



## CONCISE GUIDELINES FOR CONTRIBUTORS TO *MAGNA*, THE MAGAZINE OF THE FRIENDS OF THE NATIONAL ARCHIVES, version 05.5/18.

These guidelines have been compiled to specify the house style rules for *Magna*, the magazine of the Friends of The National Archives (FTNA). Submissions will not be rejected if these guidelines are not adhered to, but it is always recommended that they be closely followed to help us in the proofreading and editorial stages of preparing an article for publication. The following guidelines should be read in conjunction with the accompanying document showing an article example, which can be found on our website on the Editorial page at <https://ftna.org.uk/editorial/>. Article word count should be between 1500 and 3700 words (with notes). If endnotes are used, these should be clearly identified with a superscript number<sup>1</sup> (1,2,3...) in the text, and listed at the end of the article, together with a list of additional reading (bibliography) where appropriate. Do not format notes using *Word* or other software features.

### GENERAL FORMAT

- Submissions, preferably in an A4 size *Word* document, should be sent on disk or via email or Dropbox to the editor: [editor@ftna.org.uk](mailto:editor@ftna.org.uk) or The Editor c/o Friends Coordinator, CEE, The National Archives, Ruskin Avenue, Kew, Surrey, TW9 4DU.
- Text should be in Times New Roman, Calibri or Arial font, 12-point, single line spacing and justified.
- **Only a single space should be inserted after a full stop.**
- All paragraphs should be justified, and no indents are required on the first line.
- **IMPORTANT:** There should be no sub-headings used within the text.
- A single line should be left between paragraphs.
- **Text should be written from an balanced standpoint, in semi-detached tone, and opinion should be supported by evidential source/reference.**
- Any photographic or pictorial images should be of a high resolution. Please seek advice from the editor if you are unsure about this aspect.
- The sole criteria for article content is that it should be based on archival records held at The National Archives (TNA), Kew, or linked to other archives. **All references/evidence should be from mainly primary sources at TNA**, although archival sources from linked archives and secondary references can also be used, where appropriate.
- Images may be submitted in black and white or colour. **IMPORTANT: The obtaining of copyright permission rests solely with the author and not the Editor of the Friends of The National Archives.** Images are accepted on the basis that copyright issues have been resolved and that no infringement shall occur through publication. (See 'Referencing' below.)
- **IMPORTANT:** It is noted in *Magna* magazine that views expressed in *Magna* are those of the authors and not necessarily those of FTNA.

## PARTICULAR POINTS TO NOTE

### Use of italics

- The emphasising of words in the text should be done by using italics, rather than underlining, bold type or uppercase.
- Foreign words (including unassimilated Latin words) in English (except for the names of persons, places or institutions) should be in italics, and any accent shown: *diem clausit extremum, cause célèbre, raison d'être, mañana*.
- Foreign and Latin words which have become accepted English words should not be put in italics, though they should preserve any accent necessary to indicate their pronunciation in English: post-mortem, vice versa, café, cliché, but role (rather than rôle).
- Roman type is now used for some Latin abbreviations such as e.g. and i.e. Italic punctuation should only be used within an italic phrase, but not before or after it.

### Referencing – *Please read this section carefully*

- It is expected that all primary sources used in the article shall be clearly identified using endnotes and identified in the text with a superscript number: CO 956/144; ADM 1014/19.
- There is a strict format for image references. Please note spacings and colon separating TNA reference from detail. All parts of references are italicised, except the name of e.g. a ship, such as:

*ADM 176/283/347663: HMS Furious fitting out on her first conversion as a carrier with just a flying off deck forward.*

Any author's photographs taken of their own record or item, should be acknowledged as (*Photo by author.*). If the record's original source is not owned solely by the author, or is not a record from TNA, then the original source's copyright permission should be sought by the author, and obtained in writing, as necessary.

