



Publishing at the Société Jersiaise

a guide for authors and contributors

February 2023

Registered Jersey Charity No: 114



*for the study of
the Island's history,
culture, language,
and environment;
and the dissemination
of knowledge*

**Publishing at the Société Jersiaise:
a guide for authors and contributors**

February 2023

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Welcome

...to publishing at the Société Jersiaise. In this document you will find useful guidance on how to approach your research, key things to consider before you start writing and how to submit your proposal for consideration.

Since its foundation in 1873, the Société Jersiaise has used publishing as means to share knowledge of Jersey's history, culture, language and environment. We do this in partnership with historians, researchers, academics, translators and educators working on Island as well as overseas.

The Société is a registered charity in Jersey and our publishing output forms a key part of our educational purpose. We encourage open access and we will never request funding from authors to facilitate this, however we will accept sponsorships of specific titles from individuals and organisations should they align with the values of the Société Jersiaise. The Société is not in a position to pay authors, unless contracted to produce work in advance, and due to our business model we are unable to pay royalties.

For any accepted proposals the Société Jersiaise commits to cover the costs of editing, production and distribution, subject to the acceptance terms and conditions. Whilst we are growing our digital services to meet the needs of our community, we remain committed to print media to ensure access for all.

Finally, thank you for taking the time to consider publishing at the Société Jersiaise.

General guidance

Before you start

We encourage anyone considering writing and publishing to get in contact with us as early in the process as possible. We can often assist with the direction and planning of your proposal, you can contact us via publications@societe.je

As you begin to plan your work it is always good to consider the following points.

Purpose

It may seem obvious but think about what you want to achieve with your work, what is it you are looking to inform people about.

Audience

Who are you aiming your work at? This is just as important at an early stage as the intended audience should inform direction and style of the work.

Content

What material do you have, and what content do you still need to deliver your intended message? This will help to identify areas where further research is needed. In relation to your target audience, It is also worth considering how these groups engage with various media and how can you shape your work to ensure that they understand?

If using visual content such as images, graphs, maps, illustrations etc., think about how these will work in print. At what size will they be reproduced, and is the information legible? Is colour required? What resolution and format should the final file be? Does the Société use set styles for these? For advice on any of these questions, get in touch with us using publications@societe.je

Environment

It is always worth researching others working in the same area as you. Is anyone else working towards a similar end? Are there any recent or planned publications on a similar subject?

With a clear understanding of the above, you will be in good position to make a Submission to the Société Jersiaise, (full details page 7). Alternatively contact us via publications@societe.je to arrange appointment to discuss where you are with your proposal and how you see that taking shape.

Starting to write

When you start writing, consider these principles:

- use plain English, avoid long or complicated words when short or easy ones are available;
- use short sentences no longer than 25 words;
- avoid technical language and jargon

If in doubt refer to George Orwell's five golden rules of writing:

- never use a metaphor, simile or other figure of speech which you are used to seeing in print;
- never use a long word when a short one will do
- if it is possible to cut a word out, always cut it out
- never use the passive when you can use the active; and
- never use a foreign phrase, a scientific or jargon word if you can think of an everyday equivalent.

A full style guide can be found at the end of this document but here are some useful tips on punctuation to get you started.

Commas

- Use commas in pairs for non-essential information eg The doctor, who came from Normandy, lived in St Helier during the war.
- Use a comma if the sentence starts with 'to' eg To end the deadlock, the two sides climbed down from their positions.

Apostrophe

- Use an apostrophe to show possession. The apostrophe follows the possessing noun – the thing or person that owns something else eg the soldier's hat.
- Use it to show that letters have been left out eg if you're not sure, ask for advice.
- Use it to distinguish it is from its eg It's hard to know what to do with its advice.
- Do not use an apostrophe for plurals unless one of the above applies.

Colons and semi-colons

Use colons to introduce lists and semi-colons to punctuate longer lists.

