



**NOTES FOR THE GUIDANCE OF CONTRIBUTORS TO THE
TRANSACTIONS OF THE THOROTON SOCIETY OF NOTTINGHAMSHIRE**

I GENERAL INFORMATION

Please submit papers and reports to the appropriate editor. The editors would welcome advance warning of papers or reports in preparation, as well as the opportunity to discuss any potential queries or problems.

(a) *Content*

Papers or reports should incorporate the results of original research or excavation and should be presented so as to be intelligible to readers with only a reasonable knowledge of the subject, place or period. Archaeological reports should clearly indicate the location and extent of excavations and provide adequate dating evidence. Material quoted in historical papers should be substantiated by endnote references to the source of the information, preferably from original documents.

(b) *Manuscripts*

Electronic submissions are preferred, either as an e-mail attachment in Microsoft Word (document or .doc) file. Those using the latest version of MS Word should save their file as a document in Word 97-2003 format. A hard-copy of the submission is advisable and should be submitted simultaneously. This should be identical with the electronic copy.

Where submission by e-mail attachment is impractical (due to the size or nature of the files), the submission (the article along with any supporting tables, figures and plates) should be sent to the appropriate editor on CD-ROM or USB Memory Stick.

Important notes:

- Tables should be included as *separate* files and *not* embedded in the text.
- Copy must be typed double-spaced and single-sided, with a margin of at least 2.5cm/1 inch on each side.
- Pages should be numbered serially throughout.
- For illustrations see (d) below.
- Please indicate in the text of the article where the appropriate table, figure or plate should be inserted (as in 'Table 1 near here', 'Plate 2 at this point').

(c) *Length and Format*

Papers should ideally be of about 6,000-7,000 words in length, and should not normally exceed 10,000 (excluding footnotes). 'Shorter reports' should be of 1,500-2,000 words. A typical page of the *Transactions* contains approximately 900 words. Please note that Archaeological contributions should use the Harvard reference system; see (k) below.

Contributions to the Archaeology section should conform to one of the following:

- **Papers:** usually of 6,000-7,000 words in length, not normally exceeding 10,000 words.
- **Shorter Reports:** usually of 1,500-2,000 words.
- **Notices for Archaeology in Nottinghamshire:** usually of 200-1,000 words. See below for further details.

The technical detail of archaeological excavation reports may sometimes be printed in small type, whilst the overall descriptions appear in larger type. Please refer to the *Transactions* 97 (1993) onwards for an indication of how such evidence should be presented.

Archaeology in Nottinghamshire

The annual round-up article covers work carried out in the year prior to the volume being published (so, 2001 work for the 2002 volume published in April 2003). Notices submitted should be between 200 and 1,000 words in length and include information under the following headings:

1. Name and Location of Site
2. Nature of fieldwork (watching brief, survey, excavation)
3. Date of fieldwork
4. Organisation carrying out the fieldwork
5. Client/sponsor
6. Director of fieldwork
7. Purpose of fieldwork & archaeological context
8. Results of fieldwork
9. Anticipation of further work and/or publication

Please note that notices of work carried out within the City of Nottingham are provided by Gordon Young, Nottingham City Archaeologist. To discuss work to be included, contact Gordon at gordon.young@nottinghamcity.gov.uk.

(d) *Illustrations*

Full-page maps and line drawings should be drawn at four times page size for proportional reproduction, or at actual size. The effective full page size for illustrations is 190mm high x 160mm wide (*excluding* space for captions which are printed separately). If possible all should be drawn in 'portrait' rather than 'landscape' format to avoid having to be printed sideways. Smaller line drawings and all photographs, etc should be capable of proportional reduction either to half-page 'landscape' size or to quarter page 'portrait' size.

Copies of archival documents or original black and white engravings and maps should be submitted as high quality photocopies. Digital photographs may be submitted if they are of a high enough resolution (at least 600 dpi). The default reproduction is black and white, unless the appropriate editor has agreed to colour. Authors wishing to reproduce photographs or illustrations from existing publications or copies of original documents are responsible for obtaining copyright clearance in advance of publication; the society will not pay any costs associated with reproduction rights.

