

NOTES FOR THE GUIDANCE OF CONTRIBUTORS TO THE TRANSACTIONS OF THE THOROTON SOCIETY OF NOTTINGHAMSHIRE (from Vol. 126 (2022) forward)

A. GENERAL INFORMATION

Papers or reports should have a clear focus on the history and archaeology of Nottinghamshire. These should incorporate the results of original research and should be presented so as to be intelligible to readers with only a reasonable knowledge of the subject, place, or period.

Please submit papers and reports to the appropriate editor (email addresses below). The editors welcome advanced notice of papers or reports in preparation either for the current volume or aimed at future volumes. We are happy to discuss your publication plans, offer editorial advice, and to comment on early drafts.

Publication Grants

Authors of archaeological reports should themselves investigate the possibility of obtaining a grant towards the cost of publication prior to submission of the report. The editors will be pleased to assist with information on the likely costs of producing a paper. Authors of archaeological papers without publication grants attached should consider an early submission in order that the Archaeology editor may consider applying to the East Midlands CBA for a subvention [papers must be with the CBA by end September for consideration].

Copyright Permissions

Authors are responsible for obtaining third-party copyright permission for the use of illustrations and prose or poetry extracts, and for paying any reproduction or copyright fees. Permission should be sought to reproduce illustrations and text in electronic form as well as in conventional print. Copyright in the UK extends over the life of the author and seventy years from the end of the year in which the author dies. Different rules apply in other countries.

Most copyright holders will treat requests for reproduction in an academic journal or not-for-profit publication differently from reproduction in a commercial publication. If you are asked to clarify the Journal's status and print run it is a peer-reviewed academic journal with a print run of >500 copies.

B. MANUSCRIPT SUBMISSION

Length

Papers should ideally be of about 6,000-7,000 words in length (excluding endnotes). A justification for submissions over 7000 words should be offered and even then should not normally exceed 10,000 words (excluding footnotes). 'Shorter reports' should be of 1,500-2,000 words. Notices for 'Archaeology in Nottinghamshire' should usually be of 200-1,000 words (see below for further details). A typical page of the Transactions contains approximately 800 words.

Deadlines and format

Manuscript copies must be with the editors by the **end of September** for publication in the following spring.

Submissions should follow the editorial conventions of the journal as laid out below and should adhere, wherever possible, to the word limit.

1. Your text should be submitted as a Microsoft Word document (.doc or .docx format).
2. Tables, figures, and plates should be included as separate files and not embedded in the text.
3. Copy must be typed one and a half-spaced and single-sided with standard margins.
4. Pages should be numbered serially throughout.
5. For illustrations see F. below.
6. Please indicate in the text of the article where the appropriate table, figure or plate should be inserted (as in 'Table 1 near here', 'Plate 2 at this point').

The manuscript and its components should be sent to the relevant editor via email as attachments. Where submission by email is impractical (due to the size or nature of the files), contributors should use a large file transfer provider (e.g. Dropbox, WeTransfer MailBigFiles).

Editing

The editors reserve the right to correct minor errors, and to amend phrasing as they consider necessary without prior consultation. Major queries of facts or opinion will be referred back to the author for comment. All papers will be circulated for comment to appropriate members of the Society's Publications Committee and also to outside referees as considered necessary. Final decisions on acceptance or referral are made at the Committee's meeting at the end of November.

Proofs

Page proofs will be submitted to the author, usually by the end of February, and must be corrected and returned by return of post to the appropriate editor. No substantive alterations to the text can be made at this stage.

At proof stage, all authors must provide a brief description of themselves (not exceeding thirty words) for publication in the 'Notes on Contributors'.

Offprints

A PDF of the final published article will be supplied to all contributors from which they can print off their own copies. Twelve off-prints are supplied to Archaeology contributors where the costs of publication have been supported by a subvention.

C. PREPARING YOUR TEXT

Headings

Weighting of headings should be as follows:

Main Paper Heading in large capitals

Main Headings (e.g. **INTRODUCTION**)

First Subsection Heading

Second Subsection Heading

Minor Subsection Heading

LARGE CAPITALS

BOLD CAPITALS

Bold Upper and Lower Case

Bold italics

Italics

Titles

Titles of papers should convey some idea of the subject matter, place, and period covered so as to be evident when listed in footnotes or bibliographies. All archaeological reports should include the county name after the place-name.

