbers.

- Pilkington, *Derbs.* I, 124.
- *Ibid.* 125
- Ridyard, *Royal Saints of A-S Eng.* 123

Successive editions may be distinguished either by the year of publication or by an ordinal number; the former will be more appropriate in the case of standard works of which some editions are better known than others, or where different editions vary markedly in content.

- W. Camden, *Britannia* (1806 edn), IV. 123.
- W. Adam, *The Gem of the Peak* (3rd edn, 1835), 12.

Reprints or electronic versions: For books or articles which first appeared in a printed form, but which are being cited from an electronic version or more recent printed version, it is recommended to include at least the original printed source as well as the URL of the electronic source as per the following example:

- Crossley, Alan, ed., *The History of the County of Oxford*, Vol. XII, (Oxford, 1990) 1-2, Available online at <http://www.british-history.ac.uk/report.asp?compid=8479> (Accessed 29 November 2005).

Edited books: Edited volumes of essays etc. should be cited with the editor's name first, followed by (ed.).

- S. Bassett (ed.), *The Origins of the Anglo-Saxon Kingdoms* (Leicester, 1989)

Modern editions or translations of older authored works should be cited by giving the author's name (where one is known or claimed), the title, the name of the editor or translator, and the year of publication. Volumes published in the Rolls Series should state this in brackets in the form RS as part of the reference.

- Agricola, *De Re Metallica*, trans. H.C. and L.H. Hoover (1906).
- Asser, *Life of King Alfred*, ed. W.H. Stevenson (1959 edn).
- Matthew Paris, *Chronica Majora*, ed. H.R. Luard (RS 1872–83).
- William of Malmesbury, *De Gestis Regum Anglorum*, ed. W. Stubbs (RS 1887–9).

Modern editions of older works the author of which is unknown should be cited using the modern editor's name.

The full title is; *John Walker, Attempt towards recovering an account of the numbers and sufferings of the clergy of the Church of England, heads of colleges, fellows, scholars, &c., who were sequester'd, harrass'd, &c. in the late times of the grand rebellion* (London, 1714)

The revised edition, edited by A.G. Matthews should be used for VCH purposes.

Cite as *Walker Revised*, ed. A.G. Matthews, 123.

Book of Fees

Cite as *Book of Fees*, I, 123 in footnotes.

Bracton's Note Book

Cite as *Bracton's Note Book*, ed. Maitland, I, 123.

British Library

Abbreviate as BL in footnotes, irrespective of the department referred to. The citation of documents in the Department of Manuscripts should consist of the abbreviation BL, followed by the abbreviated name of the collection (as used in the Library), together with a folio-number in the case of volumes, spaced and punctuated as in the following examples. Note that it is not necessary to include MS in the reference, except for collections which bear the same name, such as Add. Ch. and Add. MS.

- BL, Add. MS 6679, f. 123, for *Additional MS*
- BL, Add. Ch. 47781, for *Additional Charter*
- BL, Cotton Claud. C. ix, f. 123
- BL, Royal 5 A. iv, f. 197

If more than one manuscript is cited it should be as follows:

- BL, Egerton MS, 371–3

Care should be taken to differentiate between the ‘manuscripts’ and ‘charters’ of the Additional, Cottonian, Egerton, Harleian, Lansdowne, Royal, Sloane and Stowe collections. Use ‘Add.’, ‘Egerton’ alone for MS; add ‘Ch.’ for charters (as in examples above).

Cottonian Manuscripts: Standard abbreviations for some of the emperors’ names used in references to these manuscripts are listed here. The remainder should be abbreviated as follows:

- Augustus abbreviate as Aug.
- Caligula abbreviate as Cal.
- Claudius abbreviate as Claud.
- Cleopatra abbreviate as Cleop.
- Domitian abbreviate as Dom.
- Faustina abbreviate as Faust.
- Galba do not abbreviate
- Julius abbreviate as Jul.
- Nero do not abbreviate
- Otho do not abbreviate
- Tiberius abbreviate as Tib.
- Titus do not abbreviate
- Vespasian abbreviate as Vesp.
- Vitellius abbreviate as Vit.

Bulletin

Abbreviate as *Bull.* in references to journals in footnotes.

Bulletin of the Institute of Historical Research

Abbreviate to *Bull. Inst. Hist. Research*; note that the journal is now called *Historical Research*, which should be abbreviated *Hist. Research*.

Burke's Peerage

Burke's Peerage and other publications by J.B. Burke or the firm founded by him should be cited by a short title, followed by the date of the edition used and a page reference, rather than 's.n. Smith'.

- *Burke's Peerage* (1912 edn), 123
- *Burke's Landed Gentry* (1952 edn), 123
- *Burke's Extinct Baronetcies* (1841 edn), 123

Burke's Family Index (1976) contains a bibliography of the company's publications and a union index to the families included in all the books.

See: **Baronets; Knights; Peers**

Calamy Revised

Calamy Revised: Being a Revision of Edmund Calamy's Account of the Ministers and Others Ejected and Silenced, 1660–2, ed. A.G. Matthews

Cite as *Calamy Revised*, ed. A.G. Matthews, 123.

Calendar of Documents relating to Scotland

Cite as *Cal. Doc. Scot. 1108–1272*, 123

See: **public records**

Canterbury & York Society

Abbreviate as *Cant. & York Soc.* in footnotes.

cartulary

Abbreviate as *cart.* in footnotes. For example:

- *Oseney Cart.*
- *Thame Cart.*

Catalogue of Ancient Deeds

Cite as *Cat. Ancient Deeds*, I, 123, using traditional references numbers (e.g. C.6597) .

These volumes are available via [British History Online](#).

See: **public records (published)**

Catholic

Abbreviate as Cath. where required in footnotes. For example:

Cath. Rec. Soc.

Census

Census information is accessible in so many formats that it is best to use the simplest possible reference unless absolutely imperative. For example:

- Census, 1931
- Census 1841–91

census enumerators' books

Census enumerators' books in TNA, HO 107, RG 9 etc., compiled by enumerators from schedules completed by householders, should be cited in the same way as other documents in the TNA; reference should not be made to microfilm copies in local repositories, the Mormon index to the 1881 census, locally compiled indexes, or to the on-line version of the 1901 census. If referred to in the text, they should be called census enumerators' books not 'census returns', which should be used only of the printed Census Reports.

See also: **unpublished records**

certificates, birth and death

Where information has been drawn from a birth or death certificate, the reference should enable the reader to locate the event in the quarterly indexes.

Death certificate, Marylebone Registration District, 1 Jan. 1838

certificates, marriage

Where information has been obtained from a marriage certificate issued in England and Wales after 1 July 1837, it will be most convenient to refer to a register which has been transferred to a diocesan record office; where the event took place in a register office, or at a place of worship where the entry was made in a register kept by a registrar of marriages, it will be necessary to enable the reader to identify the event in the quarterly indexes.

Marriage certificate, Marylebone Regn. District, 1 Jan. 1838

cf

cf means ‘confer’ (i.e. compare), not ‘see also’.

Note that because this is a contraction (like Revd, or St) it does not take a full point.

Chancery Warrants

Cite as *Cal. Chanc. Warrants*, I, 123.

See: **public records**

Charity Commission Register

Cite as Char. Com. Reg. in footnotes; the register may most conveniently be searched on the Commission’s website:

<http://www.charitycommission.gov.uk/find-charities/>

If the paper version has been used cite as above. If the intention is to give contemporary information then the website is to be preferred.

The website should be cited giving the full URL with the date accessed as follows:

<http://www.charitycommission.gov.uk/find-charities/> (Accessed 30 November 2013)

See also: **Websites (citation of)**

Charter Rolls

Detailed guidance on the use of these calendars for VCH authors can be obtained from Central Office.

Cite the published transcript (1199–1216) as *Rot. Chart.* 123 and the later calendars as *Cal. Chart.* 1226–57, 123.

See: **public records (published)**

Close Rolls

Detailed guidance on the use of these calendars for VCH authors can be obtained from Central Office.

- Cite the Record Commission transcripts (1204–27) as: *Rot. Litt. Claus.* 123.
- Cite the PRO transcripts for the latter part of the reign of Henry III (1227–72) as *Close* 1227–31, 123.
- Cite the later calendars as *Cal. Close* 1272–9, 123

- Cite the Supplementary Close Rolls etc. as *Cal. Chanc. Var.* 123.

Committee for the Advance of Money

Cite as *Cal. Cttee for Money*, I, 123.

See: **public records**

Committee for Compounding

Cite the calendars, which can be found on [British History Online](#) as *Cal. Cttee for Compounding*, I, 123.

Abbreviate committee as Cttee in all other situations.

See: **public records**

Complete Baronetage

Cite by short title, referring to volume and page numbers, not articles (e.g. 's.n. Smith').

- *Complete Baronetage*, i. 123.

See also: **Complete Peerage; Burke's Peerage**

Complete Peerage

Use the revised edition and cite by short title. There is no need to distinguish the reduced photographic reprint published by Alan Sutton from the original edition of vols. i–xiii. Refer to volume- and page-numbers, not articles (e.g. 'sn. Smith').

- *Complete Peerage*, i. 123.

county record offices

These should be abbreviated in footnotes using the title of the record office as it is at the time of publication. If the title has changed then this detail can be given in the table of abbreviations. For example:

- Somerset heritage Centre - SHC
- Staffordshire Record Office - SRO
- King's Lynn Borough Archives - KLBA
- Norfolk Record Office - NRO

Archival references from county record offices and other local repositories should be given exactly as they are in the catalogue. Some records may require explanation in the footnote where the source is not clear in the text. For example:

- Gaywood Terrier and Inventories, 1764–5: NRO, ANW 15/5

See: **The National Archives (TNA)**

Crockford's Clerical Directory

Cite by short title and year of publication.

Crockford's Clerical Dir. (1939), 123

cross-references

Cross-references in the footnotes may be made in form either:

- Above, p. 123 *or* Above, Lancing, manors and other estates.

The word 'see' is omitted in either case. A cross-reference to a numbered page requires an author's change to a page proof and is therefore expensive, although it may be more helpful to the reader. A cross-reference to a section can be made more precise (and possibly as precise as a page number) by including a sub-section as well. For example:

As section Below, Potterspury, educ., private schools.

