

Anglo-Saxon: style-sheet for prospective contributors

All articles should be submitted in English. This journal's range of reference is as specified opposite the title-page: *Anglo-Saxon* is 'devoted to the culture of Anglo-Saxon England, both at home and abroad'; in other words, any matter relating to the Anglo-Saxons is deemed to fall within its purview. Articles submitted will be refereed in a timely manner by two scholars (at least one of whom will be a member of the full editorial team listed opposite the title-page) whose reports (anonymised) will be sent to the author by the relevant Executive Editor. Please submit your article to the one of the Executive Editors who stands nearest to your subject-matter, or, if you prefer, route it via a member of the Editorial Advisory Board. This journal does not publish reviews (other than an occasional review-article of exceptionally important work): review-copies sent will be treated as unsolicited goods.

What follows cannot be a comprehensive guide to the style used in *Anglo-Saxon*, but it seeks to deal with the main questions at adequate length.

GENERAL

I. HEADINGS AND SUBHEADINGS

1. The layout of the first page of each article will be as in volume 1 (2007).
2. Subheadings in articles should respect the hierarchy (i) centred small roman capitals, (ii) italic lower-case type aligned to the left margin.

II. QUOTATIONS

1. Quotations of no more than thirty words in Modern English should be placed within single inverted commas and set continuously with the text. Any larger number should begin on a new line, be set in smaller type and at full measure (*viz, not indented*).
2. Quotations in languages other than Modern English, if of no more than thirty words, should be italicised; if a quotation is longer, the same rule should be followed as for English-language examples. Any quotation from an ancient or mediaeval language should be followed by an English translation placed within single inverted commas.
3. Double inverted commas should be used for quotations within quotations (and for direct speech).

4. All quotations from modern authors should be exact and are therefore exempted from our house-style.
5. When quotations are set in blocks of smaller type, the *preceding* sentence should conclude with a footnote bearing the reference to the source.
6. Please do not cite quotations at second-hand.

III. SPELLING

1. English (rather than American English) usage should be followed.
2. Please also note the following preferences: -ise(d), not -ize(d); acknowledgment/judgment; appendices/indices; archaeology/palaeography; encyclopaedia/mediaeval; aetiology/oecumenical; connexion.

IV. PUNCTUATION, CAPITALISATION, POSSESSIVES

1. Round, not straight, inverted commas should be used.
2. Punctuation should usually stand outside quotation-marks.
3. Superscript numbers for footnotes should *follow* adjacent punctuation.
4. Double inverted commas should be reserved for direct speech or for quotations within quotations.
5. Square brackets should be used *within* round brackets.
6. In abbreviations, no stop should be used after an abbreviation which includes the last letter of the word. (See further under ABBREVIATIONS, VIII below.)
7. Where a dash is required, use only an N-dash (–), not an M-dash (—); leave a single space on either side of the dash.
8. In lists, please place a comma before the final ‘and’ or ‘or’ (the so-called ‘Oxford-comma’).
9. Initial capitalisation should be used as follows:
 - a. with common nouns to specify (or to avoid ambiguity) – for example, the distinctions ‘church’/‘Church’; ‘the West’, but ‘the west of England’; ‘the Empire’, but ‘the Roman empire’; ‘the Continent’, but ‘the European continent’; ‘the Conquest’, but ‘the Norman conquest’;
 - b. in names for stages of languages – Classical Latin, Late Latin, Vulgar Latin, Mediaeval Latin, Neo-Latin, Modern English;
 - c. in names for eras – ‘the Middle Ages’, ‘the Iron-Age’, ‘the Viking-Age’;
 - d. in sequences like ‘King Æthelstan’ (but ‘Æthelstan, king of England’) and ‘the River Severn’.
10. Each line of a verse quotation need not begin with a capital.
11. Do not capitalise ‘viking’, and avoid the generalising formula ‘the vikings’.
12. Hyphens should be used:
 - a. following particles such as ‘mid-’;
 - b. in compounds (close or loose) if not written as a single word.

13. Hyphens should be avoided in cases such as 'ill advised', 'well known', 'much abused'.
14. In cases of hiatus, use a diaeresis over the second vowel: reëducation.
15. All nouns ending in -s should have their possessives in -s's.

