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Style guidelines for the Institute of Historical Research book series, version: April 2021.

The following is a list of general guidelines for authors of books published by the Institute of Historical Research, including the 'IHR Conference', 'New Historical Perspectives' and 'IHR Shorts' series.

If you have any queries not answered below, please contact Jamie Bowman at the University of London Press (jamie.bowman@sas.ac.uk)

- Use –ize rather than –ise. For example 'organize' and 'organization' – see below for list of exceptions.
- Capitalization: lower case whenever possible.
- Numbers up to 100 are written out in full except in the footnotes.
- Dates in the text should be given in the form 20 September 1985.
- In the footnotes, the months are given in the form Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., Nov., Dec.
- In text: thirteenth century. In footnotes: 13th century (except in book titles where it is given in full in the original)
- Quotations are given within single quotes. Place quotes within a quote in double quote marks. Longer quotes (of more than four lines) are printed as a separate paragraph without quote marks. In quotations from printed works, punctuation and spelling should be exactly as in the original. Any words in a language other than English (other than those in common usage in English) should be translated and placed either in square brackets in the text or in a footnote.
- et al. (no italics; full point)
- Permission should be obtained for publication of primary sources and images, and acknowledgement made if necessary. Standard abbreviations should be extended and capitalization modernized, but the spelling of the original should be preserved.
- Footnotes: cross references should be avoided if possible.
- References: the first citation of a work in each chapter should include the following details: for books, author's name (normally initials and surname), the full title (number of volumes, place of publication and date of the whole work in brackets), volume and page reference; for articles, the author and title, journal, volume number and year, and page reference.
- Editors' names come after the title. For example,

N. Vincent, 'Stephen Langton, archbishop of Canterbury', in *Etienne Langton, prédicateur, bibliste, théologien*, ed. L.-J. Bataillon, N. Bériou, G. Dahan and R. Quinto (Turnhout, 2010)

And here's how to do it when the same edited volume pops up more than once:

J. L. Malcolm, 'Magna Carta in America: entrenched', in Vincent, *Magna Carta: the Foundation of Freedom*, pp. 121–35.

- Edited collections, even with numerous editors, are still just 'ed.'

- When giving page references, p. is used for books but not for the first full reference to journal articles, like this:

P. Dunning, 'The Arroasian order in medieval Ireland', *Irish Historical Studies*, iv (1945), 297–315, at p. 298.

- Please do include page ranges for journal articles and book chapters – or if there is a reason they cannot be provided, please include a separate note with your submission.
- Title case is used for references to books, but article and dissertation titles should be in sentence case.
- Example of citation of a PhD thesis:

A. E. M. Satchell, 'The emergence of leper-houses in medieval England' (unpublished University of Oxford DPhil thesis, 1998), pp. 22–39.

- Subsequent citations should use a short reference: author's name and short title. *Ibid.*, *Idem* and *Op. cit.* are not used. For example:

J. Wylie, *The Reign of Henry V* (Cambridge, 1914-29), p. 440. Later: Wylie, *Reign of Henry V*, p. 100.

Memoirs of the Court and Cabinets of George III, ed. R. Grenville, duke of Buckingham and Chandos (4 vols, 1853-5), iii. 454. Later: *Court and Cabinets of George III*, iv. 369.

J. C. Holt, 'Politics and property in early medieval England', *Past & Present*, lvii (1972), 3-52, at p. 7. Later: Holt, 'Politics and property', p. 49.

- Parliamentary Papers should be cited by title, followed (in brackets) by the abbreviation Parl. Papers, the date of the session, the paper number (in round brackets) or the Command Paper number (in square brackets), and the volume number (in lower case Roman numerals). Command numbers should be prefixed as follows: 1833–1869 – no prefix; 1870–99 – C.; 1900–18 – Cd.; 1919–56 – Cmd.; 1956–86 – Cmnd.; from 1986 – Cm. It is assumed that references are to House of Commons papers; where Lords papers are cited use the abbreviation Parl. Papers (HL). For example:

Report of the Royal Commission on the Coal Trade (Parl. Papers 1871 [C. 435], xviii), p. 123. Subsequent references use a short title, eg *Royal Commission on the Coal Trade*, p. 123.

- Manuscript references include the location of documents, description and folio. N.B. v (not superior) is used for verso. For example:

British Library, Additional MS. 47573, fo. 26r. Later: Brit. Libr., Add. MS. 47573, fo. 22v.

The National Archives of the UK, E 315/263, fos. 3, 4, 10v. Later: TNA, E 315/263 fo. 5.

IHR style is for Add. MS. Instead of Addit. MS.

We don't truncate fos like we do page numbers as it is sometimes muddling so fos. 123r-124v; or fos. 5r-v

- References to online material should include the URL and the date accessed, as in the following examples:

See Moving Here <<http://www.movinghere.org.uk>> [accessed 28 June 2006].

For further information and images, see Wells Nevada Chamber of Commerce <<http://www.wellsnevada.com/metropolisbrochure.pdf>> [accessed 22 Apr. 2010].

See the websites for the 'Voices of the powerless' series <<http://www.bbc.co.uk/radio4/history/voices/>> [accessed 28 June 2006] and 'In our time' <<http://www.bbc.co.uk/radio4/history/inourtime>> [accessed 28 June 2006].

Online articles should be cited as follows:

K. Loughlin and V. Berridge, 'Whatever happened to health education? Mapping the grey literature collection inherited by NICE', *Social History of Medicine* (2008), doi: 0.1093/shm/hkn059.