Curia Regis Rolls

Cite Palgrave's edition of the early rolls as *Rot. Cur. Reg.* I, 123

Cite those for Richard I etc. as *Cur. Reg.* I, 123, nos 1, 3 and 4 of Richard I as *Cur. Reg.* 1194–4, 123, and no 5 as *Cur. Reg. Ric. I*, 123.

See: **public records (published)**

Debrett's Peerage

Cite by short title, followed by the year of publication and edition. Give references to pages (and volumes in the case of editions issued in more than one, where separately paginated), not articles (e.g. 's.n. Smith').

Debrett's Peerage (1990 edn), 123

Deputy Keeper's Reports

Reports of the Deputy Keeper of Public Records should be cited thus *87th Deputy Keeper's Report*, 123

Directories, almanacs and similar works

Directories, almanacs and similar works may be cited using a conventional short title that incorporates the name of the compiler or publisher, rather than the long title that often appears on the title page, as long as the book can be found in either J.E. Norton, *Guide to the National and Provincial Directories* (1950) or G. Shaw and A. Tipper, *British Directo-*

ries (1988), followed by the year of publication. Photographic reprints should be cited as though they were original editions. In the case of the *University British Directory*, of which sections relating to individual towns were often reprinted locally or are found bound up separately in local libraries, it is best to give the range of years over which the entire work was published and a page reference to the complete work. Where similar information has been taken from two or more directories (or the entire series for a particular county), a reference may be given as in the examples below:

- *Universal British Dir.* (1790–8) III, 123
- *Kelly's Dir. Essex* (1894), 123
- *Kelly's Dir. Northants.* (1903), 123; (1906), 124
- *Kelly's Dir. Derbs.* (1885), 123 (and similar entries in later editions. to 1924)
- *Dirs.* 1847–1914, passim

T.P. Wood's Chesterfield Almanac (1931), 123

Dictionary of National Biography

See: **ODNB**.

digital sources

The following main guidelines should be noted:

- The term digital sources can include online journals, databases, electronic bibliographies, websites, internet discussion groups, and e-mail communications.
- The basic principles for citation of these sources are similar to citation of printed works or manuscripts: the sources needs to be acknowledged, and readers need to be provided with the correct information so that they can check the sources for themselves.

See also: **websites (citation of)**

directory

Abbreviate as *Dir.* in footnotes.

Documents Illustrative of English History

Cite as *Docs.*, ed. Cole , 123.

Domesday Book (Citation of)

The Penguin single volume reprint of the Alecto edition of Domesday should always be used. The full reference should be given in the first instance:

- A. Williams and G.H. Martin (eds.), *Domesday Book: A Complete Translation* (London, 2002)

In footnotes, subsequent references should be given in abbreviated form as follows:

- *Domesday*, 00.

In the counties described by ‘Exon Domesday’ (Cornwall, Devon, Dorset, Somerset and Wiltshire) where the additional information from this earlier version was used in the VCH translations, give both references:

- *Domesday*, 271; VCH *Somerset* I, 478.

See also: **Domesday Book**; **Domesday Book (Capitalization)**

Dugdale’s Monasticon

Use the edition of 1817–30 and cite as Dugdale, *Mon.* I, 123

Economic History Review

Abbreviate as *Econ. Hist. Rev.*

See: **Articles (in academic journals)**

education

Abbreviate as Educ. in footnotes. For example:

- *Educ. of Poor Digest*

e.g.

Use roman with two full points, always in lower case even at the beginning of a footnote.

English Historical Review

Abbreviate as *EHR* in footnotes.

See: **Articles (in academic journals)**

English Place-Name Society

Abbreviate as EPNS in footnotes; note that elsewhere place name is two words, not hyphenated.

Feudal Aids

Cite as *Feudal Aids*, I, 123 in footnotes.

See: **public records (published)**

Fine Rolls

Cite the transcripts for John's reign as *Rot. de Oblatis et Finibus*, 123, the extracts for 1216–72 as *Excerpta e Rot. Finium*, I, 123, and the later calendars as *Cal. Fine* 1272–1307, 123.

See: **public records**

gazette

When used as part of a title of a periodical, abbreviate as *Gaz.* in footnotes.

- *London Gaz.* 20 Nov. 1894, p. 6525
- *Edinburgh Gaz.* 5 Nov. 1993, p. 3386.

General Register Office (GRO)

The **General Register Office** is part of Her Majesty's Passport Office (formerly an outstation of the Office for National Statistics) maintains records of births, deaths and marriages as well as the Register of Places of Worship (otherwise the 'Worship Register').

When cited in foot notes it should be abbreviated as GRO.

See: **Worship Register**

Gentleman's Magazine

Abbreviate as *Gent. Mag.* in footnotes.

See: **Articles (in academic journals)**

Geological Survey maps

Cite as *Geol. Surv. map*, 1:63,360, drift, sheet 187 (1950 edn).

See: **Ordnance Survey maps**

guides and calendars

These calendars of enrolled government documents are invaluable for VCH research. Further guidance can be obtained from Central Office.

See: **public records**

Hansard

See: **Parliamentary Debates**

Harleian Society

Abbreviate as (Harl. Soc.).

hectare, hectares (abbreviation)

Abbreviate as ha. whether singular or plural.

See also: **acre, hectare, hectares (unit of measurement)**

HER (Historical Environment Record)

These resources have superseded the SMR (Sites and Monuments Record)

When citing in references include the following information:

- The Resource name (e.g. County Council, National Trust or English Heritage)
- The location
- The site or building name or type
- The unique identifying number
- The six-figure National Grid reference if available for future GIS use (in brackets)
- National Trust HER, Stonehenge Down, Bell Barrow, 117522*0 [OS: SU 115416]
- Somerset HER, Ham Hill, Stoke Sub Hamdon, War Memorial, 17877 [OS: ST 4770 1731 (ST 41 NE)]

HM Inspectors

Although several inspectorates use the prefix **HM**, the term may be used without qualification in the VCH for school inspectors (abbreviation **HMI**). Other inspectors, such as those concerned with police forces or prisons, should be identified more fully.

- HMI were unimpressed by the changes at the school.
- HM Inspector of Mines condemned the practice.

Historical, History

Abbreviate as *Hist.* in journal titles in footnotes, with the exception of *English Historical Review*.

See: **Articles (in academic journals)**

Historical Manuscripts Commission

Abbreviate as HMC in footnotes. Reports and calendars (and other publications) should

be cited according to the principles set out on the Commission's website (www.hmc.gov.uk), including the convention of using serial numbers to bring together reports on collections issued over a number of years: *HMC Portland VIII*, p. 123. Reports issued up to 1920 were **Parliamentary Papers** but should not be cited as such.

Since 2003 part of the **National Archives** (q.v.).

History of Parliament

Cite as *Hist. Parl. Commons* 1754–90, I, 123.

Note that in bibliographies, the titles should be cited in full:

Hist. Parl. Commons The History of Parliament: The House of Commons (The History of Parliament Trust)

Historical Research

In footnotes this should be abbreviated as *Hist. Research*

See: **Articles (in academic journals)**

Home Office Papers

Cite as *Cal. Home Office Papers* 1760–5, 123

Hundred Rolls

Cite as *Rot. Hund.* I, 123.

Ibid.

Where a footnote refers to the same, single source as the immediately preceding note, use *Ibid.* (roman capital when the first word of a sentence, full point). 'Ibid.' should not be used where the earlier note refers to more than one source. Note that 'Ibid.' may be used to refer either to the entire text of the earlier note, or merely to the title of the work, number of manuscript etc. In the latter case, a fresh page or folio number must follow 'Ibid.' 'Ibid.' may also be used to refer to a single source cited earlier in the same note.

- *Cal. Pat.* 1324–7, 616.
- *Ibid.*, 626.
- *Ibid.*; *Cal. Close* 1310–21, 16; *Cal. Fine* 1316–40, 246.
- *Cal. Close* 1310–21, 18.
- *Cal. Pat.* 1324–7, 630; the identity is later made clearer: *ibid.*, 234.

i.e.

Use **roman**, full points, always lower case, even at the beginning of a footnote.

Institute

Abbreviate as *Inst.* in journal titles in footnotes.

internet sources

See: **webpages, citation of**

Inquisitions Miscellaneous

Detailed guidance on the use of these calendars for VCH authors can be found **here**.

Cite the calendars as *Cal. Inq. Misc.* I, 123, using page numbers, not entry numbers.

See: **public records (published)**

Inquisition post mortem

Detailed guidance on the use of these calendars for VCH authors can be found **here**.

Cite the earlier series of calendars as *Cal. Inq. p.m.* I, p. 123, those for Henry VII's reign as *Cal. Inq. p.m. Hen. VII*, I, p. 123, using page numbers, not entry numbers, in both cases. For this reason, unlike other guides and calendars, p. or pp. should be added as appropriate.

See: **public records (published)**

Journal

Abbreviate as *Jnl* in journal titles in footnotes.

Journals of the House of Commons

Cite as *CJ* followed by volume and page: *CJ* 23, 123.

Journals of the House of Lords [Query]

Cite as *LJ* followed by volume and page: *LJ* 22, 123.

Leland's Itinerary

Use the Toulmin Smith edition; the 11 parts are bound in five volumes and only the

volume numbers should be given:

- Leland, *Itin.* (ed. Toulmin Smith), I, 123.

Letters and Papers of Henry VIII

Cite as *L&P Hen. VIII*, I (1), p. 123, or *L&P Hen. VIII*, XIV, 123 for volumes not divided into parts; See also: **State Papers**.

Lewis's Topographical Dictionary

Cite as *Lewis, Topog. Dict. England* (1831 edn), I, 123; the date of the edition is required.

Liberate Rolls

Cite the transcripts for John's reign as *Rot. Lib.* 123 and the later calendars as *Cal. Lib.* 1226–40, 123.

See: **public records (published)**

library

Abbreviate as Lib. in footnotes:

- Nat. Lib. Wales.

local information

A piece of information obtained from several people, or from someone who does not wish to be identified, may be cited as local information. A specific item supplied by someone who does wish to be identified may be attributed, preferably with some additional comment to indicate the value of the source.

