

# STAFFORDSHIRE ARCHAEOLOGICAL AND HISTORICAL SOCIETY

## TRANSACTIONS

### *GUIDE FOR AUTHORS*

#### (1) *Submission of articles*

The first draft of articles can be submitted electronically in Word format and typed *double-spaced*.

Figures, plates, and tables should be sent separately, and not be integrated into the Word file.

#### (2) *House style*

Authors are asked to observe the following conventions:

##### **TEXT**

paragraphs to be indented

a comma to be placed before 'and' in a run of three or more items

rounded inverted commas to be used rather than straight ones, i.e. the king's, 'Park Pale' (and not – king's, 'Park Pale')

an 'en' dash to be used in a date or figure spread etc, i.e. 1750–60, figs. 3–6, Sections 2–4

an 'en' dash to be used in orientations such as 'east–west' (but a hyphen if the word is being used adjectivally, i.e. in the north-west corner; the north-western corner)

centuries to be given in Arabic numerals, and with 'th' on the line and not superscript, i.e. 18th, 19th

when used adjectivally, a century should be hyphenated, i.e. a 16th-century mill

lower case 'f' for fig. when being referred to, i.e. (fig. 6)

lower case preferred for titles such as earl / duke / bishop of ....., although capital for Earl Spencer, Bishop William Smith

lower case initial letters for 'medieval' and 'early modern', i.e. in the medieval period (but capitals as 'in the Middle Ages')

avoid starting a sentence with 'However'

## REFERENCES

References can be either as footnotes (normal for historical articles) or Harvard style (normal for archaeological articles). When submitting text, endnotes are acceptable (they will be converted to footnotes on the page by the printer).

a space between initials of an author, i.e. K. H. Jackson

'p.' or 'pp.' is *not* necessary before a page number, *except* when the page number is in Roman numerals, i.e. 'p. xiii' (and note space after p.)

a 'en' dash to be used in a spread of page numbers, i.e. 18–25

full reference to be given to printed source in first occurrence, with a short title reference subsequently (usually just surname of author and abbreviated title), i.e. [full title] T. Harwood, *History and Antiquities of the Church and City of Lichfield* (Gloucester, 1806); [short title], Harwood, *History and Antiquities of Lichfield*

journal numbers to be followed by date of publication in brackets, i.e. *Transactions of the South Staffordshire Archaeological and Historical Society*, XXV (1985) [and not the date '1983–84' on the cover and title page, that being the year for which issue was intended]

‘Ibid.’ (not italicised) to be used when a reference is the same as the (single) reference in the preceding note (and no need to give page number if that is also the same)

name of archive repository in full in first citation and then just initials (without full stops), i.e. Staffordshire Record Office / SRO

## **BIBLIOGRAPHY**

‘and’ and *not* ‘&’ for two authors, i.e. Blake, S. and Cuttler, R.

titles of articles to be within (rounded) inverted commas; titles of books and journals in italics

report number, if appropriate, to go in brackets after italicised title, i.e. *1–3 High Street, Bilston, Black Country: An Archaeological Watching Brief 2002* (BUFAU Report 922.02)

place of publication (if desired) to go in brackets after title