Publishing opportunities

We have established templates and solutions to cater for the wide variety of publishing needs at the Société Jersiaise. The majority of publications are managed through the Publications Committee, though some have separate editorial teams. The editorial contact email has been provided for each publishing option.

Occasional Studies

This series of publications is designed to cater for a wide range of content. It is academic in form and generally for texts between 10,000-30,000 words. The page size allows for reasonably sized illustrations and diagrams making it a suitable option for works with essential visual elements.

The Occasional Studies are a print on demand series, which keeps production costs and overheads low. This also offers worldwide distribution for all titles in this series through our provider Lightning Source.

Format: Paperback and online

Size: 246x189mm

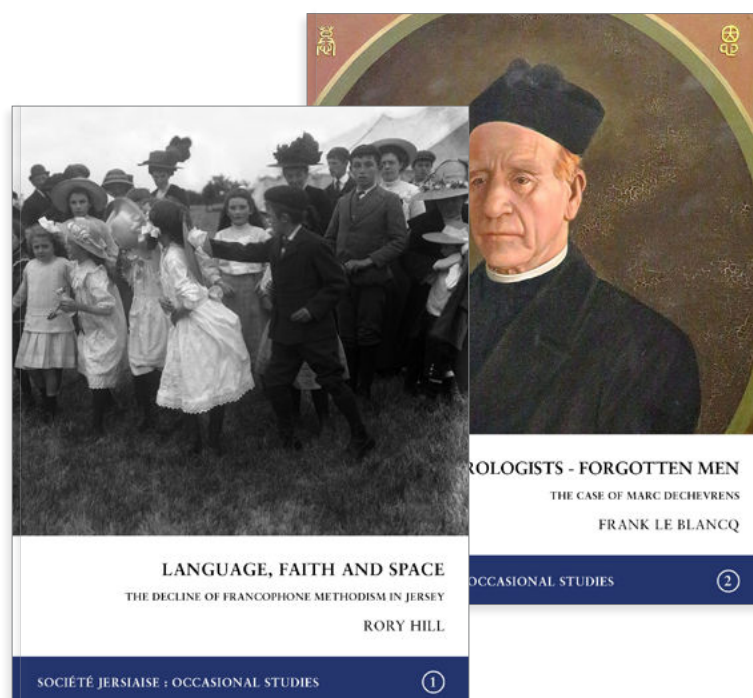
Binding: Perfect bound

Print: Colour

Text: 10,000+ words

Retails: £15.00

Contact: publications@societe.je



Classic Texts

This series of publications honours the legacy of publishing at the Société Jersiaise. Since its foundation the Société has recognised the need to translate important historical works to ensure that contemporary generations have access to their history. Texts need not be translations but should be historic in form and generally over 30,000 words. This series is printed in black only so any illustrations or diagrams need to work without the use of colour.

Format: Paperback

Size: 250x190mm

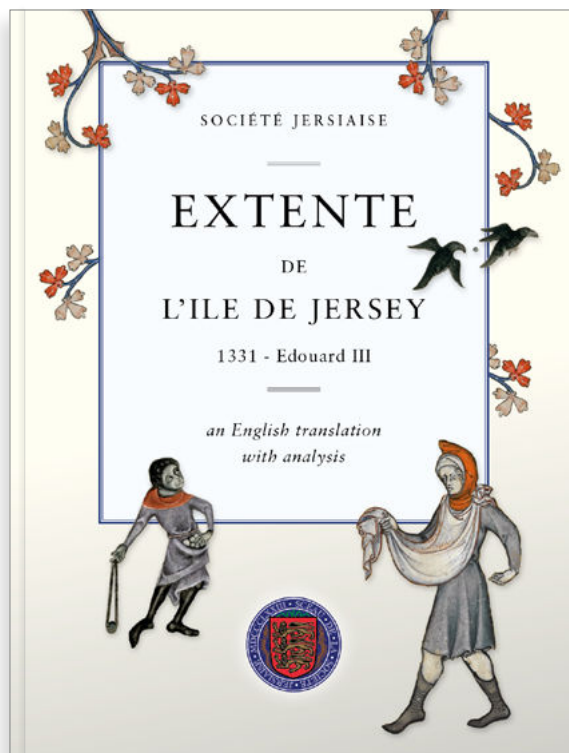
Binding: Thread sewn

Print: Black (colour cover)

