

## THE THORESBY SOCIETY – SUBMITTING A MANUSCRIPT

The Thoresby Society has been producing academic publications since its inception in 1889. Its editors are always happy to consider submitted material or to discuss possible subjects for publication.

### EDITORIAL POLICY

The work must be original and relate to Leeds and district. Relevant illustrations, maps and tables may be used where necessary but it is the author's responsibility to clear any copyright with the owners of such material. The editors would hope to make a decision within two months

### CONTENT

The length should usually be no more than 10,000 words but this can vary after discussion with the editors. Monographs may also be considered as are transcriptions of original documents relevant to the history of Leeds.

### INITIAL SUBMISSION

This can be done by post or through our website. Should an author chose to use the website, an abstract of the article/monograph should be sent to The Editors on the Thoresby Society website.

### COPY PREPARATION

Copy should be typed in Times New Roman font on one side only of A4 paper, using double or 1.5 spacing for text and footnotes, and allowing for ample margins (at least 1" ). Single spaces should be used between words and at the beginning of a new sentence. Authors should present their text on a PC disk or on a memory stick in either Word or Word Perfect or as an RTF but hard copy is also required as text has been known to be corrupted in converting from one system to another. There is no need to format articles submitted on disk: but please include bold type where necessary and italics (or underline relevant words where this is not possible). Pages (text and footnotes) should be numbered serially throughout. Alternatively the author may wish to submit the complete script by post to The Editors, The Thoresby Society, Clarendon Road, Leeds LS 9NZ.

### FOOTNOTES

Please note *we do not use the HARVARD STYLE.*

In monographs they should be numbered consecutively within each chapter (i.e. each chapter starting with footnote 1); in articles, consecutively throughout. Automatic footnotes may be used. If footnotes are created manually use superscript for numeration or a bracketed number (3). Such footnotes should be typed on separate sheets following the last page of the article or monograph as a separate document. Footnotes should be typed in 12 point. Corresponding references in the text must be clearly marked.

## ILLUSTRATIONS

Photographs, prints, maps etc should be preferably be sent on a memory stick or disk. For quality reproduction a minimum of 300 dpi is required. If this is not possible hard copy may be submitted.

## QUOTATIONS

Use single quotations marks for a simple quotation. Where there is a quotation within a quotation then double quotation marks should be used.

Quotations of approximately more than sixty words (which will eventually be printed in small type) should be indented, typed in 1.5 or double spacing, and have no quotation marks.

When a quotation forms a complete sentence in itself: the full point at the end should appear before the closing quotation mark.

Similarly, when the whole of a sentence or phrase is within curved or square brackets, the point should also appear inside the closing bracket.

## CAPITAL LETTERS

Capitals should be used sparingly. Clarity of meaning and consistency should always be aimed at.

Use initial capitals for parts of recognized geographical/political areas: Northern Ireland, New England, the North; but northern England.

Use initial capitals for recognized historical eras, events: the Industrial Revolution; the First/Second World War.

In book titles use initial capitals for the first and all subsequent important words. Where there is a sub-title, use lower-case after the main title, except for personal names and proper nouns e.g. *A Man of Sorrow: the life, letters and times of the Revd Patrick Brontë*. Note that the Bible, Domesday Book and Hansard are not intalised.

Titles take a capital letter when referring to a specific individual: the King, Prime Minister, Archbishop of York, Vicar of Leeds.

Please leave a space between the initials of proper names (i.e. M. W. Green, not M.W.Green.).

## ITALICS

Words intended to be printed in italics should be formatted as such. If no such formatting is possible then the relevant words should be underlined.

Use italics for: book titles, titles of articles and poems, films, plays, names of newspapers and periodicals, works of art, operas, ballets, ships.

Italics are not used for hotels and public houses. Foreign words in common use e.g. *ibid.*, are not italicised whereas others are e.g. *passim*. When in doubt follow the format indicated in *The Oxford Dictionary for Writers and Editors* (Oxford, 2000).

#### BRACKETS

Use round brackets ( ) where possible.

Use square brackets [ ] for editorial insertions.

#### HYPHENS and DASHES

Use a hyphen - to indicate that the last word of a line has been divided or in a word that requires a hyphen.

Use an en dash – within sentences and number ranges e.g. 1774-1848.

Use an em dash — to indicate missing letters or insertions e.g. Mr Ralph T— or in place of brackets.

#### NUMERALS

In descriptive (i.e., not statistical) matter numbers up to 100 should be in words.

Time, numbers at the beginning of sentences, and approximate numbers should be expressed in words: e.g. He arrived at six forty-five. Two hundred and forty-seven pages were written. The fire destroyed about five thousand books.

For fractions in the text use words: three-quarters, two-thirds etc.

For percentages in the text use 10 per cent. In tabular matter use 10%.

For measurements in the text use, 8 acres, 1kg, 1ft, 3lb – note no full stop is used – but to avoid ambiguity use ‘in.’ for ‘inches’.

Pre-decimal currency should be expressed: £9 14s. 4d. Pre-decimal (post 1971) should be expressed £14.75.

Pagination references: inclusive numbers falling within the same hundred, give the last two figures: 13-15, 44-49, 398-99, 1934-98.

Ages: He was seventy-five. She was 102.

#### DATES

Use the form: 25 June 1978; 25 June; June 1978 (no commas). In footnotes the names of all months except May, June, July should be abbreviated e.g. Oct., Nov., Dec., and given as 24 Jan. 1854.

In citing years, use 1815-16; 1841-42; 1960-61.

