

Guidelines and tips for copy presentation of a Magna article

Please provide copy (text) in Word format. Do not format the copy other than bold, italics and superscript.

Copy

The article flows like the example on the right.

- Title
- Authors and sub-title
- Picture/photo as appropriate, with reference
- Introductory paragraph
- The main copy

Magna house style does not have any sub-headings in the article.

Use one-word space after the end of a sentence and do not add an extra line between paragraphs. Do not add an indent at the start of the paragraph, we do that automatically.

Apart from in quotes, we use italics for publication names and such things like ship names but not title parts such as SS or HMS.

Dates are written, for example, 13 July 1864.

Centuries are spelled out, i.e. twentieth century.

Notes and references - please use superscript numbers (not letters or Roman numerals).

Notes - please list them all at the end of the article (not on each word page), and a full point after each note.

Photographs/illustrations

Please supply all pictures separately.

If you wish to insert pictures into the Word file to show the positions you want the pictures to go, that helps us no end.

Or, you can insert a line saying: Insert picture ABC1234 here and we will do our best to put it as close to that position as we can.

It is the author's responsibility to ensure all images have copyright clearance and to send any details required, as necessary; if in doubt, do not use!

Ensure they are as high a resolution as possible (pictures taken from a website are usually too small to print sharply).

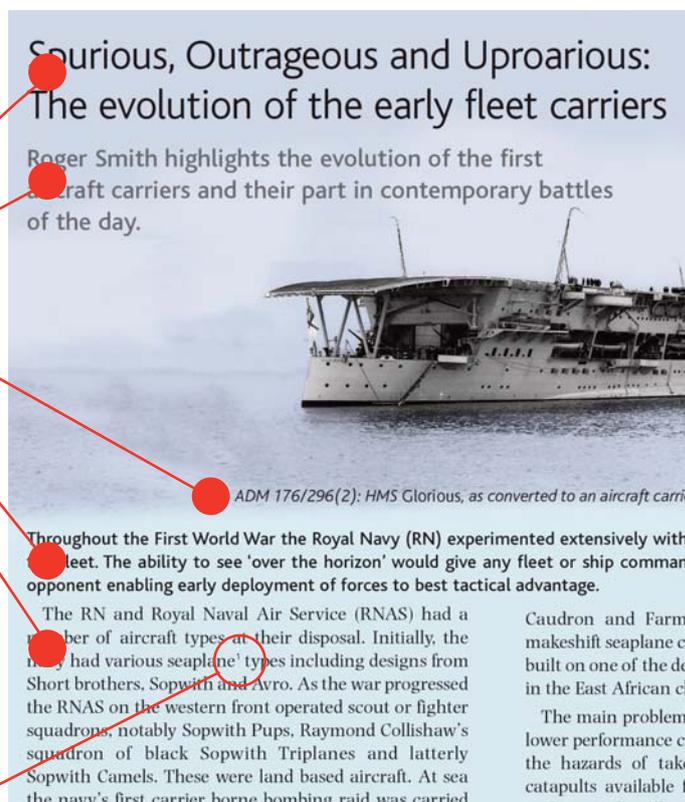
If you are not sure, send them to us as soon as possible and we can advise on resolutions.

Please supply picture in the untouched state, and in the original format and size. Let us do the Photoshop magic for you.

Picture references:

Either title the picture with its full reference or put the full reference in a list at the end of the Word file.

The Archive reference comes first with a colon and space, followed by the title or description and a full point.



Notes

1. DL 34/1/30: In lines 9-10 the clause states the following: 'And if war is made by the Lord King John upon Lord Henry before the month of March next as he has said...'
2. The scholar Edward Perroy highlights this hidden discrepancy in the financial sum originally demanded of £160,000 and the stated expenses for which it was to be spent which would create a surplus that could be used for sending forces to Portugal: *L'Angleterre et la Grand Schisme d'Occident* (Paris, 1933), p.219.
3. John of Gaunt's Will is published in Sydney Armitage-Smith *John of Gaunt* (London, 1904), Appendix I pp. 420-436, see p.422.



For more help or advice, please contact the editor at editor@ftna.org.uk

This list is not exhaustive. If in doubt, please do not hesitate to ask us and we will accommodate wherever we can - although please note, the editor's decision is always final.