Text: 20,000+ words

Retails: £15.00

Contact: publications@societe.je



Annual Bulletin

The Société Jersiaise has published its Annual Bulletin since 1875. It provides an overview of the organisation's activities and an opportunity to publish academic articles which relate to our interests and values. Articles can take a variety of forms, such as scientific reports, historical research or book reviews. The Bulletin generally caters for texts between 1,000-10,000 words. This series is printed in full colour and ample space for illustrations.

Format: Paperback and online

Size: 245x185mm

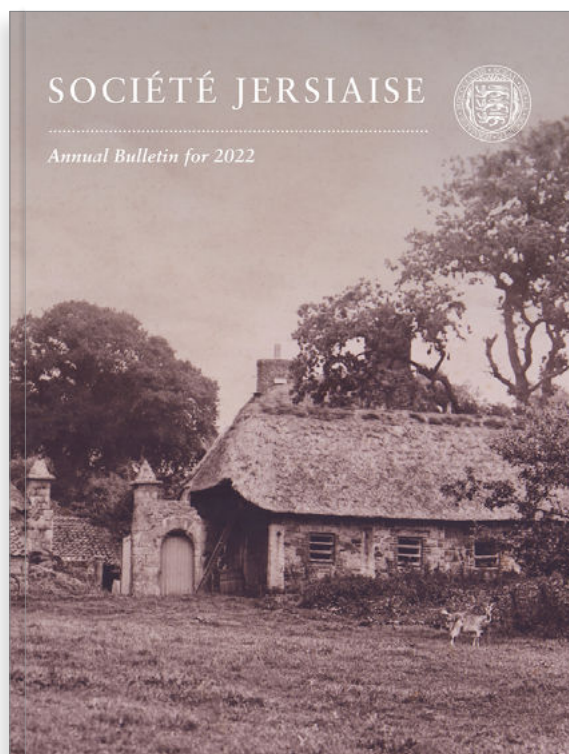
Binding: Thread sewn

Print: Colour

Text: 1,000-10,000 words

Retails: £10.00 (free to members)

Contact: bulletin@societe.je



Stand alone publications

For specialist publications the Société Jersiaise develops individual solutions to meet the requirements of the content. These publications therefore require more resources and take longer to produce. In theory there are very few limits on the form stand alone publications can take as long as appropriate funding and resources are in place and the title can be managed within existing production schedules .

Format: Any (generally hardback)

Size: Any (generally 280x210mm+)

Binding: Any (generally thread sewn)

Print: Black or Colour

Text: Any (generally 50,000+ words)

Retails: Case by case basis

Contact: publications@societe.je



Éditions Emile

This is an imprint of Société Jersiaise Photographic Archive. Designed to cater for photographic content, Éditions Emile publishes a regular periodical ED.EM aimed at celebrating the Société's photographic collections and contextualising them in contemporary debates. Other formats of photographic publications are considered on a case by case basis.

Format: Zine and online

Size: 200x140mm

Binding: Saddle stitched - metal stitch

Print: Colour

Text: 1,000-2,000 words

Retails: £10.00

Contact: editors@edem.je



Submission guidance

We encourage authors to contact us as early in the process as possible to start a conversation on the direction and purpose of the book. We can often help identify existing research that can inform your work.

Below is a list of submission requirements. Please note these are the requirements for formal submissions for publication. If you do not have a clear response to all of these points we would still encourage you to get in touch. In such cases email us with a paragraph on your research area and an editor will get back to you to discuss potential directions and publishing options.

