

Scottish Archives – Author Requirements and Style Guide

Thank you for your co-operation in ensuring that your manuscript presentation follows these guidelines. This helps greatly in the production of the journal.

- Length should be between 4,000 and 6,000 words including footnotes and illustrations. A full-page illustration is the equivalent of 500 to 550 words.
- Please supply up to fifty words for **Notes on Contributors**.
- Please supply an abstract of your paper of approximately 150 words (not required for Viewpoint, Around the Archives or book reviews).
- It is often helpful to have others read drafts of your paper before submitting.
- Following peer review, your paper will be returned along with referees' suggestions and/or comments and you will then be asked to send your final version. A proof copy of the article will be sent to you to check before the journal goes to print along with any queries from the copy editor. Please note that no major changes of the text can be accepted at proof copy stage.

Spelling

- This should be UK English with -ise, -our, endings.
- Spelling and hyphenation should follow the *Oxford Dictionary for Writers and Editors (ODWE)* and the *Oxford English Dictionary (OED)*. For Scots words use *DSL Online* (<https://dsl.ac.uk>).

Text

- Please write your text in Microsoft Word. Manuscripts should be between 4,000 and 6,000 words and submitted electronically to:
editorscottisharchives@gmail.com
- Manuscripts should be typed in Times New Roman, 1.5 spacing, 12 pt font for text, justified LHS and RHS.
- One space only after a full stop. The first line of each paragraph should be indented except for the first paragraph. No subheadings (except in exceptional cases).
- Please use single quotation marks, with double quotes for an inner quote:
'xxxxx "xxxxx" xxxxx'
- Longer quotations (over two sentences in length) should be displayed as an indented block, font 10pt and justified both LHS and RHS. The indented paragraph should not be in quotation marks. Quotations within an indented paragraph should be in 'single quotes'.

- Show ellipses by three unspaced dots on the same line, preceded by a character space and followed by a character space or by a closing quotation mark (or a closing parenthesis). Avoid following ellipses with a full stop or a comma.
- No space after ‘c.’ for circa; ditto ‘b.’, ‘d.’, ‘fl.’
- Recognised acronyms to be generally written in capitals with no points e.g. SRA, TNA, NRS, NB etc.
If the full expressions are lower-case or mixed-case, then this should be reflected in the abbreviated version e.g. Phd, Mr, MoD etc.
- Spaced en rules are to be used rather than closed em rules (–) e.g. The petitioners – usually family members who wished to settle an inheritance – were scattered widely across the globe.
- Bulleted/numbered lists:
List items always start with a capital. There is no final period unless any item in the list contains multiple sentences.
- Numbers:
Use words for numbers up to and including one hundred e.g. twenty-five, three Rs, twentieth century. Numbers over one hundred are given in figures: 279; except for round numbers: two hundred, six million. First, secondly, thirdly etc. For percentages use figures and (two words) per cent, e.g. 8 per cent. For ranges of numbers: please omit any digits that are not necessary to understanding e.g. 3–6, 15–17, 23–4, 111–13 (this rule should also be followed for page references in the footnotes). 6,000, 10,000 not 6 000, 10 000.
- Pre-decimal Sterling:
Use format: ‘£1 3s. 5d.’, ‘6s. 7d.’, ‘£30 1s. 3d.’
Post-decimal Sterling:
Use format: ‘£3.30’, ‘60p’ etc.
- Dates:
Use format ‘23 June 1967’, ‘6 September 1922’.
Retain the second tens digit in date elisions e.g. 1923–24.
Use an oblique stroke where a single year, such as a financial year, comprises parts of two calendar years e.g. 1995/96.
- Italics should be used for titles of newspapers, journals, books but not chapters or articles. Please italicise only what is necessary – surrounding punctuation should not be italicised.
- No serial comma i.e. ‘France, Italy and Spain’, rather than ‘France, Italy, and Spain’.

Illustrations

It is the author’s responsibility to obtain copyright for the online and print use of tables, figures and illustrations. Please ensure that images are scanned to a minimum of 300 dpi and saved as a TIFF or jpeg. They should be the size they will be used in the journal e.g. a photograph used full width at 110 mm (4.4 ins) wide in the book needs to be a minimum of 4.4 x 300 = 1320 pixels wide. Images and tables should be supplied separately and not embedded in the Word document.

- The caption and source should be below the table e.g. Table 2. Distribution of Licensed Midwives by County (RCPSG, 1/1/1/2-6, Faculty of Physicians and Surgeons of Glasgow Minutes 1733–1835).
- Please supply a caption and source for plates to be printed below the image along with any copyright acknowledgement e.g. Plate 3 Detail of Processional Frieze around the interior of the Scottish National Portrait Gallery by William Brassey Hole, c.1898 (© Scottish National Portrait Gallery).
- Please ensure that all your images are referenced in the text e.g. The map which constitutes our fourth case study (Plate 7) etc.