Referencing

Please note that:

1. Historical contributions should use endnotes following bibliographical conventions (see D. below)
2. Archaeological contributions should use the Harvard reference system (see E. below).

Dating

Historical dates should appear as e.g. 15 August 1763, 19th century, the 1670s, c.1730, 1844-45 (note punctuation). Dates prior to and including the 6th century AD should appear as e.g. 2nd century BC, 3rd century AD, AD 233. Note also the use of the adjectival hyphen in relation to dates: i.e. 'a pot of the seventeenth century' but 'a seventeenth-century pot'.

Where quoting original documents for dates up to and including 1751, dates from 1 January to 24 March inclusive should appear as e.g. 14 February 1702/3. Note that, for example, 24 March 1675/6, is followed by 25 March 1676.

Radiocarbon dates should be expressed as cal BC/AD or uncal BC/AD as appropriate.

Numbers

Numbers from one to one hundred should be spelt out and from 101 onwards expressed in figures (except in measurements - see below). Money should appear as e.g. 10s 6d, £2,100. Money should be expressed in the currency of the period and not converted into decimal. Measurements should normally be metric in Archaeology papers and imperial in History papers. They should appear as e.g. 5m, 1.5m, 50cm, 10mm, 5kg, 0.2g, 5in, 6ft, 10lb. Please spell out distances, as in twenty-five miles, six and a half miles etc.

Numeric ranges

1-9, 10-17, 104-9, 112-15, 123-5, 241-63, 349-412 (i.e. only repeat numbers when different, and for the teens. In the case of dates, repeat decade numbers, e.g. 410-15, 1066-1314. Use en-rules to denote numeric ranges.

Capitals

Capitals should be used sparingly but consistently. When in doubt use lower case letters. Capitals should be used for e.g. King Henry VIII, the Duke of Newcastle, Sir John Byron, Newstead Priory, *The White Hart*, Broxtowe Hundred, the Poor Law Board, Anglo-Saxon, Cistercian Ware, Bronze Age, but not for 'the king' or for kings, dukes, etc. in general. Note also '18th century', 'north Nottinghamshire' and 'east Midlands'.

Italics

Words to be printed in italics should be typed in italics on the submitted script. Italics should be used for titles of printed books, newspapers and periodicals (e.g. the *Nottingham Review*) or for other commonly designated titles (e.g. *The Red Lion*, *The Clinton Arms*, *The George Hotel*, *The Rutland Arms*). They should also be used when referring to: films and long poems; the names of ships; genera, species and varieties; foreign phrases not yet anglicised in an English sentence; and directions to the reader (e.g. see Fig. 1). They should *not* be used for titles of unpublished works.

Proper Names

Personal- or place-names should not normally be abbreviated except in footnotes (see below). Names of counties should normally appear in full, e.g. Nottinghamshire, but in extensive catalogues

of place-names may be abbreviated to e.g. Notts, Derbys, Leics, Lincs, etc. The historical names of the counties should be used, ignoring the administrative changes of 1974 and the 1990s. The spelling of well-known place-names and surnames should be in the modern form (e.g. Bingham not Byingham, Sir Gervase Clifton, not Clyfton) except in quotations of original documents.

Quotations

Short quotations should have single quote marks (with double for a quotation within a quotation). Lengthy quotations should have no quote marks but be indented, for printing in small type. (Note: these should also be typed with one and a half-spacing). Additional material inserted in quotations should appear within square brackets. Original documents should always be transcribed verbatim, although excessive capitals may be reduced.

National grid references

Usually abbreviated to NGR should be in the form SJ 459736

Tables, lists and appendices

Short tables or lists may appear in the text, and will be printed in small type. They should be numbered serially as Table 1, etc. Long tables or transcripts of original archives should appear at the end of the text numbered Appendix 1, etc.

Acknowledgements

Acknowledgements should be added under a separate heading at the end of the paper and not inserted into the endnotes.

Archaeological Contributions

The technical detail of archaeological excavation reports may sometimes be printed in small type, whilst the overall descriptions appear in larger type. Please refer to *Transactions* 97 (1993) onwards for an indication of how such evidence should be presented.