A formal submission should include:

- An overview of the work's main themes, 300-500 words.
- For **books**, a list of contents, with a short paragraph on each chapter.
- For **articles**, an outline of the structure.
- Background and contact details of the author/contributors, 100-200 words.
- A paragraph on the target audience.
- Information about any similar works, published or forthcoming, of which you're aware.
- The publishing option (see page 4-6) that you see your work aligning with.
- The time frame in which you intend to complete the work.

Please send your submission to the relevant editorial email, if in doubt use publications@societe.je

We will acknowledge receipt on submission, however a full response may take between 2-8 weeks depending on the schedule for editorial committee meetings.

Please note that for articles in the Annual Bulletin, the editors require a completed text and illustrations by 1 July, to be considered for publication that year.

Production and distribution

The Société Jersiaise has an established network of partners to ensure your work is produced to the highest standard and in the most appropriate format. This includes designers, production managers, printers and distributors.

For design and production management we use PÁRRIC based in northwest France for all publications to ensure consistency across our publishing list. For printing and binding of editioned publications we use either Short Run Press, Park Communications or Empress Litho all based in southern England. For print on demand publications we use Lightning Source. Print on demand titles stay in print for as long as we choose to list them and are available for worldwide distribution through Amazon and their network of print on demand facilities.

Traditionally our primary method of distribution is through the Société Bookshop. However all Société Jersiaise publications are listed with distributors such as Gardeners making them available through UK booksellers including Waterstones and Foyles.

Relevant Société Jersiaise titles are also donated to UK, Irish and French deposit Libraries to ensure maximum visibility of our publications and the research they hold.



Style Guide

We have included our full style guide for those of you who are interested and wish to apply it to your own work. We understand that our style may be unfamiliar to some authors, and that it may inhibit your natural writing style. The Société Jersiaise does not insist that texts are submitted in line with our house style, but please be aware that these are the guidelines our editors work to when editing your text. Please also note that these are guidelines and that editors will not necessarily demand adherence to every single point but rather find a balance between the requirements of specific publications and the need for a consistent house style. A list of terms and requirements in alphabetical order.

ABBREVIATIONS

Abbreviations are shortened words from which the final letter(s) are omitted.

- Full points should be used in abbreviations: For example: Gen. Maj. Capt. Esq. Hon. Rev. fig. p. (page) pp. (pages) ms. (manuscript) mss. (manuscripts) no. nos. (numero)
- It is preferable to use full words:
- 'for example' rather than 'e.g.' 'that is' instead of 'i.e.' 'and so on' instead of 'etc'
- No full points should be used in upper-case abbreviations such as USA or UK, or MA
- People's initials are spaced and followed by a full point. For example: R. R. Marett
- Abbreviated units of measurement do not have full points and do not take a final 's' in the plural, for example: lb, in.
- Use two-letter abbreviations for US states in references and bibliography. For example: Cambridge, MA *not* Cambridge Mass. If in doubt, check the list in J. Butcher's *Copy-editing*, or check with Editor. You only need to include the state abbreviation for places that might be confused with cities in the UK (eg Cambridge, Durham) or are obscure (Albany).

See also: **Contractions**

ACCENTS AND DIACRITICS

- Use all accents and diacritics appropriate to the language. In French, and Jèrriais, this includes accents on uppercase letters eg Les Écréhous, États

See also: **Special Characters**

ACTES DES ÉTATS / ACTS OF PARLIAMENT

- The title of the Act should have no comma between it and the year
- Use a lower-case 't' for 'the' before the name of the Act

Example: the Copyright, Designs and Patents Act 1988

BIBLIOGRAPHY AND CITATION STYLES

Given the wide disciplinary range of Société Jersiaise publications, authors may choose between two generic systems. We suggest Author-Date for scientific writing, and Short Title for humanities writing.