- Information from Mr and Mrs J. Smith, who farmed there between 1960 and 1997

See also: **Oral testimony, citation of**

loc. cit.

Do not use; See also: **articles; books** for repeated references to the same source.

London Gazette

Now generally known as 'The Gazette', VCH style is to refer to it by its original title, the *London Gazette*. It is readily searchable and available **online** but references should be given with the date of edition, and page number as below:

London Gaz. 24 June 1976, p. 8800.

Magazine

Abbreviate as *Mag.* in references to journals.

maps (not Ordnance Survey)

Published maps should be cited in the same way as printed books, the surveyor, cartographer, printer or publisher to whom the map is generally attributed taking the place of the author. A modern facsimile should be cited as though it was the original edition.

- J. Rocque, *Map of Middx* (1754)
- P.P. Burdett, *Map of Derbs.* (1791 edn)
- G. Sanderson, *Map of the country twenty miles around Mansfield* (1835)

Unpublished maps should be cited in the same way as other **unpublished sources**; *See also* **Geological Survey maps; Ordnance Survey maps.**

marriage certificates

See: **certificates, marriage; certificates, birth and death.**

Member of Parliament (MP)

Member of Parliament should always be abbreviated without full points whether singular or plural.

- MP
- MPs

Memoranda Rolls

Cite the published calendars as *Cal. Mem.* 1326–7, 123, using page numbers, not entry numbers.

See: **public records (published)**

Miss, Mr, Mrs, etc.

Follow the usage given in the *Oxford Guide to Style*, section 4.2.

In general, none of these titles (or Dr, Ms, etc.) require a full point.

See also: **personal titles.**

Monasticon

Use the edition of 1817–30 and cite as Dugdale, *Mon.* I, 123.

Months

In footnotes, months of more than four letters should always be abbreviated with a full point as follows:

- Jan.
- Feb.
- Mar.
- Apr.
- May
- June
- July
- Aug.
- Sept.
- Oct.
- Nov.
- Dec.

National

Abbreviate as Nat. in footnotes.

- Nat. Lib. Wales
- Nat. Archives of Scotland

National Grid reference

National Grid references will be used mainly on maps or in the footnotes.

On maps places should be located by using references from the most up-to-date 1:1000 maps available. Particular sites on pre-OS maps can be used to fix the position of the modern Grid.

In footnotes Grid references should be given in full to the nearest 100 m.

- *Nat. Grid ref. SK 411711*

National Heritage List for England

The National Heritage List for England is maintained by **Historic England** (formerly English Heritage), and should be used in the place of the lists provided by the Department of the Environment and its predecessors. On the first instance of a reference to the National List within a chapter (if in a Short), provide the full reference:

- The National Heritage List for England (<http://www.historicengland.org.uk/listing/the-list/>), List No. 1039617, Greystones, accessed 18 March 2013

For county volumes provide the full citation in the list of abbreviations and then use the

short form consistently.

- NHLE, no. 1039617, Greystones (accessed 18 Mar. 2013).

For successive references:

- Ibid, Greystones (accessed 18 Mar. 2013).

For grouped references:

- NHLE, nos 1039617, Greystones; 1039618, Jessamine Cottage; 1248859, Wales Farmhouse (accessed 18 Mar. 2013)

In all instances, the date of access must be given.

Newspapers

References should give the title and date of publication; place names may be abbreviated using standard forms. Only *The Times* and *The Economist* take the definite article. It is not necessary to give a page number or to use the 'page-column' convention (e.g. '6c' for the third column of p. 6), although it may sometimes be helpful to indicate briefly the nature of the reference.

- *The Times*, 3 Jan. 1900 (obit.).
- *Daily Telegraph*, 3 Jan. 1900.
- *Derbs. Times*, 3 Jan. 1900 (death notice).
- *Oxford Mail*, 3 Jan. 1900 (sale notice).
- *Hexham Courant*, 23 Nov. 1976, 25.

For the London Gazette, however, the page number should always be given as p. 000 to avoid confusion with the date of publication. For example:

- *London Gaz.*, 29 June–2 July 1793, p. 593.
- *London Gaz.*, 27 Sept. 1825, p. 1751.

Common newspaper abbreviations - note that counties when used in titles should be abbreviated in the conventional fashion:

- Chronicle - Chron.
- Gazette - Gaz.
- Journal - Jnl

New series

Abbreviate using small caps n.s. in footnotes.

C. Wriothesley, *A Chronicle of England During the Reigns of the Tudors*, ed. W. D. Hamilton (Camden Soc. n.s. 11, 20, 1875–7), 123.

NMR (National Monument Record)

See: **National Heritage List for England**

Nonarum Inquisitiones

Unless used frequently, cite as *Nonarum Inquisitiones*, 123.

See: **public records (published)**

Non-Parliamentary Papers

Departmental publications issued by HMSO should be cited by their title, followed by the name of the department in brackets; the year of publication should also be given, except in the case of annual series where a date (often of compilation, rather than publication) forms part of the title.

- *Mineral Statistics for 1855* (Geological Survey)
- *List 21, 1936* (Board of Education)
- *Annual Report of the Secretary for Mines for 1921* (Mines Dept.)
- See also: **Census Reports; Parliamentary Papers.**

Notes & Queries

Abbreviate as N&Q. Individual counties and pairs of counties have, or have had, their own editions. In such instances, use the abbreviated form of the county or counties concerned. For example: *Somerset and Dorset Notes and Queries* should be rendered *Som. & Dors N&Q*.

Oxford Dictionary of National Biography (ODNB)

Use the digital edition of the Oxford Dictionary of National Biography, first published in 2004 and now regularly updated online.

Since it is generally known as the [Oxford Dictionary of Biography](#); cite in italics as *ODNB* including the title used for the article and the date of access. For example:

- *ODNB*, s.v. Smith, John, nobleman, accessed 25 Dec. 2012.

Oxford English Dictionary

Cite as OED.

op. cit.

Do not use; see **articles; books** for repeated references to the same source.

oral testimony, citation of

Oral testimony should be cited in one of three ways. A piece of information obtained from several people, or from someone who does not wish to be identified, may be cited as local information. A specific item supplied by someone who does wish to be identified may be attributed, preferably with some additional comment to indicate the value of the source.

- Information from Mr and Mrs J. Smith, who farmed there between 1960 and 1997.

Where information has been collected in the course of a formal interview, this should be made clear.

- Interview (June 1999), Mr Kurt Wreschner, a director of the company from 1942 to 1985.

Where oral testimony has been collected from audio or video recordings made by others (or from transcripts thereof), or VCH staff have themselves made such recordings, it will be convenient for others if reference is made to such recordings or transcripts, including the present location of the material.

- [Name of record office etc.], Old Town Oral History Project (1988), tape no 12.
- [Record office], Transcript of interview with the late J. Smith (1988).

See also: **Local information**

Ordnance Survey maps (referencing)

The 1:1250 maps produced for use by the Inland Revenue Land Valuation Department in the compilation of the New Domesday survey of 1910 contain no additional information beyond what is contained on the contemporary 1:2500 sheets from which they were derived and should not be cited as a general map source.

In the footnotes the abbreviation OS Map(s) should be followed by the scale (given as surveyed), the sheet reference, and the year of publication.

For the one-inch and 1:50000 maps the sheet reference is a serial number, which should be preceded by sheet.

For the old county series six-inch to the mile map the reference consists of the abbreviated name of the county and a sheet number, together with a compass bearing in the case of those issued in quarter-sheets.

For the county series 1:2500 map the reference consists of the county name and a two-part sheet number. The large-scale town plans derived from the first edition of the 1:2500 map have a three-part sheet reference; care should be taken to ensure that the scale (which varies around 1:500) is given correctly.

Maps published at a scale of 1:25000 and larger after the introduction of the National Grid use a grid reference as the sheet reference (in some cases combined with a compass bearing), apart from the most recent edition of the 1:25000 map, which uses sheet numbers unrelated to the National Grid.

The series numbers (or the name ‘Popular Series’) once used for the one-inch map, the term ‘Provisional Edition’ used of the original 1:25,000 map, and modern marketing names such as ‘Landranger’, ‘Pathfinder’ ‘Explorer’ etc. should not be used.

Where photographic reprints of older maps have been used, the original OS reference (only) should be given.

The following examples illustrate the correct use of capitals, punctuation, spacing and arabic numerals.

- OS Map 1', sheet LV (1835 edn)
- OS Map 1', sheet 84 (1955 edn)
- OS Map 1:50000, sheet 70 (1990 edn)
- OS Map 1:25000, SK 47 (1960 edn)
- OS Map 1:25000, sheet 171 (1990 edn)
- OS Map 6', Northants. XLIV (1882 edn)
- OS Map 6', Northants. XLIV.NW (1901 edn)
- OS Map 1:10000, SK 47 NW (1960 edn)
- OS Map 1:2500, SK 4171 (1960 edn)
- OS Map 1:1250, SK 4171 NW (1960 edn)

Originalia Rolls

Cite the published abstracts as *Abbrev. Rot. Orig.* I, 123.

See: **public records (published)**

Pagination

In general there is no need to indicate pagination by the insertion of an abbreviation such as p. In the exceptional circumstances where it is necessary, e.g. in complex references such as Parliamentary Papers or when indicating the pagination of preliminary pages given numbering or in complex references parliament, then use p., plural pp.

Numbering: Note the distinction between a reference to several pages of the same work and to a reference extending over a series of pages.

- *Cal. Pat.* 1234–47, 6, 7, 8
- *Cal. Pat.* 1234–47, 6–8

Ranges of page numbers should use the minimum number of digits consistent with intelli-

gibility, although two should always be used when the range ends in a number between 10 and 19; ranges of numbers (of any sort) should be separated by an en-rule, not a hyphen.

- 1–2, 24–5, 122–3, 201–2, 311–16, 499–501, 1199–1202
- p. xxii–xxv

Papal Letters, Petitions and Registers

Cite as *Cal. Papal Regs*, I, 123 or *Cal. Papal Pets*, I, 123.

Parliamentary Debates

References to Parliamentary Debates (Hansard) from 1803 to 1908 should show the number of the volume, of the series, and of the column, in that order; after 1908 they should also show the house, and from 1946 the column numbers of written Parliamentary Answers should be distinguished by being set in italics.

