

# **Midlands Historical Review:**

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### **1. Information that should be supplied**

#### **a. Bibliography**

Please provide a bibliography off all works cited.

It should be organised as follows:

1. Manuscript and Archival Sources
2. Primary Sources
3. Secondary Sources

Within each section the sources must be alphabetised.

b. [Biography](#)

15-30 words, which include the author's professional affiliation.

c. [Abstract](#)

80-130 words about the article.

d. [Keywords](#)

5-10 keywords about the article.

## 2. [Formatting](#)

Footnotes should be supplied using your word processing software's referencing function ('insert footnote' in Microsoft Word) to ensure they are embedded in the text.

Do not include any comments or track changes, as this will cause confusion.

Use the same standardised font throughout.

## 3. [Style Sheet](#)

a. [Spacing](#)

A single space (not two) should follow full-stops at the end of sentences; a single space should follow commas, colons, and other punctuation marks.

A space should separate each initial of an author or editor's surname.

Example- F. M. Stenton, not F.M. Stenton.

Use the tab bar for paragraph indentations, not the space bar.

b. [Spelling and Proper Nouns](#)

Commonwealth and UK spelling (as given in the Oxford English dictionary) is preferred.

Example- 'Colour' not 'Color'.

Use the native place-name, unless the English form is very well known.

Cyrillic and Greek script names should be Romanized.

### c. [Punctuation](#)

Generally, Punctuation should go outside quotation marks.

No punctuation, other than question marks, should occur at the end of headings or subheadings.

Use single quotation marks. Only use double quotation marks within single quotation marks.

Place ellipses within square brackets to indicate omitted text from a quotation; if the beginning of the sentence is omitted, follow the ellipses with a capital letter; do not use ellipses at the beginning of a quotation or the end, unless there is a specific reason.

Names ending in –s use `s to indicate possession.

Example- Jesus's disciples.

Names ending –es have no s.

Example- Moses' leadership.

The plural of 920 is 920s, not 920's.

Hyphenation is used when the first of two or more words is used adjectively

Example- a tenth-century manuscript.

### d. [Capitalisation](#)

Places, persons, nationalities, days and months are capitalised.

Historical periods are capitalized

Example- Middle Ages.

Unique events and periods are capitalised

Examples- the First World War; the Great Depression.

References to specific parts of a book are capitalised

Example- Chapter 1.

Godwin, Earl of Wessex: after the initial reference that person may be referred to as 'the Earl', with the capital letter. Otherwise 'the earl'.

Seasons of the year are not capitalized.

Example- in summer 2016.

Points of the compass are not capitalised unless they refer to an official name or concept.

Example- 'South Africa' is capitalised, 'southern England' is not.

Capitalization of titles:

Capitalize:

Nouns

Pronouns (except the relative 'that')

Adjectives

Verbs

Adverbs

Subordinate Conjugations

Do not capitalise:

Articles

Possessive determiners

Prepositions

'And', 'but', 'or', and 'nor'

#### e. Quotations

Long quotations (more than 40 words or two lines) should be inserted as block quotations, without quotation marks.

#### f. Numbers

Spell out numbers up to twenty; use numerals for 21+, except when beginning a sentence.

Use Arabic for percentages, but spell out percent.

Example- 59 percent.

Use Roman numerals for monarch titles

Example- Henry VIII.

Inclusive numbers falling within the same hundred should include the last and penultimate numerals.

Examples- 15-17, 201-09, 1939-45.

No comma up to 9999. After 10,000 insert a comma for every third digit.

Example- £660,000,000.

Set dates as 11 August 1994.

Money expressed in pounds, shilling and/or pence should appear as £197 12s. 6d.

In non-statistical contexts show weights and measures in words.

Example- Donald Trump weighs 239 pounds.

In statistical contexts use the appropriate abbreviations; 1 kg, 45 mm, 4 ft etc.

#### g. Italics

Single words or short phrases in a foreign language in italics.

Italicize titles of books and journals.

Do not italicise religious works or individual books within.

Examples- 'the Bible', 'Corinthians 5. 13-15'.

#### h. Abbreviations

Do not use loc. cit. or op. cit.

c. not ca.

b. for birth/born, d. for died.

Avoid starting sentences with abbreviations.