V. NUMBERS

1. All numbers smaller than 101 should be in words. But please note 'two hundred', 'one thousand', etc..
2. Percentages should be given in figures: 47%, 0.7%.
3. Note the following series: the twelfth century; a twelfth-century monument; an early twelfth-century monument; the mid-twelfth century; a mid-twelfth-century monument.

VI. DATES

1. Dates should be standardised on the models '2 December, 1042', '2 December', and 'December 1042'.
2. Use of B.C./A.D. formulae should follow the conventions '55 B.C.' and 'A.D. 1014'. If you prefer to use '(B.)C.E.', please place it after the date.
3. Give series of dates thus: (A.D.) 823–5; 942–59; 1017–18. Do not use 'between ... and ...' unless you indeed mean that; use instead 'from ... to ...' or 'date–date' if the whole period is intended; if reference is to an uncertain period within those limits, use 'date×date' (with multiplication-sign, not x).
4. In references to decades, use the formula 860s, not 860's.

VII. ABBREVIATIONS

1. In general, please avoid abbreviations.
2. For 'MS.' (manuscript), see above.
3. For 'Saint(s)' in a title, use 'St' and 'SS.', not 'S.', 'S:r', 'St.', 'Sts'.
4. Do not use (abbreviations for) *circa* (except in dating formulae): use 'about' or 'around' instead.
5. For 'died', 'obit' (etc.), use 'ob.' or '†'.
6. Avoid 'e.g.', 'i.e.'; use 'viz' if necessary.
7. For *ibidem* ('in the same place'), use *ibid.*, but it should refer only to the *immediately preceding* reference.

VIII. MANUSCRIPTS

1. The abbreviation 'MS.' (plural 'MSS') should be used *only* with shelfmarks; otherwise 'manuscript(s)' should be written.
2. First reference to a manuscript should observe the following conventions:

Place, Repository (archive/library/museum), MS. Shelfmark (catalogue-number or previous shelfmark[s] found in scholarly literature); for example – Cambridge, St John's College, MS. 164 (F.27); Oxford, Bodleian Library, MS. Laud misc. 636 (S.C. 1003); or (with change of ownership), New York, The Morgan Library and Museum, MS. M.826 (*olim* Phillipps 36275).

3. When folio-numbers are quoted, 'folio(s)' (unabbreviated) should be used; for page(s), use 'p.' and 'pp.'; for column(s), use 'col.', 'cols'. References to recto and verso of folios should be as follows: 46r, 72v, 102r/v, 247v–321r. Further reference to column and/or line(s) should imitate 46ra4, 46v1–6, 101rb6–121va27, 232ra1–vb6.
4. Manuscripts with names: names should be given after the shelfmark, in brackets, and between single inverted commas (if in Modern English) or in italics (all other circumstances).
5. If it is desired to add a formulaic notice of date after a shelfmark, the following formulae should be used:

saec. x, *saec. x*¹, *saec. x*² (= tenth-century, first half of ..., second half of ...);

saec. x in., *saec. x med.*, *saec. x. ex.* (= first third, middle third, last third);

saec. x ¼ (etc.) (= first quarter [etc.]);

saec. x/xi (= ca 975 × ca 1025);

saec. x–xi (= tenth and eleventh centuries);

saec. viii–xiv (= matter of varying dates within these limits).

IX. TITLES

1. Modern-English titles of primary sources originally in foreign languages or in mediaeval English should be given between single inverted commas and *not* in italics.
2. Titles in foreign languages should respect the capitalisation-usage of the language in question.
3. Titles in Latin should have only the initial letter capitalised (other than proper nouns).

X. WRITTEN PRIMARY SOURCES

The aim of effective specific references to primary literature should be to identify the place in the text so that it can be found in any edition (for example, by giving ancient or mediaeval book- and chapter-numbers; or by giving line-numbers of verse or sentence-numbers of prose; or by referring to a standard bibliographical handbook) and to name the page of the specific edition (and translation) in which you wish the reader to consult it. See below: FOOTNOTES, I.3.

Specific sources

1. 'The Anglo-Saxon Chronicle'

If you are citing a particular version, please refer to that via *The Anglo-Saxon Chronicle. A Collaborative Edition*, volumes III–IX (Cambridge 1983–2008), naming the particular volume, version, and editor, and the particular annal(s).

If you are giving a general reference, then please cite *The Anglo-Saxon Chronicle according to the Several Original Authorities*, ed. & transl. Benjamin Thorpe (2 vols, London 1861), I, which will enable readers to see at a glance the testimonies of all the Old-English texts.

