



Monumental Brass Society

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Notes for Contributors

1. Presentation of copy

- 1.1 Texts submitted should be ready for publication. Contributors are requested to submit their text in electronic form, preferably with a hard copy by post. Pages should be numbered in the bottom right-hand corner.
- 1.2 The word length should be given. Articles should not normally exceed 8,500 words. Requests to exceed this should be sent to the Hon. Editor for consideration before the submission of the final text. Book reviews should not be more than 1,500 words long, if the publication is devoted to brasses or incised slabs, or 1,000 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 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 should *not* justify right-hand margins.
- 1.6 Subheadings should be in lower case and 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'.

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- 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, but lower case for points of the compass (except when abbreviated) and for rivers. Use lower case for institutions, governments, departments such as the king's bench, chancery, the crown, parliament; but use upper case to avoid ambiguities or where convention insists: the Lords, the Commons, the Church; and when titles immediately preface names Pope John, Bishop Lacy, King Henry, Duke Edmund, Viscount Beaumont, Cardinal Beaufort, Archbishop Stafford, John, Lord Tiptoft. Use lower case for titular offices: the pope, the king, the bishop.
- 2.8 *Abbreviations* should be used with full stops *only* when the contracted form of the word *does not* end with the same letter as the full form (ed., vol., fig.). MS, as well as MSS, does not take a full stop, nor do metric measurements, Dr or St or well-known institutions: BL, BM, BNF, TNA, VCH.
- 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 be 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 Krakow; 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.

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 double spaced as end notes 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
Bodl.	Bodleian Library, Oxford
HMSO	Her Majesty's Stationery Office
HMC	Historical Manuscripts Commission
IRPA-KIK	Institut royal du Patrimoine artistique/Koninklijk Instituut voor het Kunstpatrimonium

ODNB	Oxford Dictionary of National Biography
OED	Oxford English Dictionary
MBS Bulletin	Bulletin of the Monumental Brass Society
MBS Portfolio	Portfolio of the Monumental Brass Society
MBS Trans	Transactions of the Monumental Brass Society
ROHM	Royal Commission on Historical Monuments (England)
TNA	The National Archives
VCH	Victoria County History

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

3.4 Authors' forenames should be cited as initials only (with a space between the initial and the surname) unless there is a possibility of confusion with another author. When an author has multiple forenames the space should be between the final initial and the surname; there should not be spaces between the other initials.

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 If. 57-83v).

TNA: E1017267/39, 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 with the title before the editor as follows:

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

Authored works:

Adam of Dryburgh: Six Christmas Sermons, trans. M.J. Hamilton, Annaletta Cartusiana, 16 (Salzburg, 1974).

4.4 For guidance as to the correct citation of Public Record Office documents see www.nationalarchives.gov.uk/help-with-your-research/citing-records-national-archives/#section1. Calendars of Public Record Office documents should be cited as follows:

<i>CChR. CChW</i>	Calendar of the Charter Rolls
<i>CCR CFR CIM</i>	Calendar of Chancery Warrants
<i>CIPM</i>	Calendar of the Close Rolls
<i>CIPM Hen. VII</i>	Calendar of the Fine Rolls
<i>CLR CPP CPL</i>	Calendar of Inquisitions Miscellaneous
<i>CPR CSPD</i>	Calendar of Inquisitions post mortem
<i>CSPF CAD</i>	Calendar of Inquisitions post mortem, Henry VII
<i>CRR</i>	Calendar of the Liberate Rolls
	Calendar of Papal Registers: Petitions to the Pope
	Calendar of Papal Registers: Papal Letters
	Calendar of the Patent Rolls
	Calendar of State Papers, Domestic Series
	Calendar of State Papers, Foreign Series
	Descriptive Catalogue of Ancient Deeds
	Curia Regis Rolls
	Inquisitions and Assessments relating to Feudal Aids

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 them: John 15.1.

5. Footnotes: Secondary Sources

5.1 Published secondary sources should be cited as follows:

Single author books:

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

M. Norris, *Monumental Brasses: The Memorials*, 2 vols, (London, 1977), I, p. 92.

Multiple author books:

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

Collections of essays:

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

Single essays in collections:

J.R. Greenwood, 'Wills and Brasses: Some Conclusions from a Norfolk Study⁵, in *Monumental Brasses as Art and History*, ed. J. Bertram (Stroud, 1996), pp. 82-102.

Articles in journals:

H.K. Cameron, 'Technical Aspects of Medieval Monumental Brasses', *Archaeological Journal*, 131 (1974), pp. 215-37.

Note that journal volumes should be given in Arabic numerals.

Theses:

J. Bloggs, 'Henry VIP (unpub. Ph. D. thesis, University of Poppleton, 2012). Second citation: Bloggs, 'Henry VIP, pp. 66-87.

Common abbreviated works:

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.

ODNB, please cite as follows:

R.V. Turner, 'Coutances, Walter de (d. 1207)', *ODNB*, online edn, ref:odnb/ followed by the article number with the date accessed.

Subsequent citations should be shortened: Turner, 'Coutances, Walter⁵ (*ODNB*).

Multiple volume works:

The total number of volumes should be given in Arabic numerals (e.g. 6 vols.) after the title and the specific volume number after the date of publication in capital Roman numerals (e.g. PV (p. 212). In both cases they should be followed by a comma.

As an exception to this rule, the *Bulletin* is numbered in Arabic.

5.2 Journal titles should be given in full the first time they are cited. Subsequent references to them should use either the journal's initials (EHR for the *English Historical Review*, JBAA for the *Journal of the British Archaeological Association*) for familiar journals or an abbreviated form for less familiar journals. When using initials please put them in parentheses immediately after the title the first time it is cited (e.g. *Journal of Ecclesiastical History* (JEH), 61 (2010), pp. 21-38.

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. 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, with a minimum of 300 dpi.
- 6.4 Authors must undertake to secure permission to reproduce photographs in both print and digital form and, if necessary, pay the fees for such reproductions. Please seek guidance from the editor about possible sources of funding to meet these costs.
- 6.5 References to illustrations should be given in round brackets in the text, e.g. (Fig. 1).
- 6.7 Captions should be supplied for all illustrations in the form of a separate file accompanying the text. They should be clear and concise and contain all necessary acknowledgements in the form required by the supplier.
- 6.8 Authors are reminded that it is difficult to ensure illustrations are adjacent to the relevant discussion when several are placed close together in the text, especially where there are lengthy footnotes. It would help the editor greatly if illustrations could be spaced as widely as possible and footnotes kept to a reasonable length.

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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