**The Strathmartine Press**

**Guidance notes for authors**

Text must be submitted in its final form and must be prepared in accordance with these guidance notes.

Submissions should be sent to the Honorary Director, The Strathmartine Centre, 2 Kinburn Place, St Andrews, Fife KY16 9DT email office@strathmartinetrust.org

Please send a digital copy of all files: main text, references, captions, index (in Word, saved in doc. NOT doc.x format), all illustrations and tables in final form.

PREPARATION OF TEXT

Font; 12 point Times New Roman

Line spacing; text double-spaced

Alignment; all text must be left aligned (not justified)

Page numbers; number pages in the footer of the document

Do not use the Caps Lock. Capitalisation should be created using the SHIFT key.

Do not indent text except when indicating a long quote or extract from another work.

Do not insert page or section breaks.

Do not use multiple columns; all text should be in a single column throughout.

Do not use headers and footers (except for automatic page numbering in the footer).

Do not use any formatting other than italics, bold, small capitals (for BC and AD and

headings), and superscript (for endnotes only).

Do not include tables, even short tables, in the text. See section on Tables below.

Do not use preset heading styles. Indicate headings as follows:

HEADING LEVEL A left align, BLOCK CAPITALS – not bold

HEADING LEVEL B left align, small caps

*Heading level C* left align, upper and lower case *italics* (capitalise only first

 word)

TABLES

All tables should be submitted in a separate file or files.

Where possible, tables should be submitted in document or PDF format.

Tables can be created using Word’s Table function.

Tables should be numbered sequentially.

ILLUSTRATIONS

Illustrations at publication quality should be submitted along with the text.

Illustrations should be numbered sequentially.

Parts of illustrations should be lettered, not numbered.

Captions should not be incorporated into the artwork, but must be given in a separate

list.

All elements of the artwork and especially text (eg place-names) should be of sufficient quality and size to remain clear and legible after reduction for publication.

A metric scale and north point must appear on every map.

All illustrations should preferably be supplied as TIFFs. JPEGs are also acceptable.

Vector graphics, such as illustrations produced with Adobe Illustrator should be provided as

SVG (Scalable Vector Graphics) files at submission. Files can be saved in SVG format

using Adobe Illustrator.

*Resolution*

Line drawings generated as .eps files are acceptable. Any other files should be saved as greyscale at a minimum of 600dpi (dots per inch), and all halftone images as greyscale at a minimum of 300dpi.

STYLE

*Time periods*

Early Historic, early/later/post-medieval, middle ages, Early Modern, Modern.

Use exact date ranges where possible.

*Archaic letter forms*

In quotations from documentary sources, archaic letter forms should be represented by the phonetic or orthographic modern equivalent.

*Hyphens*
Use in compound adjectives and adverbs eg ninth-century kingship, well-established procedure, also the mid-tenth century, a mid-tenth-century manuscript.
Do not use a hyphen for compounds ending in –ly, (eg clearly explained account, or when the compound follows the noun to which it refers, eg the procedure is well established.
Avoid hyphens in cases such as ‘ill advised’, ‘well known’, ‘much abused’.
Do not break words at the end of a line: the resulting hyphens can cause problems when it comes to formatting text.

*Capitals*
Use minimum capitals for:
titles of chapters, articles, headings, tables etc.
abbot of Armagh; king of Scots; John, bishop of Glasgow.
Do not use capitals in, christian/christianity, middle ages.
Each line of a verse quotation need not begin with a capital.

Use maximum capitals for:
titles of books, tracts, pamphlets, theses and other ‘stand-alone’ works
 Bishop Robert; King David; the River Tay.
Use capitals with common nouns only to specify, or to avoid ambiguity – for example, the distinctions ‘church’ / ‘Church’; ‘the West’ but ‘the west of Scotland’; ‘the Empire’, but ‘the Roman empire’; ‘the Conquest’, but ‘the Norman conquest’. They should be used also in names for stages of languages: Classical Latin, Medieval Latin, Late Latin, Neo-Latin, Vulgar Latin.