#### i. Referencing

Footnote references should be located in the main text at the end of a sentence. They should be marked with a superscript number.

After the initial footnote abbreviations can be used. The abbreviations must be standardised throughout.

Use initials, not forenames.

In footnotes cite the pages you refer to specifically. Use 'p.' for a single page and 'pp.' for multiple pages.

When referencing manuscripts use 'no' or 'f' to cite a specific item or folio number, and 'nos' or 'ff' to cite multiple ones.

Please see the guide below for more information and referencing examples.

## 4. Referencing Template

### a. Monograph

#### **Bibliography**

Last Name, Initial., *Title* (Town of publication, year of publication).

Example: Bunzl, M., *Real History: Reflections on Historical Practice* (London, 1997).

### **Footnote**

Initial. Last Name, *Title* (Town of publication, year of publication), page number.

Example: M. Bunzl, *Real History: Reflections on Historical Practice* (London, 1997), p. 80.

### **Suggested abbreviation following initial citation**

Bunzl, *Real History*, p. 3.

## **b. [Collections of articles or chapters](#)**

### **Bibliography**

Editor's Last Name, Initial. (ed.), *Title of Collection* (Town of publication, year of publication).

Example: Roberts, G. (ed.), *The History and Narrative Reader* (London & New York, 2001).

Example: Fox-Genovese, E., & Lasch-Quinn, E. (eds.), *Reconstructing History* (New York, 1999).

### **Footnote reference**

Initial. Editor's Last Name (ed.), *Title of Collection* (Town of publication, year of publication), page number.

Example: G. Roberts (ed.), *The History and Narrative Reader* (London & New York, 2001), p. 45.

Example: E. Fox-Genovese, & E. Lasch-Quinn (eds.), *Reconstructing History* (New York, 1999), pp. iii-v.

### **Suggested abbreviation following initial citation**

Roberts, *History and Narrative*, p. 45.

Fox-Genovese & Lasch-Quinn, *Reconstructing History*, pp. iv.

## **c. [Chapters in collections](#)**

### **Bibliography**

Last Name, Initial., 'Title of chapter', in Editor's Last Name, Initial. (ed.), *Title of collection* (Town of publication, year of publication), page numbers of whole chapter.

Example: Sherman, J., 'The Vatican Stanze: functions and decoration', in Holmes, G. (ed.), *Art and Politics in Renaissance Italy: British Academy of Lectures* (Oxford, 1993), pp. 185-240.

### **Footnote reference**

Initial. Last Name, 'Title of chapter', in Initial. Last name (ed.), *Title of collection* (Town of publication, year of publication), page number.

Example: J. Sherman, 'The Vatican Stanze: functions and decoration', in G. Holmes (ed.), *Art and Politics in Renaissance Italy: British Academy of Lectures* (Oxford, 1993), p. 238.

#### **Suggested abbreviation following initial citation**

Sherman, 'Vatican Stanze', p. 222.

#### d. [Journal articles](#)

##### **Bibliography**

Last Name, Initial., 'Title of article', *Title of Journal*, Volume Number (Year of publication), page numbers of whole article.

Example: Bowen, L., 'Revel, Riot and Rebellion: A Sense of Scale', *Cultural and Social History*, 12 (2015), pp. 309-13.

##### **Footnote reference**

Initial. Last Name, 'Title of article', *Title of Journal*, Volume Number (Year of publication), page number.

Example: L. Bowen, 'Revel, Riot and Rebellion: A Sense of Scale', *Cultural and Social History*, 12 (2015), 310-11.

#### **Suggested abbreviation following initial citation**

Bowen, 'Revel, Riot and Rebellion', p. 312.

Benham, 'Law or treaty', pp. 489.

#### e. [Edited or translated work](#)

##### **Bibliography**

Last name, Initial., *Title*, Editor or Translator's Last Name, Initial. (ed./trans.) (Town of publication, year of publication).

Example: Althoff, G., *Family, Friends and Followers: Political and Social Bonds in Medieval Europe*, Carroll, C. (trans.) (Cambridge, 2004).

##### **Footnote reference**

Initial. Last name, *Title*, Initial. Editor and/or Translator's Last Name (trans./ed.) (Town of publication, year of publication), page number.