References to centuries, decades etc., should be expressed in words: nineteenth century (not 19th century); 1960s (not the 1960's).

#### ABBREVIATIONS

A contracted form of a word ending with the same letter as the full form, including plurals, is not followed by a full stop: e.g., Mr, Mrs, Dr, the Revd, vols, St, Rd, Snr, Jr, – e.g. Edward Baines Jr, whilst other abbreviations take the full stop: e.g.; Esq., vol., p., no.

No full stop is used in between abbreviations consisting of upper-case initials, e.g. DNB, BBC.

#### PRINTED MATERIAL

First mention, use the form, e.g., T. Fenteman, *An Historical Guide to Leeds and its Environs* (Leeds, 1858). If place of publication is other than London, cite before date of publication.

If the work is in two or more volumes, give volume number (in small cap. Roman numerals), followed by the page number. Where a volume number is part of a citation, 'p.' or 'pp.' should be omitted. W. R. Stephens, *The Life and Letters of Walter Farquhar Hook*, 3<sup>rd</sup> edn. II (1879), 190; E. Baines, *History, Directory and Gazetteer of the County of York*, (Leeds, 1823), II, or E. Baines, *History, Directory and Gazetteer of the County of York*, II (Leeds, 1823). However, to avoid confusion if the volume number is Arabic place before the date. P. Mottram, 'John Macduff Derick: a biographical sketch', *Ecclesiology Today*, 32 (2004), 40-52.

Subsequent references to a work should be, for example, to: Fenteman, p. 2. When more than one work by the same author is cited, a shortened form of the title(s) must be used. e.g Fenteman, *Guide to Leeds*. Do not use 'op. cit', 'loc. cit'.

References to an edited work should take the form: (first mention) J. Morgan, 'Demographic Change, 1771-1911', in *A History of Modern Leeds*, ed. by D. Fraser (Manchester, 1980) then Morgan, p. 49; E. Baines, *History, Directory and Gazetteer of the County of York*, II (Leeds, 1823), 267 then Baines, II, 256. Alternatively R. Thoresby, *The Diary of Ralph Thoresby, F.R.S. author of the topography of Leeds (1677-1724)*, ed. by J. Hunter 2 vols (1830), I; then Thoresby, I, 256.

#### PERIODICALS

W. G. Rimmer, 'The Evolution of Leeds to 1700', *P(ublications of the) Th(oresby) (S)ociety*, L (1967), 91-129. Further references, Rimmer, 34; but if another publication by Rimmer has also been used Rimmer, *PThS*, L (1967), 34. 'Wills, Inventories and Bonds of the Manor courts of Temple Newsam, 1612-1701', ed. by G. E. Kirk, *P(ublications of the) Th(oresby) (S)ociety*, XXXIII (1935) 260; Further references, either Kirk, 261 or Kirk, *PThS*, XXXIII, 261; for a monographs published by societies treat as a book: T. Friedman, *Church Architecture in Leeds 1700-1799* (Leeds, 1997).

#### PAGE REFERENCES NUMBERS

Note that we use page references for books e.g., p. 35 and pp. 235-37. We do not use the abbreviation 'p' or 'pp' for journals or multi-volume publications. Hence we use Rimmer, *PThS*, L (1967), 34 or Baines, II, 256.

#### NEWSPAPERS

Use the form: *L(eeds) I(ntelligencer)*, 4 Nov. 1837 for first reference; for subsequent references: *LI*, 4 Nov. 1837

#### UNPUBLISHED THESES AND DISSERTATIONS

Use the form: A. F. Taylor, 'History of the Birmingham School Board, 1870-1903' (unpublished MA thesis, Univ. of Birmingham, 1955) [hereafter Taylor, MA Thesis], p. 86; subsequently: Taylor, MA Thesis, p. 86

#### OFFICIAL PUBLICATIONS

Hansard: 3rd ser. (1832), col. 602. (Note not italicised)

#### MANUSCRIPT MATERIAL

Names of repositories and collections should be given in full in the first instance, with abbreviations indicated for subsequent references e.g. B(ritish) L(ibrary), Add(itional) MSS 2787, f.50; subsequent references: BL, Add, MSS 2787, f.50.

T(he) N(ational) A(rchives), Home Office, HO 42/196: subsequent references: TNA, HO 42/196.

In the case of a collection of documents to which reference is made repeatedly, the first reference should read: e.g. W(est)Y(orkshire) A(rchaeological) S(ociety), Fawkes MSS, DD 161; for subsequent references the form used should be: WYAS, Fawkes MSS, DD 161,

Letters: State name of repository (and collection, if appropriate), followed by names of correspondents and date: John Goodchild Collection (WakefieJd), Aldam MSS, James Cousen to Robert Baker, 18 May 1841.

#### GENERAL

Contributors are asked to retain a copy of their original typescript, incorporating any amendments.

## PROOFS

Authors will receive the first proofs of contributions for checking; they are asked to return these as quickly as possible. All corrections at this stage must be limited to what is essential. The Hon. Editors reserve the right to reject extensive author's corrections, or to charge the author for the cost of implementing them.

All correspondence should be with the Hon. Editors, and under no circumstances must contributors communicate directly with the printers.

## COMPLIMENTARY COPIES

Authors of monographs will receive six complimentary copies. Authors of articles in *Miscellanies* will receive three complimentary copies. Additional copies may be ordered at a special author's price. Further copies of an author's own article may be had electronically from The Editors. These are for private use and cannot be used commercially.

Revised February 2011