

Carnegie Publishing, house rules for authors 2008

Writing style

Adopt a clear, concise writing style which avoids unnecessary jargon or technical phrases. Seek to vary sentence and paragraph length to retain interest. Make use of short, tightly written phrases and sentence to add emphasis to key points, and avoid long, convoluted sentence structure. Make sure that meaning is unambiguous, re-reading sections in an effort to identify those which could be misconstrued or misunderstood in any way. Punctuate carefully to aid readability: if a reader has to re-read a sentence to grasp its full meaning it should be rewritten more clearly or perhaps broken down into more than one sentence.

Assume that your readers will be well-read and educated to a reasonably high standard (say, good A-level, or undergraduate level); avoid condescension as well as over-complication. Avoid academic jargon (defined as vocabulary, or phraseology which will be unfamiliar to a general reader) wherever possible, and rephrase your work to make it easily comprehensible.

Once you have written a section try going back through erasing extraneous words or phrases, cutting out 'waffle' until the text conveys exactly what you want it to, and no more. Above all, keep your writing simple, straight-forward and clear.

Abbreviations and contractions

Abbreviations should be avoided where possible within the main text of the book. Where abbreviations are used (for instance, in notes or source references), please note that a full point is required:

vol., ed., *c.* (*circa*), trans., fig., etc., *et al.*, fol., pp.,

except where the abbreviated form ends in the *same* letter as the full word:

Dr, Mr, St (Saint *or* Street), vols (volumes) eds (editors), edn (edition); fols

This distinction usually coincides with whether the word has been truncated (shortened at the end) or contracted (letters omitted from the middle).

Avoid ambiguity by using the forms fol. and fols for folio(s) rather than f. and ff., which are used after page references to indicate 'and following page(s)'. Note also the forms i.e., e.g., cf.

Acronyms

Explain at first use unless the acronym is in extremely common use. Thus, British Library (BL), but simply USA or BBC. Acronyms do not require full points. Wherever acronyms contain lower-case letters, stops must be used I.o.W, Ph.D., D.Phil.

Numbers, dates, time and money

Numbers

The general rule for the setting of numbers within text is that numbers from one to ten are spelt out; numerals are used for those from 11 upwards. There are several exceptions to this rule.

Numbers greater than 10 which can be expressed in one or two words *may* also be spelt out if desired: this we could type 'twenty Anglican vicars' or 'a hundred warriors'; but always '356 legionaries'.

Never begin a sentence with a numeral.

If numbers appear together or can be seen as part of a sequence of quantities both numbers should be typed as numerals (e.g. 'between 8 and 17 Friesian cows'). Wherever possible, you should avoid mixing the two forms.

In general, figures are used for units of measurement, as in ‘80 per cent’ (or 80% in tabular materials or notes); ‘65 tons’; ‘126 bhp’, and where the numbers are being used statistically.

Within text (as opposed to footnotes, tabular matter etc.) fractions should be spelt out. Note that a hyphen is not generally required in fractions such as one third, three quarters.

In reference to pagination, dates, etc., elide number spans to use the least number of figures (e.g. 30–1, 123–4), except for ‘teens’, which should be elided to two digits, i.e. 314–15 rather than 314–5. Do not elide:

ranges of measurements unless there is no scope for ambiguity, as could occur with a descending scale

Figures interspersed with letters, e.g. fols 22v–24r

Roman numerals

Dates and time

Use the form 11 November 1989, 9–12 March; ‘He arrived on 12 January, and did not leave until the 18th [note, no superscript].’ In the main text of the book do not contract months unless it appears thus within quoted material. Within notes and tabular material the correct abbreviations are Jan., Feb., Mar., Apr., May, Jun., Jul., Aug., Sept. (*not* Sep.), Oct., Nov., Dec.

A span of years should be elided to the decade, that is 1914–18 rather than 1914–1918, except in displayed type (e.g. chapter titles) where the full form should be used. Dates BC cannot be elided, so 343–336 BC. References to a single year not coincident with a calendar year (such as a financial, reporting or publication year), use the form 1973/74, again eliding to the decade.