AUTHOR-DATE SYSTEM [Sciences]

Citation Style

- In this style there are no numbered notes, only a single list of references in a bibliography at the end of the article or book (in multi-author works, each chapter may have its own list of references).
- In the body of the text, the reference should take the form:
- ([Author Surname] [year of publication]: [page number])
- Note: no comma between author and date. For example: (Long 1977: 15; Rodwell 1990: 27)

Bibliography Style

- First author's surname must come first, followed by forename/initials.
- Subsequent authors, and editors of volumes: forename/initial(s) then surname. Further entries under the same name or author group should repeat the name(s).
- For books with three authors, all of the authors' names should be given in the full bibliographic citation.
- In citations of publications by four or more authors, use surname of first author followed by 'et al.' For example: Johnston, D. et al.
- Be consistent in using forenames or initials, not a mixture; although make an exception if particular authors whom you are citing always publish under name or always under initials.
- When the same author has several publications in the same year, use a, b, etc. to distinguish them. For example: 2012a, 2012b, not 2012, 2012a, etc.
- Place (ed.) or (eds) before the date if the work is an edited collection.

EXAMPLES of bibliographic references using the Author-Date system

Full reference to books

Chambers, Paul (2008), *Channel Islands marine molluscs: an illustrated guide to the seashells of Jersey, Guernsey, Alderney, Sark and Herm*. Charonia Media.

Frigott, Derek, and Hans Nørgaard (2013), *The Dairy queen: a history of the Jersey breed worldwide*. Trinity: Royal Jersey Agricultural and Horticultural Society.

Full reference to journal article

Mourant, A. E. (1977), 'The use of Fort Regent granite in megalithic monuments in Jersey', *ABSJ* 22 (1): 41-49.

Sanders, C. J. et al. (2010), 'Potential bluetongue vectors and meteorology in Jersey'. *Weather* 65 (1): 21-26.

Full reference to book article

Scott, Becky, and Andrew Shaw (2018), 'La Cotte de St Brelade: placemaking, assemblage and persistence in the Normano-Breton Gulf', in M. Pope, J. McNabb and C. Gamble (eds), *Crossing*

the human threshold: dynamic transformation and persistent places during the Middle Pleistocene.
London: Routledge, pp. 123-141.

SHORT TITLE SYSTEM [Humanities]

Citation Style

- References are given in numbered footnotes. Citations should not be given in parentheses in the text.
- If there is a bibliography, it is not necessary to supply a full reference in the notes as the full details appear in the bibliography. The short title version, therefore, should be given in the notes for the article/each chapter.
- If there is no bibliography, the full reference should be given the first time the source is mentioned in the notes to the article/each chapter. Thereafter, the short-title version should be given. See 'Notes' for further information.

Bibliography Style

- First named author's surname comes first, followed by forename/initials in the bibliography (as opposed to the footnotes, where authors' names are written in natural order eg J. A. Messervy).
- Subsequent authors: forename/initial(s) then surname. Further entries under the same name or author group should repeat the name(s).
- Be consistent in using forenames or initials, not a mixture; though make an exception if particular authors whom you cite always publish under name or always under initials.
- Where the author is citing a modern version of an older text, give the original date of publication in square brackets
For example: Falle, Richard. *An account of the Isle of Jersey* [1694] (1837)

EXAMPLES of bibliographic references using the Short Title system:

Full reference to a book

Thornton, Tim, *The Channel Islands 1370-1640: between England and Normandy*. Woodbridge: Boydell Press, 2012.

Full reference to a journal article

Bois, F. de L., 'Parliamentary supremacy in the Channel Islands', *Public Law*, Autumn 1983 pp. 385- 393.

Hocart, Richard, 'Open fields and enclosure in St Martin's Parish' *TSG* 27(1) 2011, pp. 110-147.

Full reference to a book article

Everard, Judith, 'Wace: the historical background: Jersey in the Twelfth Century' in Gyn Burgess and Judith Weiss (eds), *Maistre Wace: a celebration*. Jersey: Société Jersiaise, 2006, pp. 1-15.

Reference to Archival material

Will of Richard Lane, late Groom of His late Majesty King Charles the Second. The National Archives (TNA): PROB 11/384/97.