Please also refer readers to *The Anglo-Saxon Chronicle. A Revised Translation*, transl. Dorothy Whitelock *et al.* (London 1961; rev. imp., 1965), which is the most comprehensive and reliable translation available.

2. Charters

Please refer to the number assigned by P.H. Sawyer, *Anglo-Saxon Charters. An Annotated List and Bibliography* (London 1968). If there is an edition published since Sawyer's work – and therefore usually in the British Academy/Royal Historical Society series *Anglo-Saxon Charters* –, please cite that too.

In the body of the article, use the formula 'S.349', but in the footnotes 'Sawyer, *Anglo-Saxon Charters*, no. 349'.

XI. ILLUSTRATIONS

Please consult the relevant Executive Editor at the earliest possible opportunity to discuss how illustrative material should be prepared and submitted. Full copyright-acknowledgment will be necessary where relevant.

XII. REFERENCES

Please ensure that no (bibliographical) references to modern publications are included in the text of your article; all such should occur in footnotes.

FOOTNOTES

I. BIBLIOGRAPHICAL REFERENCES

1. The first reference to a printed publication should give the full bibliographical details required by the house-style. (For examples, see 'BIBLIOGRAPHY', below.)
2. Second and subsequent references (which should remain stable rather than be progressively shortened) should be given by surname of author(s) or editor(s) and the shortest possible title (short titles must always begin at the beginning of the full title), for example:
 Bolton, 'English political refugees', p. 27;
 Cox, 'A Middle-Irish fragment', p. 123;
 Goffart, *The Narrators*, pp. 32–6;
 Ekwall, *Selected Papers*, pp. 167–9;
 Richardson & Sayles, *Law*, pp. 87–94;
 Chadwick & Chadwick, *The Growth*, I.211–12;

The Saxon Genesis, ed. Doane, pp. 42–3;

Die Gesetze, ed. & transl. Liebermann, I.158–9;

English Historical Documents, transl. Whitelock, pp. 14–17;

Venerabilis Baedae Opera Historica, ed. Plummer, II.78;

The Chronicle of Æthelweard, ed. & transl. Campbell, pp. xii–xiii;

Encomium, ed. & transl. Campbell, pp. 12/13.

The full bibliographical details of these publications are given below (under Bibliography, III).

3. Second and subsequent references to primary sources should preferably be cast as follows:
Orkneyinga saga, §66 (ed. Finnbogi Guðmundsson, pp. 149–55; transl. Pálsson & Edwards, pp. 123–7);
Encomium Emmae reginae, II.3 (ed. & transl. Campbell, pp. 18/19).
4. Do not cite individual chapter-titles (as if they were articles) in single-author books.
5. Sequences of numbers should follow these examples: 11–19, but 21–9; 32–56; 241–6, but 413–16; 247–82; 1016–47; I.147–9, 273–81; II.341–407; III.694–701.
6. Cross-references should be given in the submitted article in the form ‘see above/below, pp. \$\$\$–\$\$ (14–15)’, where the bracketed numbers are those of the author’s text; the Managing Editor will ensure that the correct eventual page-numbers are substituted at the final proof-stage.
7. Neo-Latin usage should be severely restricted. *Ibid.* (for *ibidem*), *ob.*, and (in technical dating formulae only) *circa* are acceptable. In exceptional circumstances, *apud* may be used where reference to contribution to a collaborative enterprise cannot be made into an independent bibliographical item.
8. Footnotes should not be internally paragraphed.

BIBLIOGRAPHY

What follows is intended as a series of examples of the style for first citations of books and articles of varying degrees of bibliographical straightforwardness and complexity.

I. BOOKS

1. Give a single author’s name **as it appears on the title-page** (unless it is given there in Neo-Latin form, in which case the vernacular should if possible be restored). For the second of two authors, reduce all given names to initials. If the book has three or more authors/editors, give the first and then add ‘*et al.*’.
2. The title (and subtitle, if any) should be given in full. Place a point between title and subtitle unless there is different punctuation on the title-page.
3. The number of volumes of the complete work and/or the edition (by number) should be stated, with the other publication-details, in round brackets.