Archaeology in Nottinghamshire

The annual round-up covers work carried out in the year prior to the volume being published (so, 2019 work for the 2020 volume published in April 2021). Notices submitted should be between 200 and 1,000 words in length and include information under the following headings:

1. Name and Location of Site
2. Nature of fieldwork (watching brief, survey, excavation)
3. Date of fieldwork
4. Organisation carrying out the fieldwork
5. Client/sponsor
6. Director of fieldwork
7. Purpose of fieldwork & archaeological context
8. Results of fieldwork
9. Anticipation of further work and/or publication

For notices of work carried out within the City of Nottingham, you may wish to discuss these with Scott Lomax, Nottingham City Archaeologist, before submission:

Scott.Lomax@nottinghamcity.gov.uk

D. REFERENCING CONVENTIONS (HISTORICAL PAPERS)

Endnotes

References should be typed separately as endnotes following the last page of the paper, and should be serially numbered to correspond with numbers in the text. (Note: when inserting endnote references into the text these should come immediately after punctuation marks and *not* before.) Endnotes should be typed with one and a half-spacing between each line, not just between each numbered note. Every endnote finishes with a full stop.

References should normally be used to indicate sources of information rather than for adding additional material. However short discussive notes can be included where appropriate.

Please use abbreviations in endnotes, thus: cf (for compare), i.e., e.g. (for instance, for example), c.1750-1830 (circa), as appropriate. Avoid contractions for short words (use 'and' not '&'), unless they appear as such in original quotations.

Archival Material

For archival and other manuscript material, and also rare printed works, the location should always be given at the beginning of the note. The names of repositories e.g. Nottinghamshire Archives, University of Nottingham Manuscripts and Special Collections, British Library, Borthwick Institute, York, The National Archives, should appear in full when first mentioned, with brackets, e.g. T(he) N(ational) A(rchives, Kew), and thereafter as e.g. NA, UNMASC, BL, BIY, TNA, etc.

Common Examples:

- ❖ First reference to repository N(ottinghamshire) A(rchives), DD 4P 25/2. (Subsequent short reference: NA, DD 4P 25/2.)

Examples for material from TNA:

- ❖ PREM 12/15
- ❖ E 372/65, rot. 1d
- ❖ SC 8/2/86
- ❖ HLG 4/104
- ❖ SP 12/211, f. 217
- ❖ HO 1/17/9
- ❖ CP 25/1/182/3, no. 17

Public Record Office texts and calendars:

- ❖ *Calendar of Close Rolls 1296-1302*; subsequent reference: *CCR 1296-1302*.
- ❖ *Calendar of Patent Rolls 1330-34*; subsequent reference: *CPR 1330-34*.
- ❖ *Calendar of Inquisitions Post Mortem, XV*; subsequent reference: *CIPM XV*.
- ❖ *Calendar of State Papers, Domestic 1611-18*; subsequent reference: *CSPD 1611-18*.

Record Commission texts:

- ❖ *Placita de Quo Warranto*, ed. W. Illingworth, Record Commission, 1818; subsequent reference: *PQW*.
- ❖ *Rotuli Litterarum Clausarum*, ed. T.D. Hardy, 2 vols, Record Commission, 1833-34; subsequent reference: *Rot. Litt. Claus., I*.

Printed Works

Fundamental rules

- ❖ References to *printed works*, *periodical titles* and the titles of *edited books and collections* should appear in italics.
- ❖ Principal words (nouns and adjectives) in titles should be capitalized but not in article titles (unless proper nouns)
- ❖ Titles of journal articles, book chapters etc. should appear within single quotation marks.
- ❖ Date of publication must be provided. Publisher and place of publication are not required.
- ❖ Publication series information (i.e. listing the Record or Monograph Series, Occasional Papers etc.) is not necessary, unless the reference would be difficult to trace without additional contextual information.
- ❖ Author initials are followed by a full stop with no space between initials.
- ❖ ed. (for editor), eds (for editors); vols (for volumes)
- ❖ Volume numbers should be in Arabic numerals (1, 2, 3 etc.) not Roman numerals (I, II, III, IV or i, ii, iii, iv, etc.).
- ❖ Page references do not require p. or pp., e.g. 6 (*not* p.6).
- ❖ All references end with a full-stop.
- ❖ Anyone using a comma before an open parenthesis will be transported for a stint of hard labour.
- ❖ A series of references under the same endnote number should be separated by a semi-colon: e.g. UNMASC, Mi 757, 1229; M. Thomis, *Old Nottingham* (1968), 22.