See: 'Bibliographical Aids to Research I - General Collections of Reports of Parliamentary Debates for the Period since 1660', *Bull. Inst. Hist. Research* 10, 171–7

- 3 *Parl. Deb.* 1st ser. 39
- 14 *Parl. Deb.* n.s. 28
- 16 *Parl. Deb.* 3rd ser. 28
- 82 *HC Deb.* 5th ser. 28
- 482 *HC Deb.* 5th ser. 17

Parliament, History of

Cite as *Hist. Parl. Commons* 1754–90, I, 123.

Parliamentary Journals

Journals of the House of Commons and Journals of the House of Lords

Cite as *LJ* and *CJ* followed by the volume and page numbers.

Parliamentary Papers

For the citation of papers issued before 1801 see S. Lambert (ed.), *House of Commons Sessional Papers of the Eighteenth Century* (1975).

From 1801, a parliamentary paper should be cited on its first occurrence in an article by its title, followed (in brackets) by the abbreviation *Parl. Papers*, the date of the session, the paper number (in round brackets) or Command Paper number (in square brackets), and the volume number. From the 1979–80 session onwards, there are no volume numbers, the papers being bound in numerical order of sessional and Command Paper. Command numbers were printed without any prefix between 1833 and 1869, thereafter the following

abbreviations should be used: 1870–99 C, 1900–18 Cd, 1919–56 Cmd, 1956–86 Cmnd, 1986– Cm. It may be assumed that all references are to House of Commons papers; where (exceptionally) a paper from the Lords set is cited, use the abbreviation Parl. Papers (HL).

References to page numbers within a particular paper should use the manuscript pagination of the bound volumes, not the printed page numbers of the paper in question. Because of the complexity of the rest of the reference, the abbreviation p. should be used. The question numbers found in volumes of minutes of evidence should not be used.

- *Report of the Midland Mining Commission* (Parl. Papers 1843 (508), xiii), p. 123
- *Report of the Royal Commission on the Coal Trade* (Parl. Papers 1871 [C 435], xviii), p. 123
- *Report of the Departmental Committee appointed to consider the position of the Iron and Steel Trades after the War* (Parl. Papers 1918 [Cd 9071], xiii), p. 123

The full details required to give a Parliamentary Paper reference in the correct form are not always easy to obtain from copies of individual papers; they can, however, be found in the *Indexes to House of Commons Papers*; similarly, the MS page-numbers used in the bound volumes can be obtained from the Chadwyck-Healey microfiche edition of the House of Commons papers.

Subsequent references within the same article to a Parliamentary Paper should use a short title.

- *Midland Mining Commission*, p. 124
- *Royal Commission on the Coal Trade*, p. 124
- *Rep. Dept. Cttee on Iron and Steel Trades*, p. 124

Historical Manuscripts Commission reports up to and including 1920 were issued as Parliamentary Papers, but should be cited as set out under **Historical Manuscripts Commission**;

See also Non-Parliamentary Papers.

Parliament, Rolls of

The Parliament Rolls for 1272–1503 were first published in the eighteenth century, as *Rotuli Parliamentorum; ut et Petitiones, et Placita in Parlamento* (London, 1767–77), general editor John Strachey.

- Cite as *Rot. Parl.* I, 123.

Parliament Rolls of Medieval England (PROME)

There is also the 16 volume printed edition edited by Chris Given-Wilson, et al, as *Parliament Rolls of Medieval England (PROME)* and published by Boydell & Brewer (2005). An online version is available by subscription via [British History Online](#).

Cite this version, using the page numbers in the printed edition, as:

- *PROME*, I, 123.

See: **public records (published)**

Passim

Do not italicize.

Patent Rolls

Detailed guidance on the use of these calendars for VCH authors can be found **here**.

- Cite the Record Commission transcript (1201–16) as *Rot. Litt. Pat.*, 123.
- Cite the PRO transcript (1216–32) as *Pat.* 1216–25, 123.
- Cite the later calendars as *Cal. Pat.* 1232–47, 123.

The latter are available as a searchable online resource from the **University of Iowa**.

See: **public records (published)**

penny

Abbreviate as *d.* before 15 February 1971, *p* (without full point) thereafter, see also: **money**.

per annum

Per annum or the abbreviation **p.a.** (two points) may be used when discussing figures from the recent past, although **a year** or **yearly** will generally sound better in a medieval context. Do not use the hybrid ‘per year’.

...in 1930 by the service of 4d. a year.

These changes lifted the gross rental to £1,200 p.a. from 1820.

Prerogative Court of Canterbury

It should be abbreviated as PCC but should not be confused with **parochial church council**.

See also: **PROB 11 (TNA series); probate grants**

Pipe Rolls

The date given for the roll should be the year of the Michaelmas at which the account ends. It should, however, be noted that entries in the rolls should be referred to as occur-

ring in the fiscal year unless they are more specifically dated (see **dates**). Cite the published editions as follows, abbreviating Pipe Roll Society to PRS:

- 31 Hen. I *Pipe R* 1130 (HMSO), 123
- 2-4 Hen. II *Pipe R* 1156–8, (Rec. Com.), 123
- 5 Hen. II *Pipe R* 1159, (PRS 1), 123

and so on to

- 34 Hen. II *Pipe R* 1195 (PRS 37), 123
- 35 Hen. II & 1 Ric. I *Pipe R* 1189 (Rec. Com.), 123
- 2 Ric. II *Pipe R* 1190 (PRS n.s. 1), 123

and so on to

- 16 John *Pipe R* 1214 (PRS n.s. 35), 123
- 17 John *Pipe R* 17 John (PRS n.s. 37), 123
- 14 Hen. III *Pipe R* 1230 (PRS n.s. 4), 123
- 26 Hen. III *Pipe R* 1242, (ed. Cannon), 123

See: **public records (published)**

Placit. in Domo Capit. Abbrev.

Cite the Record Commission calendar *Placitorum in Domo Capitulari Westmonasteriensi Asservatorum Abbreviatio* (Record Commission, 1811) as:

- *Placit. in Domo Capit. Abbrev.* 123

See: **public records (published)**

Portable Antiquities Scheme

Generally, the form used should give basic detail of the item described unless a description is given in the text. Note that the date of access must be given.

- <https://finds.org.uk/> no. NMS-2F0953, silver halfpenny temp. Edw. III: 22 Nov. 2015.

A shortened form should be used if the nature of the item is given in the text:

- <https://finds.org.uk/> no. NMS-2F0953: 22 Nov. 2015

For multiple items or similar type:

- <https://finds.org.uk/> nos NMS-2F0953, NMS-2F2149, NMS-2F192C, medieval and post-medieval coins: 22 Nov. 2015.

See also: **National Heritage List for England**

PROB 11 (TNA series)

PROB 11 is a series in the collections held by The National Archives. It comprises will registers from the Prerogative Court of Canterbury and its related Probate Jurisdictions.

This series contains the vast majority of registered wills proved before the Prerogative Court of Canterbury and other jurisdictions that exercised probate jurisdiction in the place of the Court, the most important of which was the Court for Probate of Wills and Granting of Administrations which exercised sole probate jurisdiction in England and Wales from 1653 to 1659.

The earliest registers in the series were constituted at a latter date and contain the texts of wills proved before the archbishop of Canterbury or his officials before the Prerogative Court of Canterbury came into existence. These registers also contain extraneous membranes from the main archiepiscopal registers.

For full details, see **Discovery**, the online catalogue of The National Archives.

References to entries in these registers should take follow the usual form for TNA documents, for example:

- TNA, PROB 11/665/465

See also: **The National Archives (TNA); probate grants; unpublished sources**

probate grants

Where information has been drawn from a grant of probate or administration in England and Wales after 6 January 1858, a reference should be given to the Principal Registry, irrespective of the registry in which the grant was made, since all copies are now issued centrally. Earlier grants should be cited in the same way as other unpublished sources in national and local record repositories.

See also: **unpublished sources; PROB 11 (TNA series)**

Proceedings

Abbreviate as *Proc.* in journal titles in footnotes.

See: **Articles (in academic journals)**

public records (published)

Abbreviations have been devised for many of the series of transcripts, calendars and other editions of the public records, whether issued by the Record Commission, the PRO, Pipe Roll Society or other publishers. They will be found here under the name of the record or

the first principal word of the title of the published text.

Where the volumes in a series are distinguished by the range of dates covered by each volume, these dates should be given immediately after the abbreviated title. It is the practice of VCH to print such dates in roman, not italic, on the ground that the dates do not in every case form part of the official title. In other works where the volumes are similarly distinguished, the dates form part of the title on the title page and should therefore be in italics.

Detailed guidance on the use of these guides and calendars are available on the ‘**Writing for the VCH pages**’ section of this website and can be found **here**.

Footnote references to these calendars should have the abbreviated title in italics and any dates given in the title in roman. For example:

- *Cal. Pat.* 1306-09, 152.

Some calendars number each entry. These numbers should not be used in references, which should use page numbers throughout.

See also the following entries:

- **Acts and Ordinances of the Interregnum**
- **Calendar of Documents preserved in France**
- **Catalogue of Ancient Deeds**
- **Charter Rolls**
- **Calendar of Documents relating to Scotland**
- **Close Rolls**
- **Curia Regis Rolls**
- **Inquisitions Miscellaneous**
- **Inquisitions Post Mortem**
- **Liberate Rolls**
- **Memoranda Rolls**
- **Nonarum Inquisitiones**
- **Originalia Rolls**
- **Parliament, rolls of**
- **Patent Rolls**
- **Pipe Rolls**
- **Quo Warranto**
- **Rolls of Parliament**
- **Rymer's Foedera**
- **State Papers**
- **Taxatio Ecclesiastica**
- **Valor Ecclesiasticus**

For unpublished records, see: **The National Archives (TNA); unpublished sources**

Public Record Office (The National Archives)

Since 8 April 2003 the combined collections of the Public Record Office and the Historic Manuscripts Commission have been known as The National Archives. It will be abbreviated as TNA and used in the place of PRO or HMC (except in the instance of volumes published by the Historical Manuscripts Commission before 2003).

Documents in The National Archives (and some public records kept elsewhere (e.g. the Post Office Archives) numbered on the same principle) should be cited using the reference as it appears in The National Archives online catalogue.