All maps and line drawings should be serially numbered as Figure 1, Figure 2, etc and all photographs and reproductions as Plate 1, Plate 2, etc. If submitting as hard copy, please ensure that Figure and Plate numbers are indicated on the back of the originals (preferably on adhesive labels). Full lists of all Figures and Plates must be included with the submission as a separate MS Word file. These should provide short titles and captions for all items. In the case of archival documents and published material, the source and location should be clearly referenced in the prescribed format (see II below).

(e) *Titles*

Titles of papers should convey some idea of the subject matter, place and period covered so as to be evident when listed in footnotes or bibliographies. All archaeological reports should include the county name after the place name.

(f) *Submission Date, Grants and Editing*

Manuscript copies must be with the editors by the *end of September* for publication in the following spring. Authors of archaeological reports should themselves investigate the possibility of obtaining a grant towards the cost of publication prior to submission of the report. The editors will be pleased to assist with information on the likely costs of producing a paper.

Authors of Archaeological papers without publication grants attached should consider an early submission in order that the Archaeology editor may consider applying to the East Midlands CBA for a subvention [papers must be with the CBA by end September for consideration].

The editors reserve the right to correct minor errors, and to amend phrasing as they consider necessary without prior consultation. Major queries of facts or opinion will be referred back to the author for comment. All papers will be circulated for comment to appropriate members of the Society's Publications Committee and also to outside referees as considered necessary. Final decisions on acceptance or referral are made at the Committee's meeting at the end of November.

(g) *Proofs, E-prints and Off-prints*

Page proofs will be submitted to the author, usually by the end of February, and must be corrected and returned by return of post to the appropriate editor. No alterations to the text can be made at this stage. A PDF of the final published article will be supplied to all History contributors from which they can print off their own copies. Twelve off-prints are supplied to

Archaeology contributors where the costs of publication have been supported by a subvention.

At proof stage, all authors must provide a brief description of themselves (not exceeding thirty words) for publication in the 'Notes on Contributors'.

(h) *Copyright*

Copyright in the typographical arrangement of a paper or report published in the *Transactions* is reserved to the Thoroton Society. Authors wishing to reproduce material originally published in *Transactions*, or to mount the PDF of their article on a personal or institutional website, should make application to the appropriate editor.

II TYPOGRAPHICAL CONVENTIONS

(a) *Quotations*

Short quotations should have single quote marks (with double for a quotation within a quotation). Lengthy quotations should have no quote marks but be indented, for printing in small type. (Note: These should *also* be typed with double-spacing). Additional material inserted in quotations should appear within *square* brackets. Original documents dating from before c.1700 should always be transcribed *verbatim*, although excessive capitals may be reduced.

(b) *Capitals*

Capitals should be used sparingly but consistently. When in doubt use lower case letters. Capitals should be used for e.g. King Henry VIII, the Duke of Newcastle, Sir John Byron, Newstead Priory, the White Hart, Broxtowe Hundred, the Poor Law Board, Anglo-Saxon, Cistercian Ware, Bronze Age, but not for 'the king' or for kings, dukes, etc in general. Note also '18th century', 'north Nottinghamshire' and 'east Midlands'.

(c) *Italics*

Words to be printed in italics should either be typed in italics or otherwise be underlined. Italics should be used for titles of printed books, newspapers and periodicals (e.g. the *Nottingham Review*) or for other commonly designated titles (e.g. *The Red Lion*, *The Clinton Arms*, *The George Hotel*, *The Rutland Arms*).

(d) *Dating*

Dates should appear as e.g. 15 August 1763, 19th century, the 1670s, c.1730, 1844-45 (note punctuation). Dates prior to and including the 6th century AD should appear as e.g. 2nd century BC, 3rd century AD, AD 233.

Where quoting original documents for dates up to and including 1751, dates from 1 January to 24 March inclusive should appear as e.g. 14 February 1702/3. Note that, for example, 24 March 1675/6, is followed by 25 March 1676.

Radiocarbon dates should be expressed as cal BC/AD or uncal BC/AD as appropriate.

