

TRANSACTIONS OF THE MONUMENTAL BRASS SOCIETY

Notes for Contributors

1. Presentation of Copy

1.1 Texts submitted should be ready for publication. Contributors are requested to submit their text either in electronic form, with a printout, or in typescript. Pages should be numbered.

1.2 The editor would appreciate an indication of the approximate number of words in the text. Articles should not normally exceed 8500 words. Requests to exceed this should be sent to the Hon. Editor for consideration by the Editorial Committee before the submission of the final text. Obituaries should not normally exceed 2000 words. Book reviews should not be more than 1500 words long, if the publication is devoted to brasses or incised slabs, or 1000 words, if it is on a related topic.

1.3 Contributors should submit an abstract, of no more than 250 words, suitable for publication at the beginning of the article. For studies relating to non-English brasses an abstract in the relevant language will be published and it would be appreciated if contributors could provide this as well.

1.4 The article should be submitted on A4 paper, using one side of the sheet, leaving generous margins. All text, quotations and footnotes should be double-spaced. The first line of each paragraph (except the first) should be indented, and the space between paragraphs should be the normal double-spacing. Short quotations (under about sixty words) printed in the text should appear in single inverted commas. Longer quotations should be presented as separate paragraphs, indented throughout and without inverted commas.

1.5 Contributors are asked *not* to justify right-hand margins.

1.6 Subheadings should be in italic ranged left.

1.7 After full points, please leave a single space.

2. Style

2.1 *Spelling* should follow the *Oxford English Dictionary* (the first relevant entry if there is a choice of spellings). Please follow English (as opposed to American) conventions.

2.2 *Dates* should be given in the form 25 October 1415; the 1410s. Centuries should be spelled out in the text: e.g. fifteenth century (adjectival form, fifteenth-century, mid-fifteenth-century) but may be abbreviated in footnotes to 15th(-)century. 'Circa' should

be abbreviated to *c.*, and ‘died’ to *d.* (rather than *ob.*) with a space before the date. When referring to a period of time in a narrative context, use the form ‘from 1413 to 1422’.

2.3 *Numbers* should be in words up to one hundred, when they form part of a narrative; those above are given as numerals. Numerals should be used for statistical information, including volume, part, chapter and page numbers, dates of reigns, money and measurements.

2.4 *Measurements* should be given in imperial form, except in codicological, archaeological or other scientific contexts. Dimensions of brasses should be given in millimetres, with the vertical measurement first (e.g. effigy, 648 x 210 mm; inscription, 89 x 622 mm).

2.5 *Currency* should be expressed as £13. 6s. 8d.

2.6 *Percentages* should be given as 36 per cent (36% in footnotes).

2.7 *Capitals* should be used with restraint; in doubtful instances, it is usually best not to capitalize. However, they should be used for nationalities, the titles of laws, plans, treaties, and for personal titles such as Archbishop Arundel, King Edward the Confessor; but lower case for points of the compass (except when abbreviated) and for rivers.

2.8 *Abbreviations* should be used with full stops when the contracted form of the word ends with the same letter as the full form (St., Dr., vols.). MS, as well as MSS, does not take a full stop, nor do metric measurements.

2.9 References to Mill Stephenson or the *County Series* should be given without a space before the number, e.g. M.S.I, LSW.CCXLIII, LSW.259.

2.10 *Latin and other foreign expressions* should go in italics. Of the common Latin abbreviations, *ibid.*, *idem* (and *eadem*), *op. cit.* and *sic* are italicised, but *cf.* *e.g.* *etc.*, *i.e.*, *q.v.* and *vs.* go in roman.

2.11 *Place-names* should be given with the county afterwards, separated by a comma, e.g. Elsing, Norfolk. Please remember that the MBS uses the pre-1974 counties.

2.12 *Foreign place-names* should be given in the form current locally, unless there is a recognised English version (e.g. Antwerp, not Antwerpen; Cracow, not Kraków; Florence, not Firenze). Archaic English forms (e.g. Frankfort or Leipsic) should be avoided. For places in Eastern Europe which have changed names in the twentieth century, the pre-war, historic forms should normally be used (e.g. Danzig, not Gdansk; Marienburg, not Malbork; Teschen, not Tecin or Cieszyn). However, the modern form should be given at the first citation. The editor looks forward to news of brasses or incised slabs in Pressburg/Pozsony/Bratislava.

3. Footnotes

3.1 These should be indicated by a superscript in the text preferably at the end of a sentence, and following the punctuation mark. They should be numbered consecutively and typed on separate sheets of paper in double spacing at the end of the text. They should end with a full stop.

3.2 Works cited should be included in the footnotes, with a full reference for the first citation. The following standard abbreviations will be used:

BL	British Library
BnF	Bibliothèque Nationale de France
IRPA-KIK	Institut royal du Patrimoine artistique / Koninklijk Instituut voor het Kunstpatrimonium
<i>ODNB</i>	<i>Oxford Dictionary of National Biography</i>
<i>OED</i>	<i>Oxford English Dictionary</i>
<i>MBS Bulletin</i>	<i>Bulletin of the Monumental Brass Society</i>
<i>MBS Portfolio</i>	<i>Portfolio of the Monumental Brass Society</i>
<i>MBS Trans.</i>	<i>Transactions of the Monumental Brass Society</i>
TNA: HMC	The National Archives: Historical Manuscripts Commission
TNA: HMSO	The National Archives: Her Majesty's Stationery Office
TNA: PRO	The National Archives: Public Record Office
RCHM	Royal Commission on Historical Monuments (England)
VCH	Victoria County History

3.3 For subsequent references to a work already cited in a footnote, it is preferable to use the shortest intelligible form, normally author's name and/or abbreviated title. For a consecutive footnote, *ibid.* may be used provided there is no ambiguity.