See also: **census enumerators' books**.

Should the change from the Public Record Office and Historical Manuscripts Commission need to be explained, it should be glossed as follows:

- PRO, former Public Record Office, since 2003 part of the National Archives (TNA)
- HMC, Historical Manuscripts Commission, since 2003 part of the National Archives (TNA)

Quo Warranto

Placita de Quo Warranto (Record Commission, 1818)

- Cite as *Plac. de Quo Warr.*, 123.

See also: **public records (published)**

railway companies

Give names of pre-1948 private companies in full (omitting the word 'Company', and using & for 'and') on the first occurrence in an article, thereafter use conventional initials without points:

- Great Western Railway, GWR
- London, Midland & Scottish Railway, LMS
- London, Brighton & South Coast Railway, LB&SCR.

Names should be checked in C. Awdry, *Encyclopaedia of British Railway Companies* (Wellingborough, 1990) (note especially the inclusion or omission of commas in full names and of the ampersand in initials).

If referring to the railways after nationalisation in 1948, give British Railways or British rail (after 1965) in full on first occurrence, thereafter BR. Give names of BR regions in full: Southern Region etc. Give names of post-1996 private companies in full.

See also **canal companies**; **company names**; **British Rail**, **British Railways**.

railway station

Do not use ‘train station’.

Names and dates of opening and closure should be checked in R.V.J. Butt, *The Directory of Railway Stations* (Sparkford, 1995).

Note that the spelling of the station name occasionally differed from that of the place the station served. Where the station name changed over time, this change should be noted, with dates, when the station is first mentioned in the text.

record (abbreviation in footnotes)

Abbreviate as Rec. in names of publishing bodies in footnotes. For example:

- Southampton Rec. Ser.
- Cath. Rec. Soc.

Record Commission

Publications other than those containing texts or abstracts of the public records, for which standard abbreviations have been devised (given here under the name of the record concerned), should be cited by title, followed by (Rec. Com. [year]) in footnotes. In bibliographies, Record Commission should be spelt out in full.

Red Book of the Exchequer

Abbreviate as *Red Book Exch.* (RS), I, 123.

Regesta Regum Anglo-Normannorum

Cite as *Reg. Regum Anglo-Norm.* I, 123.

See also: **public records (published)**

register

Abbreviate as Reg. in footnotes.

Reverend (abbreviation of)

Abbreviate as Revd, not ‘Rev.’

review

Abbreviate as *Rev.* in journal titles in footnotes, with the exception of *English Historical Review*.

See also: **Articles (in academic journals)**

Ridings (Yorks.)

Abbreviate the East, West or North Ridings of Yorkshire as follows:

- Yorks. N.R.
- Yorks. E.R.
- Yorks. W.R.

See also: **counties and county towns in the UK**

rods and perches

Imperial units of land measurement. Abbreviate as r. or p. whether singular or plural.

When using in text, add a space between the figure and the unit:

- The inclosure award dealt with 512 a. 1 r. 5 p. of arable land.

Bury field in 1839 was 208 a. 1 r. 18 p. in extent.

Rolls of Parliament

Cite as *Rot. Parl.* I, 123.

See also: **Parliament, Rolls of; calendars of public records**

Rolls Series

Except for works for which standard abbreviations have been devised, cite publications in the Rolls Series in the same way as other edited texts, using the abbreviation RS (see **books**).

- *Annales Monastici*, ed. H.R. Luard (RS, 1864–9), I, 123

Royal Commission on the Historical Monuments of England

Abbreviate as RCHM in footnotes; reference to the English Commission, rather than those for Scotland and Wales, may be assumed. Cite inventories using a conventional short title *RCHM Northants*. I, 123; cite other publications on the same line as other books: J. Heward and R. Taylor, *The Country Houses of Northamptonshire* (RCHM, 1996), 123 but include RCHM with the year of publication.

Rymer's Foedera

Use the Record Commission edition for the period which it covers, otherwise the Hague edition. Cite as Rymer, *Foedera*, I (1), 123 and Rymer, *Foedera* (1737–45 edn), V, 123. The latter is available via [British History Online](#).

series (references)

Abbreviate as *ser.* when used as part of the title of a series. For example:

- Southampton Rec. Ser.

SMR (Sites and Monuments Record)

Note that this term has been superseded by HER (Historic Environment Record) and references should be made to these resources instead. See: **HER (Historical Environment Record)**.

Society

Abbreviate as *Soc.* or *Soc.* in journal titles or names of publishing bodies in footnotes.

See: **Articles (in academic journals)**

State Papers

Cite the calendar for Henry VIII's reign as *L&P Hen. VIII*, I (1), p. 123, or *L&P Hen. VIII*, XIV, 123.

For volumes not divided into parts; cite the later calendars as *Cal. SP Dom.* 1547–80, 123.

Note use of italics and roman in *Cal. SP Dom.* Addenda 1660–85, 125.

See also: **public records (published)**

Taxatio Ecclesiasticus

Cite as *Tax. Eccl.* 123.

See: **public records (published)**

The National Archives (TNA)

The National Archives (TNA) is the institution which as from 2 April 2003 incorporates both the Public Record Office (PRO) and the Historical Manuscripts Commission (HMC). Although for some years after the change there was felt to be a need to differentiate be-

tween the collections held at TNA VCH practice, reflecting general trends in academic publishing, now uses a much simpler format.

A brief citation usually contains the following information:

- *The name of the institution responsible for the custody of the records:* The National Archives - this is always abbreviated to TNA.
- *The full catalogue reference,* i.e. the alphanumeric code used to identify, describe and order the document.
- *The internal reference,* i.e. details of the folio, page or membrane etc. number within the piece.

TNA references always take the following form:

- **Department:** the organisation or governmental department that created or received the record.
- **Series number:** A series is a main grouping of records with a common origin and function or subject matter.
- **The piece number:** A piece is not a single piece of paper; it may be a box, volume, file, roll and so on. The piece number should be set out as it appears in The National Archives online catalogue. It is usually a number but it may be a letter or a combination of number and letter. The piece reference is separated from the series code by an oblique stroke.
- **Item number:** An item is a part of a piece. It can be a bundle, a single document, a file, a sub-file, a pouch, a range of folios and so on.

Note that there is always a comma inserted between the repository name and a space between the department (E for Exchequer, C for Chancery, HO for Home Office etc.) and the series number which forms the individual document reference.

For example:

- TNA, WO 32
- TNA, JUST 1/40 m. 12
- TNA, C 76/5 m. 15
- TNA, SC 6/1222/1 mm. 2–3
- TNA, E 101/46/20 no. 2 m. 3
- TNA, C 139 Chancery: Inquisitions Post Mortem, Series 1, Henry VI

For fuller information on this topic, see the TNA's own guidance.

unpublished sources

References should begin with the location at which the material was seen, whether it was **The National Archives**, another national repository, a local record office, or a private address. Standard abbreviations have been devised for the principal national repositories; those for local record offices have taken a form devised using abbreviated names for

counties, together with the abbreviation RO ('Archives' when used in the name of a repository should not be abbreviated); and the location of private collections should be given as fully as possible. A number of local record offices have been renamed in recent years: the current name should be checked in the latest edition of *Record Repositories* or by reference to the website of the relevant archive. For the correct name of Welsh repositories (which should be given in their correct English form), visit the **Archifau Cymru/Archives Wales**. Where material has been seen in the hands of a private individual who does not wish to be identified in the published volume, it will be helpful if the county editor files further details to facilitate enquiries at a later date.

The name of the local record office should be shortened to initials only in the VCH of that county but abbreviated less fully in the VCH for other counties: thus NRO in VCH Northants. but Northants. RO elsewhere.

The location of the material cited should be separated from the rest of the reference by a comma. Examples of commonly referenced archival locations in the form in which they should be used are as follows:

- PRO - note that references to documents formerly in the Public Record Office should now refer to **The National Archives (TNA)**
- BL
- Bodleian
- College of Arms
- Friends' Meeting House
- Dr Williams's Lib.
- Nat. Lib. Wales
- Nat. Archives of Scotland
- Derbs. RO
- Notts. Archives
- Sheffield Archives
- N.E. Lincs. Archives
- Swindon & Wilts. RO
- Meirionnydd Archives
- Chesterfield Local Studies Lib.
- Birmingham Ref. Lib.
- Nat. Railway Museum
- RIBA Drawings Colln.
- Bank of England Archives
- Royal Bank of Scotland, Deed Repository, Highgate
- Jesus College, Oxford
- Warwick University, Modern Records Centre
- Chatsworth House
- Collection of Mr J. Smith, Ryme Intrinseca

- Deeds in private hands
- Deed of 1671 seen (1995) in the possession of the late W. Jones, present location unknown

The abbreviations for folios, membranes and rotulets are f., m., rot.; plural forms ff., mm., rott.. Rotulets are strips of parchment sewn or filed to one another at their heads; membranes can be defined as strips of parchment sewn to one another end to end. A rotulet may consist of several membranes, either because the files consist of several strips sewn end to end or because each file extends over several strips. It is generally possible to avoid rot. and rott.; ‘membrane’ may be used for a subdivision of the rotulet of a King’s Bench or Common Pleas plea roll or a Memoranda Roll of the Exchequer, even though filed at the head.

The recto of a folio should be given its number without the addition of ‘r.’; the verso should have v. in lower case roman set close after the number. The face of a membrane or rotulet should be given its number without any addition; the dorse should have d. in lower case roman set close after the number.

- f. 51v.
- ff. 140–2v.
- m. 30
- mm. 31–32d.
- rot. 39 and d.
- rott. 140d.–141

Note that the inclusion of d. or v. in a reference to a sequence of numbers makes it necessary to give the last number in full, and that reference to both sides of a folio, membrane or rotulet does not make the folio, membrane or rotulet plural.

If a document contains more than one enumeration it may be difficult to decide which to use. In an extreme case it may be necessary to cite all the numbers that can be found. Where, however, one enumeration is modern and authoritative, represented for example on TNA documents by numbers enclosed in a lozenge or impressed by a mechanical numerator and in BL volumes by modern pencilled numbers, it alone should be referred to. Note in particular that the modern foliation of PCC will registers (TNA, PROB 11) is to be used, not the older quire numbers, and also the modern foliation of volumes made up from census enumerators’ books (TNA, HO 107; RG 9 etc.), not the printed page numbers of individual books.