Notes and References

The accuracy of references is the responsibility of the author – please reference carefully.

In the published volume, Notes and References will be at foot of each page, but please submit as an endnote list.

- Note indicators should be 9 pt superscript numerals without parentheses, outside punctuation. Endnote numbers 9pt, text 10pt.

Printed works

No p. or pp.

Book volumes in Roman numerals, no ‘vol’.

‘(ed.)’ comes before editor’s name for an edited volume.

Books take place and date of publication only.

Examples:

H. Garfinkel, *Studies in Ethnomethodology* (New Jersey, 1967), 186.

T. R. Slater, ‘The Mansion and the Policy’, in (ed.) M. L. Parry and T. R. Slater, *The Making of the Scottish Countryside* (Montreal, 1980), 230-1.

D. A. Dow, *The Rottenrow: The History of the Glasgow Royal Maternity Hospital 1834–1984* (Carnforth, 1984), 144.

J. M. Simpson, ‘The Advocates as Scottish Trade Union Pioneers’, in (ed.) G. W. S. Barrow, *The Scottish Tradition* (Edinburgh, 1974), 174.

M. A. Crowther, ‘Criminal Precognitions and their value for the Historian’, *Scottish Archives*, 1 (1994), 75-92.

(ed.) J. Stuart, *The Miscellany of the Spalding Club*, IV (Aberdeen, 1849), 128-31.

J. A. Macky, *Journey through England and a Journey through Scotland*, III (London, 1723), 328.

I. G. Brown, 'Water, Windows and Women: the Significance of Venice for Scots in the Age of the Grand Tour', *Eighteenth Century Life*, 30:3 (2006), 1-50.

Short title for subsequent citation takes the form of surname and abbreviated article or book title, e.g.

Full title:

J. Fagen, *The Bennachie Colony Project: Examining the Lives and Impact of the Bennachie Colonists* (Inverurie, 2011), 23-6.

Short title:

Fagen, *Bennachie Colony*, 20.

Use 'Ibid.' for consecutive citations e.g.

J. McGowan, *Policing the Metropolis of Scotland* (Musselburgh, 2010), 103-4.
Ibid., 106.

Reference a specific page number within an article or chapter of an edited volume as '293-316, 295' rather than '293-316, at 295' or '293-316 (295)' e.g.

D.K. Wakimoto, C. Bruce and H. Partridge, 'Archivist as Activist: Lessons from Three Queer Community Archives in California', *Archival Science*, 13 (2013), 293-316, 295.

Use of 'op.cit.' or 'loc.cit' should be avoided.

Archive References

References to archives should be according to the practice of the repository in which the documents are located. Spell out abbreviation or archive name in full on first mention followed by the abbreviation used subsequently e.g.

National Library of Scotland (hereafter NLS)
National Records of Scotland (hereafter NRS)
Staffordshire County Record Officer (hereafter SCRO)
University of Strathclyde Archives (hereafter USA)

Retain p./pp. for consistency with f./ff. e.g.

NLS, Adv. MS 28.4.7, ff. 51v, 58r and 59r; NRS, AC 7/2, pp. 111.

No final 'and' after last ';' in lists of references e.g.

NRS, CH 2/835/9, Abercorn, accounts 1700-57; NRS, CH 2/229/11, Kirkliston, accounts 1731-52; NRS, CH 2/229/13, Kirkliston, accounts 1781-1821.

References to be as full as possible:

NRS, HH 41/1451, Memorandum of Evidence by the Faculty of Advocates, 3 October 1958.

SCRO, D593/R/4/1, Servants' wages book for West Hill and Stafford House, 1829-33.

NLS, Dep. 313/1198, Letter of James Loch to Mr Davidson, 5 June 1832.

NRS, GD237/12/50, Accounts of St Kitts plantation rented from Mrs Penelope Mead by Wm. McDowall, 1723-30.

Web References

All websites to be referenced using the full http address. Do not put in the date the website was accessed. The URL should be placed at the end of a reference, separated by a comma e.g.

'Victorian Scotland's ordnance survey name books put online', *BBC News*, 5 December 2013, <https://bbc.co.uk/news/uk-scotland-25238563>.

However, when the URL forms part of a sentence then no comma is required e.g,

Genealogical and census material sourced from <http://scotlandspeople.gov.uk>.

If you are unsure about anything please contact:

Carol Parry

Editor, Scottish Archives

e. editorscottisharchives@gmail.com

t. 01436 678587

I look forward to receiving your submission.

February 2021