Subsequent references

- After the first reference in the text, further references in the footnotes consist of the

author's surname, the title or short title, and the page number(s) For example: Thornton, *Channel Islands 1370-1640*, p. 62

- Other shortened versions are acceptable provided that they are clear and consistent.

See also: **Notes**

CAPITALISATION

Keep capitals to a minimum. When to use capitals

- FULL CAPS for acronyms, for example: EU, BBC, USA, TV.
- SMALL CAPS are only used for BC and AD
- Capitalise prehistoric the initial letters of prehistoric, archaeological and traditional time periods. For example: Ice Age, Bronze Age, Middle Ages

For time periods which incorporate proper names, capitalise the name only. For example: the Elizabethan era, the Viking age

- Capitalise 'Medieval' only when referring specifically to the period.
- Wars: World War I, World War II, the German Occupation
- Capitalise 'Chapter' for internal cross references.
- Capitalise to distinguish specific titles from general terms

For example:

'She is a professor at the University of Exeter.'

'She is Professor of Archaeology at the University of Exeter.'

- See also: Jersey Usages

CAPTIONS

Supply a list of captions if there are any tables, figures, maps or other illustrations. Captions should be consistent and clear and usually take the form:

Figure x.x [space] The title of the figure, taking initial capital for the first word and any proper nouns. (Source: give details)

For example:

Figure 2 A 'snowflake crystal' in a pebble from Archirondel. (Julian Overnall)

COMPASS DIRECTIONS

Use compass directions without hyphens for geographic areas.

For example: southwest France

Use hyphens when direction is indicated. For example: birds flying north-east

CONTRACTIONS

Contractions ending with the same letter as the original word do not take a full stop:

Mr Mrs St (street) Dr Col Lieut Mme Mlle Messrs ft yd cwt Ltd hr

DATES

Please use the following forms:

- Write full dates as Arabic numeral, followed by the full name of the month, followed by full year in figures. For example: 9 November 1996. Only use 'th' for multiple days in a month

For example: 'the rain started on the 6th and lasted until the morning of the 8th'

- In the 1930s (not 1930's)
- 'in the 20th Century' but 'twentieth-century literature' [adjective]

See also: **hyphenation**

- **1899–1901**, 1900–1, 1900–10, 1910–18, 1923–4, 1989–9.

See also: Spaces: **en and em dashes**

AD and BC

- BC follows the date, AD precedes the date.
- Use small caps for BC and AD. See also: **Capitalisation**.
- Do not use AD from the year 500 onwards (unless it is important in the context). For example: 43 BC, AD 499, 632, 1984
- If the date is approximate, indicate this with 'c.' [space]; AD and BC both follow the date
For example: c. 353 AD.

DEFINITE ARTICLE

- Normally use lower-case 't' before names of associations, companies and other bodies
- For newspapers and periodicals, follow the use of 'the' in the title
- Use the following: the *Jersey Evening Post*, the *Daily Telegraph*, the *Daily Express*, *The Times*, *The Guardian*, *The Independent*, *The Scotsman*, *The Economist*.

DRAMA

- Write 'Act II, scene i, line 234' as 'II, i, 234'.

ELLIPSIS

- Show ellipses by three evenly spaced dots on the same line, preceded by a character space
- and followed by a character space or by a closing quotation mark (or a closing parenthesis)
- Avoid following ellipses with a full stop or a comma. See also: **Quotations**

EMPHASIS

- Emphasis should be achieved by the phrasing and grammar.
- It should not be necessary to use italics or bold to show emphasis.

EXTRACTS

- Extracts are all quotations of more than 40 words; numbered lists; verse extracts of one or more lines.
- All extracted quotations should begin first line aligned left within the indented block.

See also: **Tables**.

FONTS

- Fonts are determined by the Designer, and house style. The Société Jersiaise house fonts are Sabon and Open Sans. Sabon is used for academic and classic texts. Open Sans is used for information texts. Sabon will sometimes be used for titling and featured text for effect alongside main body Open Sans texts.