Example: G. Althoff, *Family, Friends and Followers: Political and Social Bonds in Medieval Europe*, C. Carroll (trans.) (Cambridge, 2004), p. 23.

#### **Suggested abbreviation following initial citation**

Althoff, *Family, Friends and Followers*, pp. 25-27.

f. [Book reviews](#)

**Bibliography**

Reviewer's last name, Initial., 'Review: Title of Work, by Last Name, Initial.', *Title of Journal*, Volume Number (Year), page numbers of whole review.

Example: Hamilton, B., 'The Hidden Tradition in Europe. The Secret History of Medieval Christian Heresy, by Stoyanov, Y.', *Nottingham Medieval Studies*, 40 (1996), pp. 184-86.

**Footnote reference**

Initial. Reviewer's last name, 'Review: Title of work not in italics, by Initial. Last Name', *Title of Journal*, Volume Number (Year), page number.

Example: B. Hamilton, 'The Hidden Tradition in Europe. The Secret History of Medieval Christian Heresy, by Y. Stoyanov', *Nottingham Medieval Studies*, 40 (1996), p. 184.

g. [Web pages](#)

**Bibliography**

Last Name, Initial., 'Title of Web Page', <hyperlinked URL>, accessed date.

Example: Kuenssberg, L., ' Suffrage: The journey towards 50-50', <<http://www.bbc.co.uk/news/uk-politics-42945323>>, accessed 17.02.2018.

No author given: 'Gearing up for rate hike, UK households turn gloomier on finances – survey', <<https://uk.reuters.com/article/uk-britain-economy-households/gearing-up-for-rate-hike-uk-households-turn-gloomier-on-finances-survey-idUKKCN1G303W>>, accessed 19.02.2018.

Footnote reference:

Initial. Last Name., 'Title of Web Page', <hyperlinked URL>, accessed date.

Example: L. Kuenssberg, ' Suffrage: The journey towards 50-50', <<http://www.bbc.co.uk/news/uk-politics-42945323>>, accessed 17.02.2018.

No author given: 'Gearing up for rate hike, UK households turn gloomier on finances – survey', <<https://uk.reuters.com/article/uk-britain-economy-households/gearing-up-for-rate-hike-uk-households-turn-gloomier-on-finances-survey-idUKKCN1G303W>>, accessed 19.02.2018.

h. [Unpublished works](#)

**Bibliography**

Last name, Initial., 'Title' (unpublished bachelor's/master's/doctoral thesis/dissertation, University, Year).

Example: Hale, M., 'A Club and a City: Association Football, The Press and Civic Pride in Cardiff, 1919-1927' (unpublished bachelor's dissertation, Cardiff University, 2015).

### Footnote reference

Initial. Last Name, 'Title' (unpublished bachelor's/master's/doctoral thesis/dissertation, University, Year), page number.

Example: M. Hale, 'A Club and a City: Association Football, The Press and Civic Pride in Cardiff, 1919-1927' (unpublished bachelor's dissertation, Cardiff University, 2015), p. 6.

### i. [Manuscripts](#)

#### Bibliography

Archive Name, Location (Abbreviation): Manuscript Reference: Source Name.

Example: The British Library, London (BL): Additional Manuscripts, No. 11695: The Silos Apocalypse.

#### Footnote Reference

Source Name, Manuscript Reference, Archive Name, Location (Abbreviation), item number or folio number.

Example: The Silos Apocalypse, Additional Manuscripts, No. 11695, British Library, London (BL), ff. 149v-50v.

#### Suggested abbreviation following initial citation

BL Add. MS. 11695, f. 53v.

### j. [Published primary sources](#)

#### Bibliography

Source Author, *Title*, Editor's and/or Translator's Last Name, Initial. (ed./trans.), number of volumes (Town of publication, Year of publication).

Example: Ammianus Marcellinus, *The Later Roman Empire*, Hamilton, W. (ed. & trans.) (London, 1986).

Example: William of Newburgh, *The History of English Affairs*, Walsh, P. G., & Kennedy, M. (eds. & trans.), 2 vols. (Wiltshire and Oxford, 1988-2007).

#### Footnote reference

Source Author, *Title*, Initial. Editor's and/or Translator's Last Name (ed./trans.), number of volumes (Town of publication, Year of publication), volume number, page numbers.