Documents in local record offices should be cited using the system of references employed by the office in question. Where a collection, or an individual document, has not been given an alphanumeric reference, it should be described as concisely as possible. In either case, the abbreviated name of the office should be given at the start of the reference.

- Derbs. RO, D503/1/12

- Northants. RO, Passenham Charities min. book, 23 Jan. 1970

While the major city reference libraries have long maintained archive departments in which material is arranged on the same lines as a county record office, with systematic references, archival or semi-archival material, both printed and unprinted, can also be found in smaller public libraries or local museums, with a less formal system of classification. References to such material are best given by a concise description, rather than an accession number or Dewey Decimal class-number of the sort often used by the library itself.

- Wingerworth Estate sale cat. 1920
- Chesterfield School, opening of new buildings, souvenir prog. 1 Dec. 1967
- Godfrey Notebooks, no 8, p. 123
- Brocksopp Coll., mortgage, 25 March 1813

Documents in private hands should also be described as concisely as possible, while enabling the reader to judge the value of the material, and if possible the location should be given in full.

- Chatsworth House, Inventory of Hardwick Hall, 1599
- NatWest Bank, Lothbury EC1, deeds to Chesterfield Branch
- Ledger, 1687–91, examined 1980 by courtesy of the late Mr J. Hall, present location unknown
- Deeds, 1830–1959, in private hands

See also: **Bodleian Library**; **British Library**; **Public Record Office**.

theses and unpublished typescripts

Theses and unpublished typescripts should be cited with titles given in roman within single quotation marks, preceded by the author's name and followed by the location of the document. For theses, give the name of the awarding university, degree and date, remembering that at Oxford, York and Sussex a doctoral degree obtained by dissertation is a DPhil, not a 'PhD'.

- A. Brown, 'Wiltshire Industry, 1750–1950' (unpub. London Univ. PhD thesis, 1952)
- A. Smith, 'Melksham. A History' (Typescript in Trowbridge Local Studies Lib. n.d.)

Transactions

Abbreviate as *Trans.* in journal titles in footnotes.

Treasury Books and Papers

Cite as *Cal. Treasury Papers* 1557–1696, 123, *Cal. Treasury. Books* 1660–7, 123, *Cal. Treasury Books & Papers* 1729–30, 123.

United Kingdom (UK)

United Kingdom should be always be abbreviated without full points, i.e. UK, *not* U.K.

university

Abbreviate as Univ. in footnotes.

- Nottingham Univ., Portland Collection
- Univ. of Southampton, Wellington Papers

Valor Ecclesiasticus

Cite as *Valor Eccl.* I, 123.

See: **public records (published)**

Walker's Sufferings of the Clergy

The full title is; *John Walker, Attempt towards recovering an account of the numbers and sufferings of the clergy of the Church of England, heads of colleges, fellows, scholars, &c., who were sequester'd, harrass'd, &c. in the late times of the grand rebellion* (London, 1714)

The revised edition, edited by A.G. Matthews should be used for VCH purposes.

Cite as *Walker Revised*, ed. A.G. Matthews, 123.

See also: **Books (citation of titles)**

websites (citation of)

The following guidelines are adapted from guidance provided by the Modern Language Association (MLA) about citing works taken from the Internet. Note that the date of creation of the work and the date consulted are both cited.

Websites should be cited in references where relevant. For example, the Charity Commission Register should be cited as Char. Com. Reg., if it has been consulted on paper. If, however, a charity has been searched on the Charity Commission's website, the *full* URL should be given with the date accessed.

Information concerning a company or any other organisation obtained from its website should be cited in the same way as any other digital source. Websites compiled by individuals or societies containing historical information about a place, institution etc. should be treated with the same caution as any other secondary source. Where they record the personal memories of the compiler, such evidence should be cited in the same way as other oral testimony.

In a reference

- Author: First name, Last name.

- Title of page (in quotes): ‘Title of Page’
- Title of complete work, if this page is part of a group of documents
- Date the page was created: 8 August 1996
- URL (Internet address): <http://host computer/directory path/filename>
- Date consulted or accessed in abbreviated form: (1 Oct. 1998)

For example:

D. Abilock, ‘Research on a Complex Topic’, Nueva Library Help, 8 Aug. 1996. <http://www.nueva.pvt.k12.ca.us/~debbie/library/research.html> (accessed 1 Oct. 1998).

More typical, for VCH purposes, are the following:

Som. CC, ‘Proposed retention of freehold interest in land used for West Somerset Railway, 22 May 2014’, 5, <http://www1.somerset.gov.uk/> (accessed 28 Oct. 2015).

<http://www.charity-commission.gov.uk/registeredcharities> (accessed 30 Nov. 2005).

<http://www.upleadon-village.co.uk/village-hall/> (accessed 23 Nov. 2015).

<http://www.alcombehouse.co.uk/> (accessed 5 Nov. 2015).

See also: **Electronic sources in a bibliography; Oral testimony, citation of**

Who’s Who, Who was Who

Cite by short title; for *Who’s Who* include the year of publication; for *Who was Who* include the range of years covered (but not the year of publication).

- *Who’s Who* (1990), 123
- *Who was Who* 1897–1915, 123

Worship Register

The Worship Register was a consequence of the Places of Worship Registration Act 1855.

The Worship Register is kept at the **General Register Office**, Southport, and should be cited as GRO, Worship Reg. with the registration number for the place of worship in question.

- GRO, Worship Reg. no. 1234

yard, yards

When referring to a unit of measurement, abbreviate to yd. whether singular or plural.

Year Books

Modern editions of the Year Books, which have been published in the Rolls Series, by the Selden Society and by others, should be cited by the regnal year or years to which they refer, together with the name of the series in which they are published. A volume published by the Selden Society should have its number in the general series of the society's volumes, not that that in the *Year Book* sub-series.

- *Year Book* 3 Edw. II (Selden Soc. 20), 123
- *Year Book* 20 Edw. III (RS), 123
- *Year Book* Ric. II (Ames Foundation), 123
- H.R. Luard (ed.), *Annales Monastici* (RS 1864–9)

Many works of this sort are published under the auspices of learned societies. Publications (other than journals) of the Royal Historical Society, British Academy, record societies and the like should be cited on their first occurrence in an article by giving the author or editor's name, the title, the name of the society or series, the volume-number within the series, the year for which the volume was published, and the page-number on which the reference falls. Volumes in the Rolls Series should be treated in the same way. Standard abbreviations have been devised for the more frequently cited publications of this sort, and the names of publishing societies may be abbreviated using the forms given here and in *ODWE*.

- D.G. Edwards (ed.), *Derbyshire Hearth Tax Assessments*, 1662–70 (Derbs. Rec. Soc. 6, 1981), 123
- W. Rye (ed.), *The Visitation of Norffolk* (Harl. Soc. 32, 1891), 123

Subsequent references within the same article should be by short title.

- Edwards (ed.), *Derbs. Hearth Tax*, 124
- Visitation of Norffolk, 124

Anonymous books: Guidebooks, pamphlets, broadsides etc. for which no author can be identified should be cited by title and year of publication, without being preceded by 'Anon.'

- The Case as it now stands, between the Clothiers, Weavers and other Manufacturers (1739), 17.

In the bibliography, however, they should be placed under 'Anon.'

- Anon., *Guide or Companion to the Midland Counties Railway* (1840), 123

In the case of books published anonymously whose author is known, the name should be given in square brackets at the start of the reference.

- [T. Ford], *History of the Borough of Chesterfield* (1839), 123

In citing undated works the abbreviation 'n.d.' (lower case, full points) should be used, followed, where it can be established exactly or approximately, by the year of publication in square brackets.

- *Oxfordshire Anecdotes*, I [n.d., c.1826?] (copy in Bodleian).

Books with very limited circulation and ephemera: Some printed matter, such as sale catalogues, programmes for school openings etc., is best treated as unpublished (See **unpublished sources**). This applies particularly to items found in the PRO or other record offices, rather than a library.

Works described on the title page or elsewhere as ‘privately printed’, ‘printed for private circulation’ or some such phrase should be identified more fully than those published commercially, especially if there is no copy in the British Library. A book cannot be ‘privately published’.

- *The Humble Petition of John Pym Yeatman* (1907) (copy in Chesterfield Local Studies Lib.).
- C.E. Lugard (ed.), *Trailbaston, Derbyshire* (Ashover, priv. printed, 1932).

Volume numbers: However printed in the sources, volume numbers should always be given in upper-case numerals, followed by a comma, if placed immediately before a page-number. It is not necessary to separate title and volume number by a comma. Where it is necessary to cite a part as well as a volume, the form XX (2) should be used. The abbreviations ‘vol.’, ‘pt.’ and ‘p.’ should not be used, unless confusion is likely to arise. Where they are used, each takes a full point. Where a book bound in two or more volumes or parts is continuously paginated the volume-number or part-number need not be given.

- Pilkington, *Derbs.* II, 123
- Pilkington, *Derbs.* II, p. xii
- Turbutt, *History of Derbs.* 1123

Youngs, Guide to the Local Administrative Units of England

Youngs’ *Guide to the Local Administrative Units of England* was issued most recently in two volumes, Vol. 1, Southern England in 1979 and Vol. 2, Northern England in 1991.

Abbreviate as Youngs, *Admin. Units* with the relevant volume.

We hope the following section will develop over time so that this document continues to be useful for all working on the VCH. With this in mind, please do contact Central Office if you have any suggestions or additions you would like us to consider for the guide. We aim to update and republish the guidance on an annual basis.

Recommended Usages

Abbreviations

See also: **Money; acres; hectares; feet; yards; metres;**

action (civil law)

When describing proceedings in equity or civil law, **action**, **cause**, **suit** or **action** should be used. **Case** applies only to proceedings in common law.

ancient parish

An ancient parish was a medieval administrative unit for both ecclesiastical and civil matters. VCH applies the term to all pre-1830 parishes.

See: **parish**

Barons

See: **peers; ennumeration of sovereigns, family members and peers.**

Buildings List (Department of Environment, etc.)