4. Only one place of publication should be given, that of the publisher's official address (usually found on the reverse of the title-page). American place-names should always (except New York) be accompanied by the two-letter code for the State or District to which they belong (Chicago, IL; Washington, DC). The place-name given should be that currently in use in the language of the place.
5. Details of unaltered reprints should not be given.
6. If a work was first issued in continuous-pagination fascicles, subsequently to be bound into a volume, give the full date-range, not just the last date.
7. If publication-information is not available, use 'n.p.' = no place or 'n.d.' = no date or both, as appropriate. If missing information can be deduced or discovered, place it in square brackets.
8. Names of publishers are not required.
9. Do not give series-details for books. Therefore, volumes of (for example) Anglo-Saxon Poetic Records, Corpus Christianorum, Íslenzk Fornrit, and Monumenta Germaniae Historica should be cited by their own titles, not series-titles.
10. Names of translators of secondary works are not to be cited.

II. ARTICLES

1. In authors' names, only initials of given names should be stated.
2. In article-titles, only the initial letter and initials of proper nouns should be capitalised.
3. Journal-names should be given in full. Sub-titles should be provided (where they exist) for less familiar journals. A place of publication should be stated if there is more than one journal of the same title. Here are some examples.
Annales: Économies – Sociétés – Civilisations
(Neues) Archiv der Gesellschaft für ältere deutsche Geschichtskunde
Archiv für das Studium der neueren Sprachen und Literaturen
Bulletin Du Cange. Archivum Latinitatis Medii Aevi
Historical Studies (Irish Conference of Historians)
Poetica [Tokyo]
4. Full dates for the whole of the relevant volume of a journal/periodical should be given: do not simply rely on the title-page (which may merely give the date of completion of the volume); notably troublesome are those issued in multi-part volumes over more than a single calendar-year. Only cite a particular part-volume if the pagination reverts to 1 in each new part. Do *not* give dates in the form (1982 [1984])' or ('1982, publ. 1984)' or '(1984 for 1982)': this example would always appear simply as '(1982)'.
5. Where journals are conference-proceedings (*Anglo-Norman Studies; Medieval Dublin*), the year named should always be that of the conference.
6. Where volume-numbers belong to a 'new' (second) or subsequent series, this should always be stated. Commonly cited periodicals of this sort are *History* (Historical Association); *Journal of Theological Studies; Mediaevalia et Humanistica; Review of English Studies*.

7. Where, in first citations of journal-articles, it is also desired to give local page-references, use the style '51–6, at p. 54' at pp. 55–6'; for articles in multi-author books, use the style 'pp. 453–504, at 456–60'.

III. EXAMPLES

1. T. Bolton, 'English political refugees at the court of Sveinn Ástríðarson, king of Denmark (1042–76)', *Mediaeval Scandinavia* 15 (2005) 17–36
2. E.G. Cox, 'A Middle-Irish fragment of Bede's Ecclesiastical History', in *Studies in Language and Literature in Celebration of the Seventieth Birthday of James Morgan Hart, November 2, 1909*, edd. Clark Sutherland Northup *et al.* (New York 1910), pp. 122–78
3. Walter Goffart, *The Narrators of Barbarian History (A.D. 550–800). Jordanes, Gregory of Tours, Bede, and Paul the Deacon* (2nd edn, Notre Dame, IN 2005)
4. Eilert Ekwall, *Selected Papers* (Lund 1963)
5. H.G. Richardson & G.O. Sayles, *Law and Legislation from Æthelberht to Magna Carta* (Edinburgh 1966)
6. H. Munro Chadwick & N.K. Chadwick, *The Growth of Literature* (3 vols, Cambridge 1932–40)
7. *The Saxon Genesis – an Edition of the West Saxon Genesis B and the Old Saxon Vatican Genesis*, ed. A.N. Doane (Madison, WI 1991)
8. *Die Gesetze der Angelsachsen*, ed. & transl. Felix Liebermann (3 vols, Halle a. S. 1898–1916)
9. *English Historical Documents, c. 500–1042*, transl. Dorothy Whitelock (2nd edn, London 1979)
10. *Venerabilis Baedae Opera Historica*, ed. Charles Plummer (2 vols, Oxford 1896)
11. *The Chronicle of Æthelweard*, ed. & transl. A. Campbell (Edinburgh 1962)
12. *Encomium Emmae Reginae*, ed. & transl. Alistair Campbell (London 1949; rev. imp., by S. Keynes, 1998)
13. *Orkneyinga Saga, Legenda de Sancto Magno, Magnúss saga skemmri, Magnúss saga lengri, Helga þáttur ok Ulfs*, ed. Finbogi Guðmundsson (Reykjavík 1965)
14. *Orkneyinga Saga. The History of the Earls of Orkney*, transl. Hermann Pálsson & P. Edwards (Harmondsworth 1978)