*Dates*

Pairs of dates should be condensed to the fewest necessary figures:

1971–2, 1970–5, but 1914–18, 1789–1810

Use ‘AD 413 x 427’ to describe dates between which an historical event is thought to have occurred.

Use ‘AD 413–27’ to describe the duration of an event.

**Correct Incorrect**

20 September 1996 September 20th 1996

1600s, 1660s, 1980s 1600’s, sixteen-sixties, eighties, ’80s

AD 413, 55BC 413 AD, BC 55

*Compass directions*

Do not abbreviate compass orientations (except for longer compounds such as NNE, WSW, etc).

Compass orientations should be written in full for simple orientations (‘to the north’, ‘from the southeast’).

A forward slash indicates alignment or axial orientation, as ‘the building lay on an east/west

alignment’.

*Dimensions and measurements*

Always use metric units: km, m, cm or mm, as follows:

0.2m or 200mm (omitting the space between digit and unit)

Imperial units may be quoted (eg 6ft, 3in) but the metric equivalent should also be provided, in brackets.

Percentages should be given in figures: 53%; 0.8%.

The following abbreviations for dimensions are used:

L length

W width

Diam diameter (do not use D to avoid confusion)

T h thickness

*Italics*

Italicise only what is absolutely necessary.

**Italic Roman (not italic)**

*c* = circa cf

*infra* (preferably use ‘below’) eg

*supra* (preferably use ‘above’) et al

*contra* ibid

newspaper titles (eg the *Guardian*) ie

journals in situ

books locus

plays names of institutions or associations

films pers comm

names of ships

works of art

*Languages and quotations*

Foreign language quotations should be accompanied by a translation and be italicised. Latin, where long adopted into English (eg in situ, et al) need not be italicised. Unadopted phrases should be italicised.

*National Grid References*

Please ensure that National Grid References are given for any archaeological sites or historic buildings which are central to the publication. References should be given as NGR: NO 7180 2052 (not NO71892052).

*Numbers*

Give numbers in full text where fewer than 10, but as numerals for any greater numbers, as follows:

‘five samples from each area’ but ‘126 coins’

Avoid using numbers to begin sentences.

*Place-names*

Follow current editions of the Ordnance Survey. Significant changes or variants should be identified and discussed, as appropriate. Where historical place-names are used, this must be clarified within the text.

*Quotes and quotation marks*

Use single quotation marks throughout, with double “quotation marks” for a quote within a quote.

Quotes within text (fewer than *c* 20 words) should be preceded by a comma.

Long quotations should be displayed without quote marks: indented on each side, with a line space above and below the quote. The quote reference/source should appear in brackets at the end of the quotation, inside the punctuation.

*Spelling*

Please use ‘-ise’ rather than ‘-ize’ forms

REFERENCES

1 For authors using footnotes or endnotes a full or select bibliography should be provided at the end of the work.

It should be noted that if the work is to be published in printed form then either footnotes or endnotes can be used but if the work is to be published as an e-book then only endnotes can be used. If the author desires both forms of publishing then two separate versions of the text must be submitted.

*Footnotes*

Numbers within the text should be given as superscript numbers beginning with 1 at the start of each chapter. When first referring to a book, article or other work please give the reference in full. For a book, also give the author’s or editor’s name as it appears in the title-page. Thereafter, use a shortened form for both title and author/editor. If initial-letter abbreviations or shortened words are used, please give the abbreviated form within square brackets when the work is first cited (eg Alan Orr Anderson, Early Sources for Scottish History, 2 vols (1922, Edinburgh) [ES], i, 212).

Footnotes should be placed at the bottom of each page. Font; 10 point Times New Roman.

*Endnotes*

Numbers within the text should be given as superscript numbers (beginning with 1 at the start of each chapter) and the endnotes themselves given as normal text at the end of each chapter.

Font; 10 point Times New Roman.

When giving the full reference to published books and articles please give the author, date and page number(s).

References to books should contain BOTH the location AND the name of the publisher, as follows:

Armit, I *Celtic Scotland,* (2005*,* London: Batsford), pp 20-30.