Refer instead to the **National Heritage List for England**.

cause (in civil law)

When describing proceedings in equity or civil law, **cause**, **suit** or **action** should be used. **Case** applies only to proceedings in common law.

chapel of ease

Written as three words, without hyphens.

A subordinate place of worship within a parish, without a beneficed incumbent, possibly lacking its own register of baptisms, marriages and burials.

Church of England

Capitalize when describing the whole organisation.

civil parish

Civil parishes were distinguished from ecclesiastical units from the 16th century as part of the Reformation although in practice they were often the co-terminus.

Until 1894 a civil parish was a place for which a separate assistant overseer of the poor was or might be appointed and for which a separate poor rate was or might be assessed (defined thus by statute in 1866, but the practice from a much earlier date).

Civil Wars (1642–9)

Although there were many periods of domestic conflict in English history, VCH usage is to describe only the period between 1642 and 1649 as the ‘Civil Wars’.

‘English Civil War’ is not to be used and the date range need not usually be given.

See also: **Interregnum (1649–60)**

Domesday Book

Use the single volume reprint of the Alecto Domesday (i.e. the Penguin edition) in preference to the VCH translations.

The only proviso to this advice is in the case of those counties covered by the ‘Exon Domesday’ in the south west of England: Cornwall; Devon; Somerset; Dorset; Wiltshire.

The VCH translations for these counties have made use of the additional information included in this earlier version but not included in the main text of Great Domesday. If referring to the Domesday survey in these counties, use the additional information and give both references.

Guidance on the use of material found in Domesday Book for VCH authors can be found [here](#).

See also: **Domesday Book (citation of)**; **Domesday Book (Capitalization)**; **Books (citation of titles)**

dukes

See: **Peers; enumeration of sovereigns, family members and peers**

early (when applied to dates)

early is not linked to a date by a hyphen, whether used attributively or otherwise. for example:

- in the early 13th century
- an early 13th-century building

Do not use ‘early-13th century’.

earls

See: **Peers; enumeration of sovereigns, family members and peers.**

ecclesiastical parish

See: **parish**

famous

Avoid using to describe persons, events etc. of only local notoriety.

firstly

Avoid; use first, second, third, etc.

folios, membranes and rotulets

The abbreviations for folios, membranes and rotulets are f., m., rot.; plural forms ff., mm., rott.

Rotulets are strips of parchment sewn or filed to one another at their heads; membranes can be defined as strips of parchment sewn to one another end to end. A rotulet may consist of several membranes, either because the files consist of several strips sewn end to end or because each file extends over several strips. It is generally possible to avoid rot. and rott.; ‘membrane’ may be used for a subdivision of the rotulet of a King’s Bench or Common Pleas plea roll or a Memoranda Roll of the Exchequer, even though filed at the head.

The recto of a folio should be given its number without the addition of ‘r.’; the verso should have v. in lower case **roman** set close after the number. The face of a membrane or rotulet should be given its number without any addition; the dorse should have d. in lower case **roman** set close after the number.

- f. 51v.
- ff. 140–142v.
- m. 30
- mm. 31–32d.
- rot. 39 and d.
- rott. 140d.–141.

Note that the inclusion of d. or v. in a reference to a sequence of numbers makes it necessary to give the last number in full, and that reference to both sides of a folio, membrane or rotulet does not make the folio, membrane or rotulet plural.

foreign language words and phrases

See the *Oxford Guide to Style* for a comprehensive discussion of this topic. This includes both Old and Middle English.

Foreign words and phrases are used for precision of meaning, which cannot be translated because it is thought a rendering would be inexact or superfluous. Foreign words and phrases appended to English words or phrases for the sake of greater clarity, should be printed in italic type.

- Six grades of *hundredarii*
- the assize of *mort d'ancestor*
- the *caput* of the barony

Foreign words or phrases in common usage inserted for any other reason should be in roman type.

The chimney-piece is inscribed 'A.B.' and 'Procul omnis esto clamor et ira'.

Friends' meeting house

Use the form given above with one cap., possessive plural apostrophe for local Quaker meeting-houses.

For the London headquarters of the society, use capitals for each word: Friends' Meeting House.

See: **Religious Society of Friends (Quakers)**

graveyard

The word graveyard refers to burial within a churchyard whereas cemetery should be used with reference to a burial outside a churchyard.

See also: **cemetery**.

great-grandmother, great-grandfather

Use a hyphen, in each case.

hamlet

A rural community too small to be called a village; (local govt.) a part of an ancient parish with known bounds separately assessed to the poor rate (i.e. **a civil parish**).

See also: **township**.

hearth tax

Two words, lower case; as with most other taxation documents in TNA, E 179, most of the documents are assessments, not ‘returns’ and should be so termed.

highway parish

A part of an ancient parish with known bounds separately assessed to the highway rate, usually (but not necessarily) also separately assessed to the poor rate and thus a civil parish.

honor

The word honor is spelt thus when used of a feudal unit. Otherwise use honour.

honour

The word honour is spelt thus except for the feudal unit, for which use honor.

however

Avoid using as the first word of a sentence when it means ‘nevertheless’.

impark

Not ‘empark’.

inclose, inclosure

Spell thus when referring to commonable land; use enclose or enclosure in other senses.

Note that inclosure Act requires only a single capital.

infangthief

Do not use other variant spellings.

Interregnum (1649–60)

The ‘Interregnum’ is to be used with a capital to describe the period between the execution of Charles I and the restoration of Charles II. Other terms, such as ‘the Commonwealth’ are not to be used and the date range need not usually be given.

See also: **Civil War (1642-9)**

land tax assessments

Land tax assessments filed with clerks of the peace between 1780 and 1832 (and sometimes from an earlier date) should be so termed if referred to in the text; they are not ‘land tax returns’.

Listed Buildings

VCH practice is to refer to these by the name given in the National Heritage List for England and to give the reference number for the structure in a footnote. Do not use the old lists provided by the Department of the Environment and its predecessors.

For the correct form of referencing, see: **National Heritage List for England**

local board (of health)

Local authority established under either the Public Health Act, 1848 (longer name) or the Local Government Act, 1858 (shorter name). Renamed *urban sanitary authority* in 1872.

Manuscripts

Manuscripts should be referred to in the text by a descriptive name, rather than number, and in particular documents in the TNA should be given their conventional name. See also: **unpublished sources; census enumerators’ books**.

- the Beauchief Abbey Cartulary
- the manor court roll of 1532
- the 1295 lay subsidy assessment

March (Welsh and Scottish)

The border areas of Wales and Scotland with England were and are often referred to as the ‘March of Wales’, ‘Welsh Marches’ or similarly, ‘Scottish Marches’ etc.

Captials should be used as follows:

- March, Marches
- Marcher lordship
- Marcher lords or lords of the March
- Wardens of the March (note that this was an office granted in the Scottish Marches)

Be aware that Welsh Marcher lordships are seldom co-terminus with later counties even where the two bear or bore the same name, for example, Glamorgan (pre-1974 county) or Dyffryn Clwyd.

See also: **counties and county towns in the UK**

measurements

See: **units of measurement**

medieval

The spelling ‘medieval’ is the recommended form for both the VCH and EPE series over the alternative form mediaeval. It should not be capitalized, but the Middle Ages should be.

metre, metres

Abbreviate as m. whether singular or plural. For example:

- 123 m.

moiety

Usually used with reference to a half-share of a manor. The use of the word should be avoided where possible except in quoted text.

Where it is necessary to describe the divisions of a property then half-share or half is to be preferred.

no., nos

As *OED* use lower case, with full point after no.

obsolete words and technical terms

Obsolete words and technical terms, including Middle English words, should be placed in quotation marks only if they do not appear in the *OED* or a modern technical dictionary, except where ambiguity could arise. For example:

the ‘foreign’ men of the hundred.

one third (fraction)

Use two words.

See also: **fractions**

onto

Onto has become one word (*ODWE*) except when on is followed by to as a preposition:

- the French windows open onto the terrace but he went on to write several other books.

Ordnance Survey maps (usage)

The text, where appropriate, should refer to the date of the survey or revision, while the reference will give the date of the published edition, which are not necessarily the same.

- When citing a number of OS maps, arrange chronologically beginning with the earliest.
- For mapping relating to a national grid (old series 1 inch to the mile and modern OS maps) cite only a sheet number without naming the county.
- For 6 inch and 25 inch scale County Series maps the county name must precede the sheets cited.
- 1 inch, 6 inch and 25 inch maps should have the sheet cited in Roman numerals followed by a grid identifier, either in the form of a two letter direction (e.g. XXX-IV NW) or in the form of the grid square number in Arabic (e.g. XXXIV 71)
- Modern maps surveyed to the national grid should have their sheet number cited in Arabic.
- The scale of the map should be described in the form that the map was surveyed in: imperial mapping should not be converted to metric or vice versa.
- There is no need to add 'sheet' prior to the number.
- All publication dates should be in brackets and only followed by 'edn' where there are subsequent or previous editions.

See **Ordnance Survey maps**

parish

An ancient parish was a medieval administrative unit for both ecclesiastical and civil matters. VCH applies the term to all pre-1830 parishes.

Civil parishes were distinguished from ecclesiastical units from the 16th century although in practice they were often co-terminus. Until 1894 a civil parish was a place for which a separate assistant overseer of the poor was or might be appointed and for which a separate poor rate was or might be assessed (defined thus by statute in 1866, but the practice from a much earlier date). Since 1894 a parish has been a local government unit with a parish meeting and (in most cases) a parish council also.

Refer to in lower case, even when part of the local authority title.

- Somerleyton parish lay within the hundred of Lothingland
- Yardley Gobion parish council appointed a new clerk in 1901
- Yardley Gobion parish meeting voted against the proposal

Do not use the term 'parish constable', since the constable had jurisdiction over a constabulary (not 'constablewick'), which was not always coterminous with a parish. Use petty constable.

See also: **parish council; parish meeting**

parish constable

This term is not to be used.

See: **petty constable**; **parish**

parish council

Until 1894 a civil parish was a place for which a separate assistant overseer of the poor was or might be appointed and for which a separate poor rate was or might be assessed (defined thus by statute in 1866, but the practice from a much earlier date). Since 1894 a parish has been a local government unit with a parish meeting and (in most cases) a parish council also. It is not to be confused with parochial church council. Refer to in lower case, even when part of the local authority title.