IV. UNPUBLISHED DISSERTATIONS FOR UNIVERSITY-DEGREES

1. The format of the following example should serve as a model.
2. Clare Elizabeth Downham, 'Britain and Scandinavian Ireland: the Dynasty of Ívarr and Pan-Insular Politics to 1014' (unpublished Ph.D. dissertation, University of Cambridge 2003)

PROOF-READING

Proofs of each article are prepared from the author's electronic version by the Assistant Editor and e-mailed to the author. Corrections may then be e-mailed to the Managing Editor.

PUBLICATION

When the volume is issued, each author will receive 50 offprints gratis from the publisher.

M.A. IN CELTIC STUDIES

University of Aberdeen

The M.A. in Celtic Studies at Aberdeen is a four-year undergraduate programme. During the first two years of the degree, students take courses in Celtic Civilisation which provide an understanding of the ancient, mediaeval, and modern cultures of the Celtic-speaking peoples based on the study of primary sources in translation and on secondary literature written in English. Alongside Celtic Civilisation, students can learn Modern Scottish Gaelic or choose from a wide range of other subjects taught at the university. In years three and four of the Celtic Studies degree, various courses are offered on Celtic languages, history, and culture. Languages which can be studied include modern and mediaeval Gaelic, Irish and Welsh. There is a lively Student Celtic Society, and fieldtrips are organised to local sites of interest. Recent graduates of Celtic Studies have gone on to pursue careers in academia, archaeology, the civil service, education, heritage-management, libraries, and museums. For further information, please see our website:

<http://www.aberdeen.ac.uk/celtic/>

M.LITT. / DIPLOMA IN CELTIC STUDIES

University of Aberdeen

The University of Aberdeen is an excellent base from which to explore the languages, landscape, and heritage of Scotland. The University, founded in 1495, is situated near ancient Pictish monuments, medieval castles, and a living tradition of storytelling and music. The Diploma in Celtic Studies consists of nine months of taught courses, and the M.Litt. is a one-year degree consisting of taught courses and a 15,000-word research-project. The programme offers expert training in a wide range of topics including a choice of mediaeval and modern Celtic languages, literature, and history. Students choose from skills-based and thematic courses before selecting a specific area of interest for more intensive study and individual tuition. For a full list of courses and application-details, please see our websites (below) or contact Dr Clare Downham: c.downham@abdn.ac.uk

<http://www.abdn.ac.uk/celtic/celticmlitt.hti>

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The University of Aberdeen is one of Scotland's ancient universities, with more than five hundred years of experience in delivering excellence in teaching and research. The Diploma in Medieval Studies consists of nine months of taught courses, and the M.Litt. is a one-year degree consisting of taught courses and a 15,000-word research-project. Both programmes are designed around the large number of academic staff researching medieval subjects across a wide range of disciplines (Archaeology, Celtic, Divinity, English, French, History, History of Art, Irish-Scottish Studies, and Scandinavian Studies). Students receive individualised tuition suited to their particular interests and can choose from a broad range of courses to study research-methods, skills (including languages and palaeography), and elective courses on particular topics. Students also have the opportunity to handle medieval sources in the University Library and the University's Marischal Museum. The Diploma and M.Litt. are designed to appeal to anyone interested in learning more about the Middle Ages in an interdisciplinary learning environment. For a full list of courses and application details, please see our websites (below) or contact Dr Clare Downham: c.downham@abdn.ac.uk

<http://www.abdn.ac.uk/history/medieval/index.shtml>

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As one of Scotland's most northerly universities, Aberdeen has a long history of links with Scandinavia. A one-year taught M.Litt. degree (or two years part-time) in Scandinavian Studies is starting in September 2007. The M.Litt. will appeal to students interested in the archaeology, history, language, and culture of Scandinavia, and particularly to those who wish to gain an interdisciplinary insight into this field of research. The programme offers training and thematic courses as well as specialist supervision for a 15,000-word dissertation of the student's own choice. For more information and application details, please see our websites (below) or contact Professor Stefan Brink: s.brink@abdn.ac.uk

<http://www.abdn.ac.uk/sras/postgraduate/apply.shtml>

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