The old-style Julian calendar was in use in Britain until September 1752. In this calendar, the new year began not on 1 January but on the following Lady Day, 25 March. When referring to occurrences between these dates, use the form ‘the king was executed on 30 January 1648/9 (i.e. 1648 in Julian calendar, as in contemporary documents; 1649 in new-style Gregorian calendar).

Do not use dashes inappropriately where date spans are intended: ‘1924–28’; but ‘between 1924 and 1928’; ‘from 1924 to 1928’.

Avoid the form 17th century where possible, even within endnotes. Spell out such terms fully unless space is constrained within tabular matter. See section on hyphens for their use in terms such as seventeenth-century cottage; a cottage of the seventeenth century.

Use the form 1930s (note no apostrophe), the thirties or, occasionally, for style, ‘30s.

c.1936 (*circa* = around); fl.1777–98 (*floruit*, Latin for ‘flourished’, indicating periods when civilisations or persons were influential.

345 BC; but note that AD (*anno domini*, in the year of our lord) precedes the date, thus AD 124.

from 56 BC to AD 43.

the fifth century BC; the fourth century AD.

Express time in the form 2 a.m., 9.30 p.m. within normal text. Use 24-hour notation, 21.45, in the context only of military or naval time-keeping.

Money

Use conventional notation for monetary amounts, without undue abbreviation and avoiding ambiguity. Thus \$25 million, 65¢, €19.99, £14.95 (not £14.95p).

UK sterling was ‘decimalised’ in the early 1970s (35 years ago), and many British readers will not now be familiar with the old system of £, shillings and pence. At first occurrence it might be a good idea to add a short explanation of the old-style, perhaps in the form of a footnote to the text, thus.¹ Similarly add an expla-

¹ Most references to monetary values in this book are cited in pre-decimal sterling (pounds, shillings and pence), in which:

12 old pence (styled as 12*d.*) = 1 shilling (1*s.*) = 5 new pence (5p); and

20 shillings (20*s.*) = £1

Thus £1 6*s.* 8*d.* = £1.34

nation of older forms of monetary value (e.g. mark).

The pound sign derives from the L, from the abbreviation L (pounds) S (shillings) and D (pence), originally from the Latin *librae, solidi, denarii*. We prefer to use italics for each of the three abbreviations. Note, however, that the £ sign is itself always designed in italic form, so there is no need to add italics to that symbol. Therefore, use the forms 6s. 8d.; £4 3s. 7½d. (note that the full points after shillings and pence (indicating contraction of the original words, but never after the £ sign, nor after the numerals).

In an isolated occurrence within text it may be acceptable to spell out short money values, e.g. one shilling. In common usage before decimalisation, the forms 6/8, 6/8d. or 6/- should now be used only when quoting original documents, as their use within normal text will tend only to confuse.

Quotations

Passages of up to approximately sixty words (or about five lines of text) should be placed within single quote marks within the main text. Longer passages should be extracted into an indented paragraph, without quote marks. Great care should be taken to give an exact rendering of any passages quoted, retaining where appropriate the original spelling and punctuation. Any words inserted by the author within a quotation must be set within square brackets to indicate that these words are not part of the original; such insertions should be kept to a reasonable minimum.

Where passages of a quotation are abbreviated or abridged by the omission of text, every omission should be marked by inserting a three-point ellipsis (...). Passages should not be conflated or reordered for convenience within a single quotation. Instead, a separate quotation should be introduced where the argument of the text calls for points in a different order from the original.

Quotation marks

British convention, which should be adopted, is to place quotation marks inside the following punctuation mark where the quoted text is set within a larger sentence.

The building was described as one of the ‘finest in Christendom’.

Where the quoted text comprises more than one sentence (or gives the general appearance of so doing, for example if it contains several phrases or is contracted by the use of several ellipses), or if the quoted text is the only principal element of the overall sentence, the quotation marks appear outside the punctuation mark.

... by the end of the decade. ‘Such was the outcry,’ he claimed, ‘that many within the Church refused to accept the king’s terms.’

This convention is also generally applied to all dialogue.

Punctuation is not always necessary before the beginning of an extracted quotation, and the practice of using a colon in every instance or, even worse, a colon plus dash (:–) should be avoided. If the text flows on naturally, do not break it up artificially by the addition a colon or a comma.