- Yeovil Without parish council appointed a new clerk in 1936

See also: **parish**; **civil parish**; **parochial church council**

parochial chapelry

A part of an ancient parish with known bounds containing a place of worship served by a beneficed incumbent, known strictly speaking as a 'perpetual curate' but often informally as 'rector' or 'vicar'.

See also: **chapel of ease**; **parish**; **chapel**

parochial church council

Abbreviation PCC; an elected body of laity, established in 1920 to assist the incumbent in promoting Church life in a parish. An annual parochial church meeting is also held, to which the officers of the PCC report. Not to be confused with a parish council. Lower case even when used with the name of the parish.

- Norton parochial church council became moribund.

See also: **parish**; **parish council**

per cent

Use per cent within text; numbers preceding it should be written in Arabic numerals rather than in full, regardless of whether they are 0–10 or above. For example:

- 8 per cent
- 74 per cent

Use the symbol % for table headlines, and within graphs and charts.

petty constable

Peace officer originally appointed by the manor court leet, later nominated (not appointed) by the vestry and sworn in by the justices in petty sessions.

The office was abolished in 1871, except where preserved within a particular county by resolution of quarter sessions. the area over which they exercised their jurisdiction was a ‘constabulary’.

Do not use ‘parish constable’.

place names

When used adjectively, use two words, but *English Place-Name Society*.

poor law union

Local authority established by the Poor Law Amendment Act, 1834, under which all parishes in England and Wales were grouped into larger units to administer poor relief (some unions were formed earlier under permissive legislation). Abolished 1929–30, when their powers and duties were transferred to county councils and county borough councils.

- The parish became part of Potterspurty Poor Law Union.
- The union enlarged the workhouse in 1900.

popes

A few names in the list of popes (or reputed popes) duplicate one another, e.g. there are two popes (or reputed popes) called Victor IV, Innocent III and John XXIII. Care should be taken to distinguish the two by adding where necessary the date of death (d.), deposition (dep.) or resignation (res.) as the case may be. Victor IV (res. 1138) Victor IV (d. 1164).

The names of popes and their dates in office are given in C.R. Cheney (ed.) (rev. M.C.E. Jones), *A Handbook of Dates: for Students of British History* (Cambridge, 2000).

proprietary names

Proprietary or trade names should be spelt with initial caps. Use single quotation marks only where confusion might otherwise arise.

- Slumberland mattresses are made in the town.
- ‘Hoover’ washing machines were made in Merthyr Tydfil.
- ‘Ideal’ milk is canned there.

See: **company names**

quotation marks

An abstract of a source is almost always to be preferred to a direct quotation, since it will usually be briefer. Where a direct quotation is used, the spelling and capitalisation of the original should in general be followed, although where ‘y’ has been used to represent ‘th’ the latter should be used; contractions such as ‘wch’ should be extended to which etc.; and initial ‘ff’ or ‘Ff’ should be rendered F, except for the names of families who use two lower-case letters in spelling their name today.

Omissions of whatever length within a quotation should be indicated by ..., which should be separated by a space from the words on either side. Interpolations should be placed in square brackets within the quotation marks used for the passage as a whole.

Short extracts amounting to fewer than five lines in print should be enclosed within single quotation marks. Longer passages should be separated from the main text by one blank line before and after the quotation, should be indented by twice the indentation used for the first line of a new paragraph, and should not be enclosed within quotation marks.

- He left his ‘second worst bull’ to his son.
- ‘[Mr Smith] said he had ¼ sold the estate’.

Use single quotation marks for the first quotation, and double only for a quotation within a quotation: the manor was said to be held by ‘Mr Brown, “a London merchant”’.

Quotation marks should be used where ambiguity could arise, eg., ‘foreign’, which in the following example means men from outside the hundred.

- the ‘foreign’ men of the hundred

regimental and other service names

Initial capitals throughout; spell out all words; ordinal numbers in figures; best checked very carefully against *Army List* or with the appropriate regimental museum, especially as to the use of ‘The’ instead of ‘the’ in some names. For example:

- 11th Hussars
- 1st Battalion the Parachute Regiment

The Sherwood Foresters (Notts. & Derby. Regiment)

Religious Society of Friends (Quakers)

Use caps throughout.

See: **Friends’ meeting house**

Road classification numbers

Road classification numbers for minor roads are subject to fairly frequent revision and should therefore not be used.

The other difficulty with using such numbers is that readers unfamiliar with the district may be confused by reference to them without more specific geographical description. It is for this reason that ‘The main road to Northampton leaves Watling Street at Old Stratford’ is preferable to ‘The A508 leaves the A5 at Old Stratford’, the normal spoken usage.

- Names such as the ‘Ross Spur’, the ‘Preston Bypass’, although having a specific historical currency are obsolete and should not generally be used.
- Where trunk or arterial roads such as motorways or main A roads such as the A30, A38 or A303 are concerned, however, readers are more likely to be confused by the absence of such terms – which often define travel in a district, are widely understood and which are unlikely to be reclassified – or the use of such clumsy phrases as ‘the London to South Wales Motorway’ in place of ‘the M4’.
- In such instances, these classification numbers should be used, albeit with care.
- Names such as the ‘Ross Spur’, the ‘Preston Bypass’, although having a specific historical currency are obsolete and should not generally be used.

rubblestone

Should be as one word ‘rubblestone’ and not hyphenated.

rural community council

Abbreviate as RCC; representative body for the rural parishes of a county. Not a local authority. Not to be confused with rural district council.

rural district council

Established 1894; abolished 1974; abbreviation RDC; initial caps when part of a local authority name, lower case when referred to generally.

- all the parishes in the rural district
- Potterspury Rural District Council built two houses.
- the RDC installed street lighting

rural sanitary authority

- Established 1872; abolished 1894 (when the responsibilities were transferred to the newly created rural district councils)
- abbreviation: RSA
- initial caps when used as part of a local authority name, lower case when referred to generally.

Examples:

- all the parishes in the rural sanitary authority
- Potterspury Rural Sanitary Authority considered the supply of mains water.
- the RSA installed gas street lighting

See also: **urban sanitary authority or district; rural district council**

Saint, saints' names

Abbreviate as **St**, plural **Sts** (without fullpoints); do not use 'S,' 'SS,' 'St.'

scholars

Do not use of schoolchildren; use pupils.

school church

See example of recommended usage in **Capitalization**.

seals

Where the legend of a seal is quoted, it should be enclosed in single quotation marks and be set in small caps, not broken off from the text, with extensions of abbreviations in italic small caps and any lacuna represented by letters in square brackets or, if the letters are uncertain, by three full points ¼ (irrespective of the number of letters lost).

see also

'See also' is generally to be preferred in footnotes to **cf.**, which is not its Latin counterpart but means 'confer' (i.e. compare).

seised

(of real property) not 'seized'.

selion

Strip of land in common field.

series

Do not use of a succession of events etc. that do not form a series.

ships' names

Ships' names are set in italics, but HMS etc. is in roman. For example:

- HMS Penelope
- *La Marie of Falmouth*

Sailors serve in or on board, not 'on' ships of the Royal Navy.

students

The word students should not be used when referring to schoolchildren, pupils or candidates for first degrees at universities undergraduates.

suit (civil law)

When describing proceedings in equity or civil law, suit, **cause**, or **action** should be used. **Case** applies only to proceedings in common law.

Tax assessments (TNA E 179)

Most of the documents in TNA, E 179 are assessments, not 'returns', whether to medieval subsidies or later taxes, and should be so termed if referred to in the text.

The same is true of duplicate land tax assessments deposited with clerks of the peace between 1780 and 1832 (and sometimes from an earlier date). In the case of subsidies etc. the date given should be that of the document from which the evidence is derived, not that of the year in which collection was authorized.

For details of any given assessment, see The National Archives E 179 [database](#).

See: **The National Archives**

time and hours

Times should be given according to the 12 hour clock with a.m. or p.m. in lower case with points.

tithingman

One word

town council

A local authority established under the Local Government Act, 1972, with the same powers and duties as a parish council, in a civil parish previously served by an urban district

councils or small municipal borough abolished by the Act. Because of this modern statutory use, the term is best avoided as an informal synonym for a local authority properly called a borough council corporation, municipal borough or municipal corporation.

township

A part of a parish with known bounds separately assessed to the poor rate (and usually, but not necessarily, also the highway rate), i.e. a civil parish.

Tube

Use capital when referring to the deeper lines of the London railway system; these are currently:

- Bakerloo; Central; Jubilee; Northern; Piccadilly; Victoria
- The Waterloo and City Railway between Waterloo and Bank only became a 'Tube' line from 1 April 1994. Prior to this date it was operated by British Rail (Southern Region) and its predecessors.

Note: the sub-surface lines are properly the **Underground**; see also: **railway companies**.

two thirds (fraction)

Two words.

See also: **fractions**

urban district council

Local authority established 1894 as successor to urban sanitary authority; abolished 1974; abbreviation UDC.

- initial caps when used as part of a local authority name, lower case when referred to generally.

urban sanitary authority or district

Local authority established 1872 as successor to local board; renamed urban district 1894;

The abbreviation 'USA' should not be used because of the obvious risk of confusion though 'USD', if applicable, is acceptable.

- initial caps when used as part of a local authority name, lower case when referred to generally.

Underground

Capital when referring to the sub-surface London railway system. These have an extremely complex history and care should be taken to refer to the correct operating company for the date under discussion. The term applies to the following lines:

- Metropolitan; District; Hammersmith & City; East London (from 11 November 2007, part of 'London Overground')

Note that these should be distinguished from the deeper Tube lines.

undertenant

One word.

units of measurement

Units used in text should be in the form in which the sources present them regardless of whether they are metric or imperial. It may be necessary to provide a conversion only when several sources use different units to describe the same structure or landscape feature for ease of comparison. If so, this should be done in brackets in the text rather than contained within a footnote e.g. 200ft. (61m.)

wars

Use the expressions

- the Thirty Years War
- the Civil War
- the First World War
- the Second World War

Do not use 'the war of '1939–45' or 'World War II'.