(e) *Headings*

Weighting of headings should be as follows:

Main Paper Heading in large bold capitals	LARGE BOLD CAPITALS
Main Headings (e.g. INTRODUCTION)	BOLD CAPITALS
First Subsection Heading	Bold Upper and Lower Case
Second Subsection Heading	<i>Bold italics</i>
Minor Subsection Heading	<i>Italics</i>

(f) *Numbers*

Numbers from one to one hundred should be spelt out and from 101 onwards expressed in figures (except in measurements - see below). Money should appear as e.g. 10s 6d, £2,100. Money should be expressed in the currency of the period and not converted into decimal. Measurements should normally be metric in Archaeology papers and imperial in History papers. They should appear as e.g. 5m, 1.5m, 106cm, 10mm, 5kg, 0.2g, 5in, 6ft, 10lb. Please spell out distances, as in twenty five miles, six and a half miles etc.

(g) *Tables, lists and appendices*

Short tables or lists may appear in the text, and will be printed in small type. They should be numbered serially as Table 1, etc. Long tables or transcripts of original archives should appear at the end of the text numbered Appendix 1, etc.

(h) *Proper Names*

Personal or Place Names should not normally be abbreviated except in footnotes (see below). Names of counties should normally appear in full, e.g. Nottinghamshire, but in extensive catalogues of place names may be abbreviated to e.g. Notts, Derbys, Leics, Lincs, etc. The historical names of the counties should be used, ignoring the administrative changes of 1974 and the 1990s. The spelling of well-known place-names and surnames should be in the modern form (e.g. Bingham not Byngam, Sir Gervase Clifton, not Clyfton) *except* in quotations of original documents (see above).

(i) *Acknowledgements*

Acknowledgements should be added under a separate heading at the end of the paper and *not* inserted into the footnotes.

(j) *Endnote References: Historical Papers*

References should be typed separately as *endnotes* following the last page of the paper, and should be serially numbered to correspond with numbers in the text. They should be typed with double-spacing between *each line*, not just between each numbered note. Every endnote finishes with a full stop.

References should normally be used to indicate sources of information rather than for adding additional material. For archives and other manuscript material and also rare printed works, the location should always be given at the beginning of the note. The names of repositories e.g. Nottinghamshire Archives, University of Nottingham Manuscripts and Special Collections, British Library, Borthwick Institute, York, The National Archives, should appear in full when first mentioned, with brackets, e.g. T(he) N(ational) A(rchives, Kew), and thereafter as, e.g. NA, UNMASC, BL, BIY, TNA, etc.

References to *printed works*, *periodical titles* and the titles of *edited books and collections* should appear in italics. The titles of journal articles, book chapters etc should appear within single quotation marks e.g. D Crook, 'The archbishopric of York and the boundaries of the forest in Nottinghamshire in the twelfth century', in G Garnett and J Hudson, eds, *Law and Government in Medieval England and Normandy: Essays in Honour of Sir James Holt* (1994), 330. Note: ed, (for editor), eds, (for editors).

All dates of printed works should be given and also the page references, e.g. 6 (*not* p.6), but *not* the place of publication. Publication series information (i.e. listing the Record or Monograph Series, Occasional Papers etc) is not necessary, unless the reference would be difficult to trace without additional contextual information. Volume numbers should be in Arabic numerals (1, 2, 3 etc) not Roman numerals (I, II, III, IV or i, ii, iii, iv, etc).

Endnotes should use the minimum of punctuation and hyphenation (note, mid 18th century, late 16th century, early 21st century). Please use, cf (for compare), i.e., e.g. (for instance, for example), c.1750-1830 (circa), as appropriate. Avoid contractions for short words (use 'and' not '&'), *unless* they appear as such in original quotations.

Please copy the following examples:

- **Manuscript Reference: first reference to repository**
N(ottinghamshire) A(rchives), DD 4P 25/2.
subsequent reference: NA, DD 4P 25/2.