Capitals

Traditional usage, which allows for a liberal sprinkling of capital letters, has fallen out of favour in British publishing, and a fashion – almost a mania – for using lower-case initials letters has swept even essential capitalisation away.

Use capital letters for:

proper nouns (‘a noun applied to a name (written with an initial capital letter) and which is used to designate a particular individual object, – *OED*); this includes specific institutions (House of Commons) and specific office-holders (King Richard II), but not when used as common nouns (‘the chamberlain attended upon the king’);

the significant words in book and article titles, i.e. not the definite or indefinite article, conjunctions or most prepositions;

specific and commonly accepted terms which should be capitalised to avoid confusion with common nouns spelt in the same way. For example, the church (i.e. the building) *vis à vis* the Church (the establishment); the Middle Ages, but medieval (note adjectives never carry capital letters in normal text); northern Ireland (a simple geographical expression) *vis à vis* Northern Ireland (only if the political entity is intended);

in circumstances where a lower case letter would change the meaning or cause ambiguity: 'As he drank his coffee, he blamed the establishment for all the corruption in the country' – but the café proprietor disagreed! In this case the word Establishment should be given a capital letter.

Common nouns do not carry capital letters.

Spelling

Retain original spellings in book and article titles, proper names of institutions, places etc., and in quotations.

Use English spelling consistently. You may use either -ize or -ise spelling where either form is acceptable, as in authorise/authorize, organise/organize, realise/realize. In general, we prefer -ise spellings, in large part because there is a group of words which can only be spelt in -ise:

advertise, advise, arise, chastise, circumcise, comprise, compromise, demise, despise, devise, disguise, enterprise, excise, exercise, franchise, improvise, incise, merchandise, prise (open), reprise, revise, supervise, surmise, surprise, televise, treatise

and the editor's and proofreader's lives are made more simple if -ise spellings are used throughout.

Some words have alternative acceptable spellings. Be aware of such words and spell them consistently. Common examples:

acknowledgement/acknowledgment; ageing/aging; appendices/appendixes; biased/biassed; by-law/byelaw; connection/connexion; dispatch/despatch; focused/focussed; gypsy/gipsy; inflection/inflexion; inquiry/enquiry; judgement/judgment; medieval/mediaeval

In each of the above cases we prefer the former spelling.

Beware of cases where slightly different spellings lead to a completely different meaning, or even a different form of speech. For example:

dependant (noun, a person), dependent (adjective);
forbear (abstain), forebear (ancestor);
forward (onward), foreword (introductory remarks);
principal (chief), principle (rule);
practice (noun), practise (verb) – English, not American;
licence (noun); license (verb);
hoard/horde.

Hyphens and dashes

Hyphens

Hyphens are used to link words.

There is a process where two nouns commonly associated with each other in the past gradually come together; during a transitional phase the two words are hyphenated, and eventually the hyphen is dropped as the two words come together as one. For example birthplace, shoemaker, wheelwright, arrowhead, casework. Such words which are in common use and which carry a single stress are normally joined and not hyphenated. If the noun has more than one stress it is usually hyphenated: blood-pressure, water-mill, cross-question, easy-going.

Hyphens are also used to link an adjective to a noun in order to form a single adjectival unit that then describes a further noun. For example, ‘cast-iron pillar’, but ‘a pillar made of cast iron’; ‘a tenth-century manuscript’, but ‘a manuscript written in the tenth century’. ‘A middle-class suburb surrounded by the homes of the upper class.’ ‘A 45-year-old nun; the nun was 45 years old.’

Adverbs ending in -ly used to qualify an adjective do not normally require a hyphen if the meaning is clear; thus we prefer the form ‘newly built church’, ‘brightly coloured cloth’. There is a convention that adverbs which do not end in -ly, including ‘well’ or ‘best’, do carry hyphens when qualifying a verb or adjective; thus, a ‘well-built church’; the ‘best-preserved artefact’.

If more than two adjectives are joined, it can begin to appear clumsy and incorrect if successive hyphens are used; thus, omit the first and write ‘a late nineteenth-century conversion’, but, note ‘mid’ does carry a hyphen, so ‘mid-nineteenth-century conversion’.

Make use of ‘hanging’ hyphens where appropriate: ‘the cottage was of fifteenth- and sixteenth-century construction’; ‘both cast- and wrought-iron beams were used’.