- **Please note that, images on the internet are NOT necessarily copyright-free just because they are on the internet or shown on an internet website, such as Wikicommons or the Internet Archive.** Authors should establish the exact copyright terms for each image and obtain any permissions necessary to publish. Any acknowledgement acquired should then be provided as part of the reference detail.
- The Editor reserves the right to withhold any images without sufficient copyright permission from any article.
- Secondary sources, books and journals, should be similarly identified in the text and set out in the following manner: Adrian Preston (ed), *In Relief of Gordon* (London, 1967) p. 44; Christopher Kitching, 'A Victorian pioneer in the records: Walter Rye's records and record searching in context', in *Archives*, 33, (2008), no. 119, pp. 126-39.
- An additional reading list (bibliography) should follow the same format, but without page numbers, unless there is a specific need to do so.

### Quotation marks, leaving words out, bullets

- Use single quotation marks for the first quote, and double if a quote sits within a quote: 'It is recommended that you use the "en" dash.' If 'en' had been the

last word in the quotation above, the punctuation should be 'It is recommended that you use "en".'

- Use 3 points, with one space each side when omitting words: 'The ... messenger arrived, and ... met the king ... the next morning.' 'The messenger arrived late that night. ... Next morning ... he had an audience with the king.'
- Bullets should be small plain and round.

### **Dates and numbers**

- Dates should be in the format 12 April, not 12<sup>th</sup> or 12<sup>th</sup>.
- For decades, use 1960s, not 1960's.
- Pairs of dates should be elided to two figures: 1066-67, 1940-45. When stretching centuries, the whole figure must be used: 1039-1149.
- Oblique strokes are used when a single 'year' covers a pair, e.g. 1567/8. This is the convention for showing old and new style years, i.e. January 1567/8 is used when the medieval clerk has dated his document January 1567, which would be shown today as January 1568.
- For centuries, show in words: fifteenth century rather than 15<sup>th</sup> century or 15<sup>th</sup> century. When the century is used adjectivally, a hyphen should be inserted. This is easier when the word is written in full: 'fifteenth-century house' rather than '15<sup>th</sup> century house'.
- Do not mix techniques when stretching dates. Say either 'from 22 to 24 September' or '22-24 September' but not 'from 22-24 September'.
- Numbers from one to ten are written in words, and higher numbers in figures. This can be changed depending on the sentence: 'I would not be in your shoes for a thousand pounds' and 'she inherited £1000'.
- A number which comes first in a sentence or clause should be written as a word, such as 'Thirty men came' not '30 men came'.
- If numbers are used statistically, they should be figures: 'More than 3000 men were killed'.
- A comma is only used for five figure numbers and above: 10,000, 999,901 and 1,874,321.
- There can be mixing: 'four of the children were 12 and eight were 16'.
- Anniversaries tend to look better in words: 'twenty-fifth anniversary'.
- When writing about percentages, use the style '25-30 per cent', rather than '25-30%'. Note that percent is the American version, and so should not be used.

### **Capital letters**

- Avoid too many capital letters; generally speaking, 'the great hall' is better than 'the Great Hall', and the 'king and queen' better than the 'King and Queen'.
- If the noun is prefixed by 'the', indicating something of particular importance in its context, then the noun may have a capital: the Society, the President.
- Titles may cause much difficulty. We shall use lower case unless the rank is associated with a first (given) name, when upper case should be used: the earl of Oxford, but John de Vere, Earl of Oxford.
- Modern royals have a different style, with more capitals: HRH The Duke of Gloucester, the Duke of Gloucester.
- Geographical names are capitalised if part of the title of an area (Western Australia) but not if the description is a general term (southern Scotland).

## Abbreviations

- The general rule is that if the last letter of an abbreviation is also the last letter of the full word, then a full stop is not used: saint is St, colonel is Col, Mr, Mrs, Dr, or ft (feet). If the last letter of an abbreviation is not the last letter of the full word, then a full stop is used: Professor is Prof., Captain is Capt.,. A plural abbreviation ending in –s will not have a full stop: inches are ins, professors are Profs.,.
- For sets of initials in common use, full stops are not inserted: BBC, TNA, A2A, KG. The same applies to degrees: BA, MA, PhD,.
- Less common abbreviations may be used once they have been specified: Empire Marketing Board (EMB); Cucumbers Margins Committee (CMC).
- Spaces are used in: c. 1800, p. 13, pp. 34-36, fig. 21.
- Spaces are not used in: q.v., i.e., e.g., a.m., p.m.
- Spaces are not used in: km, cm, mm, kg, lb, oz, gsm.
- Do not abbreviate metres or miles to ‘m’ to avoid confusion.
- When initials are converted to plural, do not use apostrophes: CDs, PCs, MPs.
- In people’s names, use full stops after initials, but no spaces between the initials. There should be one space between the initials and the surname: H. Wilson, W.S. Churchill, M.K.J. Smith.