Newspapers

- ❖ *Nottingham Review* (5 August 1793).
Note no page or column numbers required.

Books

- ❖ A. Stapleton, *The Nottingham Graveyard Guide* (1911), 123.
- ❖ R. Jones and M. Page, *Villages in an English Landscape: Beginnings and Ends* (2006), 123-5.
- ❖ J.E.B. Gover, A. Mawer and F.M. Stenton, *The Place-Names of Nottinghamshire* (1940), 123-34.

Multi-volume works

- ❖ J. Ritson, *Robin Hood. A Collection of Ancient Poems, Songs and Ballads, now Extant Relative to that Celebrated Outlaw. To which are prefixed a Memoir of the Author*, 2 vols (1795), 1: 123.

Edited Volumes

- ❖ R. Liddiard, ed., *The Medieval Park: New Perspectives* (2007).
- ❖ J.V. Beckett and P.A. Elliot, eds, *Nottingham's Victorian Green Spaces* (2020).

Chapters

- ❖ D. Crook, 'The archbishopric of York and the boundaries of the forest in Nottinghamshire in the twelfth century', in G. Garnett and J. Hudson, eds, *Law and Government in Medieval England and Normandy: Essays in Honour of Sir James Holt* (1994), 325-40.
- ❖ P. Dixon, D. Knight and R. Firman, 'The origins of Nottingham', in J.V. Beckett, ed., *Centenary of Nottingham* (1997), 9-23.

Articles

- ❖ K. Holland, 'The distribution of Catholic communities in Nottinghamshire during the reign of King James VI and I', *Transactions of the Thoroton Society*, 124 (2020), 113-26.

Unpublished theses, dissertations and papers

- ❖ J.M. Nicholson, *Mortality, Mobility and Migration in Bassetlaw 1640-1700*, Unpublished MA thesis, University of Nottingham, 1993. (Short reference: Nicholson, 125.)

Subsequent short references

- ❖ Normally only author and page number is required, e.g. Stapleton, 123; Jones and Page, 123-5; Gover et al., 123-34; Crook, 335; Dixon et al., 20.
- ❖ When endnotes refer to two or more works by the same author/editor, differentiate these in short references by inclusion of date of publication: e.g. Thomis (1970), 55.
- ❖ References to multi-volume works should include the volume number: e.g. Ritson, I: 123. Note the use of a colon not comma.
- ❖ Journal abbreviations may be used if referring regularly to the same journal where the abbreviation is made clear in the first full reference: e.g. *T(ransactions of the) T(horoton) S(ociety)*, and subsequently *TTS*.

Common reference works

- ❖ Victoria County History: *V(ictoria) C(ounty) H(istory)*, Nottinghamshire, 2: 93. (Short reference: *VCH Nottinghamshire*, 2: 93.)
- ❖ *R(ecords of the) B(orough of) N(ottingham)*, 9 vols (1882–1956), 5: 230. (Short reference: *RBN*, 5: 230.)
- ❖ Thoroton Society Record Series: R.F. Hunnisett, ed., *Calendar of Nottinghamshire Coroners' Inquests, 1485-1588*, Thoroton Society Record Series, 25 (1969), 95. (Short reference: Hunnisett, 95.)

E. REFERENCING CONVENTIONS (ARCHAEOLOGICAL REPORTS)

In text

Archaeological reports should be referenced using the Harvard system. Text might read as follows:

'... A definitive publication on this type of pottery has been presented (Longworth 1984), but this sequence has been questioned (Burgess 1986). Longworth stated (1984, 81) that... However, in more recent times excavation has revealed more information (F. Smith, personal communication) and May (1962) included...'

Bibliography

- ❖ The bibliography should be presented in alphabetical order by author(s), and where more than one work by the same author(s) is cited chronologically by date of publication.
- ❖ Abbreviate the titles of journals consistently following the Council for British Archaeology's conventions (*Signposts for Archaeological Publication*, Appendix A; and in the British and Irish Archaeological Bibliography).
- ❖ Publishers' names and place of publication should be omitted.
- ❖ Abbreviate publications with no dates to nd, author unknown to Anon, specific edition to, e.g. 2nd edn.