Dashes

Dashes (–), which are longer than hyphens (-) are used in two principal contexts.

Either spaced en-dashes (–) or unspaced em-dashes² (—) are used as a form of parenthesis in normal writing. In this context they would normally be used in pairs.

Whereas hyphens are used to join words, en-dashes are used in place of the word ‘to’, a meaning conveyed in number and date spans 23–24, 1948–51, and also in phrases such as north–south, ‘the Kiev–Moscow train’. In all such cases replacing the en-dash with the word ‘to’ retains the meaning. Therefore, use a hyphen, not an en-dash, for post-1945.

Italics

Italics are used for:

Titles of published books (except for the Bible, the Koran and books of the Bible – all roman unquoted). Titles of chapters, articles, short stories and unpublished theses should all be roman in quotes; other parts of a book, such as Preface, Introduction should be roman unquoted);

Titles of periodicals (but note that the article name is presented in roman type within single quote marks;

Titles of poems, plays and films (but these may equally be roman in quotes: be consistent);

Titles of paintings and sculptures (but these may equally be roman in quotes: be consistent);

Foreign phrases, not yet fully anglicised, in an English sentence: *in situ*, [*sic*], *sub judice*, *de facto*, *ad hoc*, *en route*; be consistent.

Emphasis;

Apostrophe, possessive s or plural s following an italic word, as in ‘*The Daily Telegraph*’s editorial’ is in roman type.

² An ‘em’ is a typographical measurement linked directly to the height of a capital M of a font. An ‘en’ is one-half of an ‘em’. An em is not the same as a pica.

Punctuation

Sections of text

Establish a clear heading hierarchy, including as appropriate, chapters, first level subheadings, second level subheadings, unmarked section breaks. Compile a list of contents so that the structure of the book may be checked for sense and logic.

Mark each level of heading in a distinct manner by use of bold, italic or underlines. You may indicate an unmarked section break by the use of *** between paragraphs.

Commas

We prefer English style in lists of items – ‘chickens, dogs, cats and horses’ – in which no comma appears before the ‘and’ before the final item.

Where a comma is used to open a parenthetical phrase or clause, remember to close the phrase or clause with another comma:

‘The range of movement, however, was limited’, but note, ‘the range of movement, however limited, was noticeable’.

A comma before an opening parenthesis is almost always superfluous, and should not be used.

Full points

The full point should come before the closing parenthesis if a whole sentence is enclosed within the parentheses.

He travelled to Exeter. (He used to go there every week.)
but, he travelled to Bolton (he went there every Tuesday).

No point should be used at the end of displayed type (chapter titles, sub-heads etc.; terms in a list, e.g. a bibliography, contents list, illustrations list, abbreviations list).

Do not double punctuate at the end of a sentence.

Notes, references and citations

We do not make use of the ‘Harvard’ system of citation, with author and date of publication in parenthesis within the text, as such insertions distract from the flow of writing.

Notes and references can either be footnotes³ or endnotes (usually grouped by chapter at the end of the book). Footnotes would generally be preferred if the notes principally contain supplementary information of interest and use to the reader. Endnotes would always be preferred if they contain mainly source references. A book can contain both footnotes and endnotes (for example where footnotes contain ancillary information and the endnotes contain source references).

Wherever possible, a normal prose style should be adopted within the notes. Notes should read clearly and well, should avoid unnecessary abbreviation, and in all cases avoid ambiguity.

Primary sources (original documents)

In citing primary sources, enough information must be given to allow another person to locate the same source easily and without ambiguity; it is essential that the location is described fully and accurately. The name of the repository should be given clearly and unambiguously. For example, Lancashire Record Office (LRO); British Museum (BM); British Library (BL); The National Archives (TNA, formerly the Public Record Office).

Wherever possible, the full catalogue reference should be given for the particular piece of information cited. Thus, LRO, QSP 159/21, f. 2, directs the searcher to the exact sheet of paper containing the information;

³ Footnotes may also be used for explanatory text instead of preparing a separate glossary of terms.

QSP 159 on its own would not be enough.

In the case of uncatalogued collections, as much detail as possible should be given. For example, 'box containing miscellaneous letters and reports'; or 'uncatalogued and unsorted letters'.