- If you are referencing moving image and/or sound, please refer to the '[Audiovisual citation](#)' guide produced by the British Universities Film and Video Council.
- If 'likely' is to be used as an adverb it requires a submodifier - eg very likely or most likely. Or an alternative is 'probably', eg instead of 'The nuns would likely find stores...' say 'The nuns would probably find...'
- When mentioning other authors you should normally give the full name the first time and then just the surname thereafter.
- When mentioning other authors, speak about them in the past tense rather than present, for example: Rosser likened this to... not Rosser likens this to...

However, close references to/analysis of a text can be present tense especially (but not exclusively) in discussions of the work of earlier authors where the name almost stands in for the source, eg Bede's attitude to women ... is expressed ...

- For a reference within a reference, use brackets. Eg:

Rawcliffe, *Leprosy in Medieval England*, pp. 313–15. For a Kent example of this link between lepers, begging and churchyards, see St. Anthony's hospital near the causeway leading out of Sandwich and the note that the lepers were allowed to beg in the churchyard of St. Mary's parish church (Kent History and Library Centre, PRC 17/6, fo. 70).

- c.1380
- Don't italicise d. m. r. fl. before dates (and do leave a space before the date) d. 1967.
- Don't un-italicise italicised titles or words within book titles (eg *The Business of a Woman's Life: Reading Jane Eyre* not *The Business of a Woman's Life: Reading Jane Eyre*)
- Biblical refs, eg, Matthew XV: 40.
- Avoid the first person, eg, 'In this chapter I look at...' Instead it should be 'This chapter looks at...' Also always chapter not paper or essay, study etc

- In the footnotes, abbreviate book to bk., chapter to ch. and section to sect.
- Don't forget the comma before at in pp. 123–4, at p.123
- this style does NOT use the serial/Oxford comma
- There should be no double spaces after full stops
- Canterbury cathedral; Westminster abbey
- No full stops after, eg St, Dr, Mr etc
- 'Permission of' not 'permission from'
- Ellipses ... like this with spaces either side, although they tend not to be used at the start or end of quotes.
- Ensure chapter titles are sentence case where possible
- No full stops in acronyms, so: – USA, BBC, MPs, etc.
- Roman numerals for journal volume numbers and volume numbers of multi-volume books
- Do not give issue numbers for journals unless they are necessary to locate the article, as in some older journals.
- Initials only for authors (refs) eg C. M. White and spaces in between initials. However, when you are mentioning them in the form of an acknowledgement (eg 'Thank you to John Brown, who pointed out...') it is fine to use first names rather than initials.
- medieval lower case and also middle ages is lower case for IHR but not Oxford
- Follow Oxford style when deciding between eg James' and James's... Exceptions to this are classical names. It's optional on Jesus!
- Shillings and pence: £4 6s 8d
- Collapse number ranges as much as possible, except on folios
- En rules in number ranges
- In book titles, after a colon, if there is 'a' or 'the' it should be l/c
- Most full stops in titles should be colons – check original work
- Do not abbreviate titles of journals. We used to use *Hist. Res.* And *Eng. Hist. Rev.*, etc., but we no longer do this. Write journal titles out in full.
- Amongst, whilst, firstly, secondly etc. corrected to among, while, first, second
- Pope, King, Archbishop, Duke, Earl, Parliament, etc. all corrected to lower case. Note the difference between Prince Charles and the prince of Wales; earl of Leicester, Earl Robert
- Reformation with capital R when it's the Reformation; likewise 'the Renaissance'
- Towards not toward – and generally look out for US spelling/turns of phrase
- Check throughout in notes that 'for example' has been converted to 'eg' (no full stops)
- US States given in refs. You need to put the old-fashioned abbreviation for the State after the place of pub, but you don't bother with New York. Like this: Stanford, Calif.
- Em dashes with no spaces should be changed to en dashes with a space either side
- Hyphens should be removed in 'late-nineteenth century', 'mid-nineteenth century' etc
- Figure captions should not have bold in them and have a full stop rather than a colon after the number
- Punctuation should come after a closing quote mark (unless you are quoting a complete sentence), so:

'...much reduced'.

'...much reduced?'

- Cite the Dictionary of National Biography online as follows:

ODNB <<https://doi.org/10.1093/ref:odnb/100192>> [accessed 20 Oct. 2020].

Write *Oxford Dictionary of National Biography* in full the first time it is cited in each chapter.

- Hansard is cited as follows:

Hansard, *Parliamentary Debates*, 5th ser., xliii (5 Nov. 1912)

subsequently Hansard, 5. xliii

- Newspaper citations don't have brackets around the date – it should just be '*Belfast Newsletter*, 12 Sept. 1913, p. 7'

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Egs of typical journal and book refs:

P. Dunning, 'The Arroasian order in medieval Ireland', *Irish Historical Studies*, iv (1945), 297–315.

D. Urquhart, "'An articulate and definite cry for political freedom": the Ulster suffrage movement', *Women's History Review*, xi (2002), pp. 283–4.'

Multi-volume works:

Preferred:

W. Cobbett, *Rural Rides* (2 vols, London, 1912), ii. 56.

hereafter Cobbett, *Rural Rides*, ii. 98.

Acceptable:

M. Aston, *England's Iconoclasts: i, Laws against Images* (Oxford, 1988), p. 56.
[note the : i, are not italicised but title and subtitle are]

Hereafter: Aston, *England's Iconoclasts*, p. 40.

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–ise and –ize

Here are the verbs that must end in –ise (otherwise they can end in –ize):

advertise

advise

apprise

chastise
comprise
compromise
despise
devise
disguise
excise
exercise
improvise
incise
prise
promise
revise
supervise
surmise
surprise
televise

And the following words have to end in -yse:

analyse
breathalyse
catalyse
dialyse
electrolyse
hydrolyse
paralyse
psychoanalyse