Chapters in books as follows:

Spearman, R M ‘The medieval Townscape of Perth’, in Lynch, M, Spearman, M and Stell, G (eds) *The Scottish Medieval Town*, (1988, Edinburgh: John Donald), pp 42-59.

Theses as follows:

Torrie, E P D The Guild in fifteenth century Dunfermline, (1988, unpubl PhD thesis, University of Edinburgh).

All references to journals should include the full journal title, as follows:

Cameron, J K ‘Further information on the life and likeness of George Buchanan’, *Scottish Historical Review* 42, (1963), pp 135-42.

*Documentary sources and maps*

These should always be identified by the full archive number and relevant repository, as follows:

*National Archives of Scotland*

NAS D45/27/45, Dalhouse Muniments. Confirmation of a grant to Jonet Maule of the lands of Grenefurde, 1394.

Maps should also be identified by a full title, as follows:

OS 1878 Ordnance Survey. ‘Argyllshire’, Sheet CIV.12 (1876–7), 1:2500.

2. For authors using the Harvard system of referencing a reference list should be provided at the end of the work and contain only references that have been cited in the text or appendices. Before the text is sent to the Press the author should check that every text reference is accurate, is included in the reference list and that every item listed is included in the text.

Author, date and page numbers should be set within the text eg

(Smith 1997: 47–9)

Multiple citations within the text should be ordered chronologically, not alphabetically, as follows:

(MacDonald 1884; Robertson 1957; Davis 2001)

References to books should contain BOTH the location AND the name of the publisher, as follows:

Armit, I 2005 *Celtic Scotland.* London: Batsford.

Chapters in books as follows:

Spearman, R M 1988 ‘The medieval Townscape of Perth’, in Lynch, M, Spearman, M and Stell, G (eds) *The Scottish Medieval Town*, 42-59. Edinburgh: John Donald.

Theses as follows:

Torrie, E P D 1988 The Guild in fifteenth century Dunfermline, (unpubl PhD thesis, University of Edinburgh).

All references to journals should include the full journal title, as follows:

Cameron, J K 1963 ‘Further information on the life and likeness of George Buchanan’, *Scottish Historical Review* 42, 135-42.

*Documentary sources and maps*

Documentary sources should be included in a separate section, before the References section. These should always be identified by the full archive number and relevant repository, as follows:

*National Archives of Scotland*

NAS D45/27/45, Dalhouse Muniments. Confirmation of a grant to Jonet Maule of the lands of Grenefurde, 1394.

Maps should also be identified by a full title, as follows:

OS 1878 Ordnance Survey. ‘Argyllshire’, Sheet CIV.12 (1876–7), 1:2500.

COPYRIGHT and PERMISSIONS

Copyright for the text will normally remain with the author.

Responsibility for obtaining written permission for the use of all copyright material in the publication and for payment of associated fees lies with the author; appropriate acknowledgement should be given.

INDEXING

Responsiblity for the preparation of an index lies with the author. A ready-for-use index must be supplied simultaneously with the delivery of the full text (in Word, saved in doc. NOT doc.x format).

The index should be generated using the Microsoft XE process. This ensures that whenever changes are made to the text affecting the numbering of the pages (eg by formatting) the page numbers change automatically.

October 2018

**Appendix - Microsoft XE index generation**

The various versions of Word should be compatible with the procedure outlined below.

1. Highlight the item to be included in the index

2. Click on 'Insert'

3. Click on 'Reference'

4. Click on 'Index and tables'

5. Click on 'Mark entry'. The highlighted item will now appear in the 'Main entry' box.

6. Make any changes to the item as it is to appear in the index - eg proper names with Christian name followed by surname will normally have the order reversed.

If there is to be a subentry, eg 'Dundee, City Council', then 'Dundee' is entered into the Main entry box and 'City Council' is entered in the subentry box.

7. Click on 'Mark' or 'Mark All'

8. Continue this procedure to mark any number of items

9. Move the cursor to the end of document and press F9.  The items should now appear in the index arranged in alphabetical order and with page numbers.

10. With each batch of new items, move the cursor to the left side of the existing index, and press F9 again to update index.