Unpublished theses and dissertations

The following information should be cited: author; title of thesis/dissertation in single quotation marks; title or degree, university and date (in parenthesis); page references, if appropriate. For example:

D. Foster, 'The Changing Social and Political Composition of the Lancashire County Magistracy, 1821–51', unpublished Ph.D. thesis (University of Lancaster, 1971), p. 72.

British parliamentary papers

Include the following information: main title of paper, report etc. in italics; PP (the abbreviation for Parliamentary Papers); date of session; volume number in lower-case roman numerals; page references. For example:

First Report of the Municipal Corporations Commission, PP, 1835, xxiii, p. 17.

Published secondary sources – books

In most books it is sufficient to cite full bibliographical information at first citation, with following references contracted to 'short title' format, in which the author's surname and an abbreviated version of the book or article title is given, for example:

Jones, *Seventeenth-century agriculture*, pp. 76–8.

At first citation, the following information is required (but please add any additional information if necessary to remove any ambiguity or confusion):

author or editor;

full title of work (book, article, essay etc.);

location or work (e.g. if it forms in another volume, a periodical etc.);

edition, if appropriate; publisher and/or place of publication; date of publication.

This information should be presented in the following way:

Author. Author initials, followed by surname. Surname should be presented first only within alphabetical lists of sources (e.g. a list of abbreviations or a bibliography). Otherwise the initials should come before the surname.

Title of work. This should give the complete title of the work. If there is a sub-title which helps to identify the exact work or which helps to give a more accurate impression of the material contained within the work it should also be quoted, with a colon separating the two elements. The main words in the title should be capitalised, and the whole title should be in italic type.

Publisher and publication. The edition number, place of publication, publisher and date of publication should be given after the title. If the publisher is generally well known, there is no need to cite the place of publication, and if the majority of works cited were published in London it may be sufficient to state at the beginning of the notes that 'place of publication is London unless otherwise stated'. But if the publisher is relatively obscure, always try to cite place of publication as well as publisher (the 'title verso' or 'imprint page' of a book should always give the information required).

The edition number comes immediately after the title, separated by commas; the publisher details and date of publication are within round brackets; and the page references follow.

Examples:

D. Hey, *A History of Sheffield*, 2nd edn (Carnegie: Lancaster, 2005), pp. 312–13.

[shortened version, Hey, *History of Sheffield*, pp. 312–13.]

K. D. Brown, *Factory of Dreams: A History of Meccano Ltd, 1901–1979* (Crucible Books: Lancaster, 2007), pp. 1, 31, 78–9.

[shortened version, Brown, *Meccano Ltd*, pp. 1, 31, 78–9.]

If a work has been published in a series, by a journal society or periodical, but is complete and self-contained, it should be cited as a book in its own right, with the title italicised. Thus:

J. Ormerod, *Tracts Relating to the Civil Wars*, Chetham Society, old series, ii (1844), p. 75.

Published secondary sources – articles

If the work is contained within a larger work or volume (e.g., within a periodical, a collection of essays, in a newspaper or magazine etc.), the name of the specific work should be given in full (with minimum capitalisation of the title), enclosed within single quotation marks, and followed by the name of the larger work or volume, which should be italicised. In the case of periodicals the volume number should be given in lower-case roman numerals where appropriate, followed by the date of publication within round brackets. Where a particular work forms part of a larger whole, it is essential that enough information is given to enable a student to locate the volume. Thus:

J. S. Smith, ‘New trends in current archaeology’, *The Journal of Comparative Archaeology*, new series, xiv (1998), 175–201, pp. 189–91.

This indicates that Smith’s article occupies pages 175 to 201 of volume xiv of the journal, and also gives the precise page reference.

The date of a newspaper should also be given, as follows: *The Times*, 25 January 1991.

The use of *op. cit.*, *art. cit.*, *loc. cit.* and other abbreviations should be avoided, as it is difficult for readers to be sure of what is being cited. The use of *ibid.* is acceptable, but make sure that its use does relate to the source cited immediately before. If its use causes any doubt, use the shortened version of the citation.

Web addresses

Cite fully in the form <http://www.carnegiepublishing.com/product/view/35> and quote the date the site was accessed.