

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.

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).
- Hyphens/spelling should follow the two volume Oxford English Dictionary.
- 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.
- 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.

- Dates should be written as follows: 6 September 1972; 1972–73; 1972–2002.
- 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. Italics to be used for *c.* and *£.* *s.* *d.*

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.
- Use of 'op.cit.' or 'loc.cit' should be avoided. 'Ibid.' and 'Idem' can be used provided they are unambiguous.

Style for Notes and References:

No p. or pp.

Book volumes in Roman numerals, no 'vol'.

'(ed.)' comes before editor's name for a 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.

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.

Websites

All websites to be referenced using full http address. No need to put the date the website was accessed:

<http://www.scottishpoliticalarchive.org.uk/wb/>

<http://www.nationalarchives.gov.uk>

If you are unsure about anything please contact:

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t. 01436 678587

I look forward to receiving your submission.

20 July 2015