## Hyphens

- Where a hyphen is useful, it should be inserted: ‘three one-day events’ as opposed to ‘three one day events’.
- Some hyphens are essential: ‘great-grandson’ which is different to ‘great grandson’, ‘fiftieth year-celebration’ compared to ‘fiftieth-year celebration’.
- Hyphens should appear in numbers up to ninety-nine when written in words, but ‘one hundred and one’, ‘one hundred and twenty-one’.
- Hyphens should always appear in dates used as adjectives: ‘a fifteenth-century house’. Sometimes two hyphens are required: ‘late-fifteenth-century house’.
- Some words, previously hyphenated, are now commonly written as one word: today, weekend, email.

## Titles of books and articles

- Titles of books and works of art should be in italics: *Robinson Crusoe*, *Richard III*.
- If a title includes the word ‘the’, make sure that it is also in italics: *The Mikado*, *The Daughter of Time*.
- TV and radio programmes should be treated as works of art: *Meet the Ancestors*, *Document*, *Thinking Allowed*.
- All-important words in a title should have a capital letter: *The War of the Worlds*, *As You Like It*. Articles however, may have a capital first letter and the remainder in lower case.
- When including titles in the main text, they should be incorporated in as natural a manner as possible. The publication date should be included in round brackets: ‘As mentioned in *Whitaker’s Almanac* (1923) ...’

## Spelling

- We have chosen for example, ‘organise’ rather than ‘organize’, ‘medieval’ rather than ‘mediaeval’.

- Words associated with information technology: online, website, webpage.
- Care is needed to ensure that some PCs do not inflict an American default spelling, such as endeavor' for 'endeavour', 'center' for 'centre'.
- Some compound nouns require an 's' to be added to the first word to make them plural: Lords Lieutenant; Lords Justice; brothers-in-law.

### **Brackets**

- Round brackets are normally used. Square brackets are used by the editor for comment inserted into the text.

### **Quotations**

- Final quotation marks come after a full stop if a complete sentence is thereby enclosed: 'He opened the door.' They come before a full stop or other punctuation if part of a sentence is thereby enclosed: The document is called 'Our Punctuation Policy'.
- The use of long quotations should be limited as far as possible and where used, should not exceed 100 words. Longer quotes should be indented and without quote marks.

### **Apostrophes and contractions**

- Apostrophes come before the –s for a single possessor: Julie's book, the author's signature; but after the –s for multiple possessors: the Archives' address, the Friends' magazine, unless the word is itself in a plural form: the men's clothing, the children's toys.
- Names ending in -s or -ss may have an apostrophe and additional -s: James's; Dickens's. However, an apostrophe alone may be used if this causes difficulties with pronunciation. The editorial preference is not to include the additional -s: Dickens', Watts', Jones'.
- Its is the possessive; it's is a contraction 'it is'.
- Contractions such as can't and won't should not be used.

### **Table and images**

- When an article includes genealogical or other tables it is important that accurate hard copy is provided to ensure accurate replication in the magazine. The final formatting of tables will be undertaken by the editor.
- Images should be submitted separately from the text, with indication of their positioning where this is appropriate, or a separate text-only file provided.

### **Resolving grammatical and punctuation queries**

- In the event of any queries arising regarding grammar or punctuation, the matter shall be resolved in accordance with *New Hart's Rules*, the handbook of style for writers and editors, published by the Oxford University Press.

### **Version 05.5/18. Copyright: Friends of The National Archives.**

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<sup>1</sup> Superscript numbering should be in numbers (1,2,3...) – not letters or Roman numerals. Each endnote should be followed by a full point – not a comma, colon or semi-colon. If reference is made to internet sources, the https:// and full domain address should be given, followed by the date it was last accessed, shown as (Accessed 25 March 2018).