3.4 Authors' Christian names should be cited as initials only, unless there is a possibility of confusion with another author.

4. Footnotes: Primary Sources

4.1 MS sources should be cited as follows:

Cambridge, Corpus Christi College, MS 188, p. 283, line 7.
 Cambridge, Sidney Sussex College, MS 94, f. 57 (or ff. 57-83v).
 TNA: PRO, E101/267/39, m. 44 (or mm. 44-47d).

4.2 If appropriate, a note may be given after the first MS citation that all subsequent references come from the same repository. Subsequent citations may then use the shelf mark only: e.g. CCC 188.

4.3 Published primary sources should be cited as follows:

The Chorography of Suffolk, ed. D.N.J. MacCulloch, Suffolk Record Soc., 19 (Ipswich, 1976).

4.4 For guidance as to the correct citation of Public Record Office documents see The National Archives General Information Leaflet 25 (also available online). Calendars of Public Record Office documents should be cited as follows after the initial full reference:

Cal. Chart. R.	Calendar of the Charter Rolls
Cal. Chanc. Wts	Calendar of Chancery Warrants
Cal. Close R.	Calendar of the Close Rolls
Cal. Fine R.	Calendar of the Fine Rolls
Cal. Inq. Misc.	Calendar of Inquisitions Miscellaneous
Cal. Inq. p.m.	Calendar of Inquisitions post mortem
Cal. Inq. p.m. Hen. VII	Calendar of Inquisitions post mortem, Henry VII
Cal. Lib. R.	Calendar of the Liberate Rolls
Cal. Papal Pets.	Calendar of Papal Registers: Petitions to the Pope
Cal. Papal Reg.	Calendar of Papal Registers: Papal Letters
Cal. Pat. R.	Calendar of the Patent Rolls
Cal. S.P. Dom.	Calendar of State Papers, Domestic Series
Cal. S.P. For.	Calendar of State Papers, Foreign Series
Cat. Anct. D.	Descriptive Catalogue of Ancient Deeds
Close R. Hen. III	Close Rolls of the Reign of Henry III
Cur. Reg. R.	Curia Regis Rolls
Feud. Aids	Inquisitions and Assessments relating to Feudal Aids

4.5 *Biblical references.* Quote the book title as an unabbreviated word in roman. Put both the chapter and verse in arabic numerals with a full stop but no space between: John 15.1.

5. Footnotes: Secondary Sources

5.1 Published secondary sources should be cited as follows:

P. Heseltine, *Modern Signed Brasses* (Godmanchester, 1996).

M. Norris, *Monumental Brasses: The Memorials*, 2 vols. (London, 1977).

R. Greenwood and M. Norris, *The Brasses of Norfolk Churches* (Holt, Norfolk, 1979).

M. Christy, W.W. Porteous and E.B. Smith, *The Monumental Brasses of Essex*, Pt. 2 (London, 1951).

J. Coales ed., *The Earliest English Brasses* (London, 1987).

J.R. Greenwood, 'Wills and Brasses: Some Conclusions from a Norfolk Study', in *Monumental Brasses as Art and History*, ed. J. Bertram (Stroud, 1996), pp. 82-102.

H.K. Cameron, 'Technical Aspects of Medieval Monumental Brasses', *Archaeological Jnl*, CXXXI (1974), pp. 215-37.

VCH, *Huntingdonshire*, III (London, 1936), pp. 198-203.

Reports from the Lords Committees Touching the Dignity of a Peer of the Realm, 5 vols. (London, 1829), IV, pp. 688-94.

Note that journals are numbered in Roman and series in Arabic. As an exception to this rule, the *Bulletin* is numbered in Arabic. Volume numbers should be in capital Roman.

5.2 Journal titles should only be abbreviated if they are likely to be familiar to the generality of readers; in other cases, titles should be given in full. The following standard abbreviations will be used:

<i>Jnl</i>	<i>Journal</i>
<i>Soc.</i>	<i>Society</i>
<i>Trans.</i>	<i>Transactions</i>

5.3 *Capitalization*. In title references, the initial letters of the first word and all subsequent principal words (excluding prepositions, articles, conjunctions and possessive adjectives) are capitalized. Note that different rules apply for foreign titles.

5.4 *Citation of internet sources*. In general, avoid citing potentially transitory websites. Where necessary, give the date of consultation, as well as the URL.

6. Illustrations

6.1 Authors will be responsible for providing all photographs and illustrative material. All material for illustration must be submitted at the same time as the typescript, and authors are therefore reminded to start making the necessary arrangements as soon as possible. For line drawings, provide a clear original in black ink on white paper; for half-tone illustrations, a glossy black and white print.

6.2 Scale drawings are an excellent method of illustrating indents of lost brasses. The following conventions are recommended: legible indent outlines to be indicated by a solid line; conjectural outlines by a broken line; empty rivet holes by a circle; lead plugs by a blacked-in circle; brass rivets by a dot within a circle; cement patches shaded; patches or inserts of stone stippled. A scale of one metre should appear on each drawing.

6.3 Digital images should be supplied at a minimum of 300 dpi.

6.4 Authors must undertake to secure permission to reproduce photographs and, if necessary, must pay the fees for such reproductions.

6.5 References to illustrations should be given in round brackets in the text, e.g. (Fig. 1).

6.6 Indicate clearly on the back of each illustration author's surname and figure number (soft pencil, not ball-point).

6.7 A copy of the complete list of captions, with simple and concise references, should also accompany the illustrations:

7. Offprints

7.1 Each contributor will receive three copies of the issue of *Transactions* in which his or her article is published and will also be supplied with a PDF file to facilitate the production of offprints.

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