Monographs

- ❖ Everson, P. and Stocker, D. 2016, *Corpus of Anglo-Saxon Sculpture*, 12. Nottinghamshire.
- ❖ Longworth, I, H., 1984, *Collared Urns of the Bronze Age in Great Britain and Ireland*.

Monograph Series

- ❖ Rodwell, W. and Rodwell, K. 1977, *Historic Churches: a Wasting Asset*, Counc Brit Archaeol Res Rep 19.

Edited Volumes

- ❖ Hadley, D. M. and Richards, J. D. (eds) 2000, *Cultures in Contact: Scandinavian Settlement in England in the Ninth and Tenth Centuries, Studies in the Middle Ages*.

Chapters

- ❖ Higgitt, J. 1995, 'Monasteries and inscriptions in early Northumbria, the evidence of Whitby', in C. Bourke (ed), *From the Isles of the North: Early Medieval Art in Ireland and Britain*, 221–36.
- ❖ Thomas, G. 2000, 'Anglo-Scandinavian metalwork from the Danelaw: exploring social and cultural interaction', in Hadley and Richards, 237–55. [Where Hadley and Richards is cited more than once]

Articles

- ❖ Burgess, C. 1986. "'Urnes of no small variety": Collared Urns Reviewed', *Proc. of Prehist. Soc.* **52**, 339-51.
- ❖ May, J. 1962, 'Some Bronze Implements from Nottinghamshire', *TTS* **66**, 9-19.

F. ILLUSTRATIONS

Size

The effective full page size for illustrations is 190mm high x 160mm wide (excluding space for captions which are printed separately). If possible all should be drawn in 'portrait' rather than 'landscape' format to avoid having to be printed sideways. Smaller line drawings and all photographs, etc. should be capable of proportional reduction either to half-page 'landscape' size or to quarter page 'portrait' size.

Full-page maps and line drawings should be drawn at four times page size for proportional reproduction, or at actual size.

Quality

Copies of archival documents or original black and white engravings and maps should be submitted as high-quality scans. Digital photographs may be submitted if they are of a high enough resolution (at least 600 dpi). The default reproduction is black and white, unless the appropriate editor has agreed to colour. Authors wishing to reproduce photographs or illustrations from existing publications or copies of original documents are responsible for obtaining copyright clearance in advance of publication; the society will not pay any costs associated with reproduction rights.

Numbering

All maps and line drawings should be serially numbered as Figure 1, Figure 2, etc and all photographs and reproductions as Plate 1, Plate 2, etc. If submitting as hard copy, please ensure that Figure and Plate numbers are indicated on the back of the originals (preferably on adhesive labels). Full lists of all Figures and Plates must be included with the submission as a separate MS Word file. These should provide short titles and captions for all items. In the case of archival documents and published material, the source and location should be clearly referenced in the prescribed format (see II below).

G. AUTHOR COPYRIGHT

The Society does not ask you to assign to it the copyright of articles. If that copyright does not belong to you, but for example, to an employer or a sponsor, the copyright holder should be identified in the article.

Copyright in the typographical arrangement of a paper or report published in the *Transactions* is reserved to the Thoroton Society. Authors wishing to reproduce material as originally published in the *Transactions*, either whole such as mounting the PDF of their article on a personal or institutional website, or in part, should make application to the appropriate editor.

But, without seeking the Society's permission, you may reuse material in your article in a different format, though as a matter of courtesy acknowledgement should be made that it has already appeared in the *Transactions*, citing volume number and pages.

It follows that a third party wishing to reprint, for example, an excavation plan as it appeared in the *Transactions* will need both the author's and the Society's permission. The Society will not accept responsibility for tracing the current holder of the copyright in an article.

Please note that by allowing publication of an article in the *Transactions* you automatically grant the right to the Society to make it available digitally on other platforms after formal publication of the volume.

H. EDITORS

Please address all enquiries to the appropriate editor:

General enquiries:	Dr Richard Jones	rlcj1@le.ac.uk
History:	Dr Richard Jones	rlcj1@le.ac.uk
Archaeology:	Emily Gillott	emily.gillott@nottsc.gov.uk