Example: Ammianus Marcellinus, *The Later Roman Empire*, W. Hamilton (ed. & trans.) (London, 1986), p. 207.

Example: William of Newburgh, *The History of English Affairs*, P. G. Walsh, & M. Kennedy, (eds. & trans.), 2 vols. (Wiltshire and Oxford, 1988-2007), vol. 1, pp. 70-72.

#### Suggested abbreviation following initial citation

Ammianus Marcellinus, *The Later Roman Empire*, pp. 113-16.

William of Newburgh, *The History of English Affairs*, pp. 29-31.

#### k. [Primary sources in edited source collections](#)

##### **Bibliography**

Source Title, in Editor's Last Name, Initial. (ed.), *Title of Collection*, number of volumes (Town of Publication, Year of Publication), page numbers of whole source.

Example: Notes of a Meeting of the Heads of Delegations of the Five Great Powers held in M. Pichon's Room at the Quai d'Orsray, Paris, on Saturday, July 26, 1919, at 10:30 a.m.', Woodward, E. L. & Butler, R. (eds.), *Documents on British Foreign Policy 1919-1939: First Series*, 27 vols. (London, 1947-1984), vol. 1, pp. 195-203.

##### **Footnote reference**

Source Title, in Initial. Editor's Last Name (ed.), *Title of Collection* (Town of Publication, Year of Publication), page numbers.

Example: Notes of a Meeting of the Heads of Delegations of the Five Great Powers held in M. Pichon's Room at the Quai d'Orsray, Paris, on Saturday, July 26, 1919, at 10:30 a.m.', E. L. Woodward, & R. Butler (eds.), *Documents on British Foreign Policy 1919-1939: First Series*, 27 vols (London, 1947-1984), vol. 1, pp. 196.

##### **Suggested abbreviation following initial citation**

Meeting in Pichon's Room, 26 July 1919, pp. 197.

#### l. [Sources in calendars and inventories](#)

##### **Bibliography**

Editor's last name, Initials. (ed.), *Title of source* (Town of publication, year).

Example: Green, M.A.E. (ed.), *Calendars of State Papers, Domestic Series 1657-8* (London, 1884).

##### **Footnote styles**

Initials. Editor's last name (ed.), *Title of source* (Town of publication, year).

M.A.E Green (ed.), *Calendars of State Papers, Domestic Series 1657-8* (London, 1884), page numbers.

#### m. [Sources reproduced in internet sourcebooks](#)

##### **Bibliography**

*Sourcebook*: Source title.

Example: *Internet Medieval Sourcebook*: The Laws of Æthelberht, King of Kent, 560-616 A.D.

**Footnote style is the same**

n. [Bible references](#)

**Bibliography**

Book name Chapter number. Verse number.

Example: Genesis 19. 31-32.

**Footnote style is the same**

o. [Radio and TV broadcasts](#)

**Bibliography**

*Show Title*, Channel, Date.

Example: *Dead Man's Ransom*, BBC Radio 4, 21 September 1995.

**Footnote reference is the same**

p. [Films](#)

**Bibliography**

*Film Title* (Dir: Director's Name, Year of Release).

Example: *Twelve Angry Men* (Dir: Sidney Lumet, 1957).

**Footnote reference is the same**

q. [Images](#)

**Bibliography**

The information asked for here may not always be necessary or appropriate. However, please stick to the format as closely as possible.

Artist's Last Name, Initial., *Title*, Year, style, measurements, Location, City.

Example: Dix, O., *Homage to Beauty*, 1922, oil on canvas, 139.5 cm x 120.5 cm, Von-der-Heydt-Museum, Wuppertal.

**Footnote reference**

If you have seen the original: Initial. Artist's Last Name, *Title*, Year, style, measurements, Location, City.

Example- O. Dix, *Homage to Beauty*, 1922, oil on canvas, 139.5 cm x 120.5 cm, Von-der-Heydt-Museum, Wuppertal.

Last edited: 19/02/2018

If you have seen a reproduction please give the reproduction's location: Initial, Editor's Last Name (ed.), *Title of Collection* (Town of Publication, Year of Publication), page or plate number.

Example- C. M. Joachimides, N. Rosenthal, W. Schmied (eds.), *German Art in the Twentieth Century* (London, 1985), Plate 161.