Examples for material from The National Archives

PREM 12/15
E 372/65, rot. 1d
SC 8/2/86
HLG 4/104
SP 12/211, f. 217
HO 1/17/9
CP 25/1/182/3, no. 17

- **Printed Books: first reference**
M I Thomis, *The Luddites* (1970), 55.
subsequent reference: Thomis, 55.
in the case of two works by the same author/editor, Thomis (1970), 55.
Do *not* use *op. cit* or *ibid*.
- **Multi-Volume Works**
T Bailey, *Annals of Nottinghamshire* (1853-55), 4: 211, 423-24

(where 4 is the volume).
subsequent reference: Bailey, 4: 423.

- **Newspapers**

Nottingham Review (5 August 1793).
NB no page or column numbers required.

- **Public Record Office texts and calendars**

Calendar of Close Rolls 1296-1302.
subsequent reference: CCR 1296-1302.
Calendar of Patent Rolls 1330-34.
subsequent reference: CPR 1330-34.

Calendar of Inquisitions Post Mortem, XV.
subsequent reference: CIPM. XV.

Calendar of State Papers, Domestic 1611-18.
subsequent reference: CSPD 1611-18.

- **Record Commission texts**

Placita de Quo Warranto, ed W Illingworth, Record Commission, 1818.
subsequent reference: PQW.

Rotuli Litterarum Clausarum, ed T D Hardy, 2 vols, Record Commission, 1833-34.
subsequent reference: Rot. Litt. Claus., I.

- **Victoria County History**

V(ictoria) C(ounty) H(istory), Nottinghamshire, II: 93 (where II is the volume).
subsequent reference: VCH Nottinghamshire, II: 93.

- **Records of the Borough of Nottingham**

R(ecords of the) B(orough of) N(ottingham), 9 (1882–1956), 5: 230
(where 5 is the volume).
subsequent reference: RBN, 5: 230

- **Thoroton Society Record Series**

R F Hunnisett, ed, *Calendar of Nottinghamshire Coroners' Inquests, 1485-1588*,
Thoroton Society Record Series, 25 (1969), 95.
subsequent reference: Hunnisett, 95.

- **Transactions Articles**

For the first reference to *Transactions* in the endnotes:
N Summers, 'Old Hall Farm, Kneesall', *T(rans) T(horoton) S(oc)*, 86 (1972), 24.
for all subsequent references to Transactions: TTS.

- **Journal Articles**

B Edginton, 'The Well-Ordered Body: the quest for sanity through nineteenth-century asylum architecture', *Canadian Bulletin of Medical History*, 11 (1994), 375-86.
subsequent reference: Edginton, 382.

- **Unpublished theses, dissertations and papers**

J M Nicholson, *Mortality, Mobility and Migration in Bassetlaw 1640-1700*, Unpublished MA thesis, University of Nottingham, 1993.
subsequent reference: Nicholson, 125.

A series of references under the same endnote number should be separated by a semi-colon; e.g. UNMASC, Mi 757, 1229; M Thomis, *Old Nottingham* (1968), 22.
e.g. *Patent Rolls 1225-32*, 173-74; *Close Rolls 1227-31*, 7; *Calendar of Liberate Rolls 1226-40*, 61.

(k) *References: Archaeological Reports*

Archaeological reports should be referenced using the Harvard system. Text might read as follows:

'... A definitive publication on this type of pottery has been presented (Longworth 1984), but this sequence has been questioned (Burgess 1986). Longworth stated (1984, 81) that ... However, in more recent times excavation has revealed more information (F Smith, personal communication) and May (1962) included....'

Titles of periodicals should follow CBA recommended citation styles for periodicals and monographs, and the references for the above would be listed in alphabetical order as shown below:

Burgess C, 1986. "'Urnes of no small variety": Collared Urns Reviewed', *Proc. of Prehist. Soc.* 52, 339-51.

Longworth I H, 1984. *Collared Urns of the Bronze Age in Great Britain and Ireland*.

May J, 1962. 'Some Bronze Implements from Nottinghamshire', *TTS* 66, 9-19.

Publishers' names and place of publication should be omitted.

* * * *

Please address all enquiries to the appropriate editor:

History: Richard Gaunt

Archaeology: Keith Challis

richard.gaunt@nottingham.ac.uk

k.challis@bham.ac.uk

(Last revised December 2010)