- Attach a separate note if you want particular attention to be paid to the design of a specific section.

FRENCH

- If writing in French, follow French rules for character spacing and quotation marks
- When writing in English, use the French spelling for place names in France. Note that in French, Saint/Sainte is usually spelt out and followed by a hyphen.
For example: Saint-Malo; Mont-Saint-Michel

HEADINGS AND SUB-HEADINGS

- Longer texts should use headings to break up the text a little and guide the reader
- The hierarchy used should be as simple as possible -use a maximum of three levels.

HYPHENATION

- Hyphenation should be kept to a minimum.
- Hyphens are normally used for compound adjectives eg 'a nineteenth-century building'
- Hyphens are not generally used for adverbs eg 'a well rounded education'

INTERNET

General

- Do not underline a web address
- Including the access date is useful but not required for a reliable, stable source.

Note citation

Available at <<https://www.youtube.com/watch?v=GSy4ZFkFavU>> (last accessed 11 May 2018)

Bibliography citation

de Carteret, John (2018), 'Jersey Asian hornet diary', *YouTube*, May 2018,
<<https://www.youtube.com/watch?v=GSy4ZFkFavU>> (last accessed 11 May 2018)

ITALICS

- Follow the standard scientific nomenclature rules: *Genus species*
- *Italics* should be used for non-English words, except for French and Jèrriais (these are not 'foreign' languages in Jersey). However, in writing about the etymology of words, there is a case for italicising French and Jèrriais words for the sake of clarity.
- Do not italicise words which are part of a foreign-language quotation
- Do not italicise Latin words which have been assimilated into the English language eg post-mortem, de facto, in situ.
- Italicise titles of books, newspapers, journals, plays, films, works of art, names of ships
- Only italicise what is necessary – do not italicise surrounding punctuation.
- Do not italicise for emphasis. See also: **Emphasis**.

JERSEY USAGES

- Parishes named for saints may be written as 'St' or spelt out, but be consistent.

For example: St Brelade, St Peter OR Saint Helier, Saint Peter

- If referring to the saint in person, use Saint. For example: the life and times of Saint Helier
- If the word 'parish' is to be used in a specific context, capitalise it.
For example: Parish of Trinity, Grouville Parish, but 'parish boundaries'
- Use the definite article in place names. For example: La Hougue Bie, Les Minquiers
- Use *Jersey Place Names* (C. & J. Stevens and J. Arthur) as the guide to place names. Note that there may be traditional exceptions eg Rosel / Rozel, which the Editor can clarify.
- Capitalise 'Island of Jersey' and use 'the Island' when a shorter version is desired
- Capitalise 'Islanders' when referring to the inhabitants
- Use 'in Jersey' and 'outside Jersey' rather than 'on' and 'off'
- Avoid 'the mainland': specify England/Britain, France or Europe
- Do not capitalise the de/du/des in place names. For example: Le Clos de Malershe
- Capitalise 'Field', if referring to field numbers. For example: Field 351
- Capitalise the names of fiefs. For example: Fief de la Reine
- Capitalise personal names beginning with Le. For example: Le Brocq, Le Masurier
- Do not capitalise personal names beginning with 'de'. For example: de Carteret, de Gruchy

LEGAL ISSUES

- If there is any danger of text being interpreted as libellous, err on the side of caution
- Do not make personal criticism of living individuals or families without very careful consideration of the possible legal consequences.

NOTES

- All notes should appear as footnotes, unless discussed with the Editor
- Indicate notes with superscript numerals, without parentheses, outside any punctuation.
- Do not put sequential in-text notes into tables or figures as their position may change
- Label notes to tables and figures a, b, c and so on, present them with the table or figure
- Avoid notes to headings
- Please avoid 'op. cit.', 'loc. cit.', 'idem' and 'eadem'.
- 'ibid.' (note full point and no italics) can be used to refer to the **immediately** preceding reference, or part of it, indicated by the page number (Ibid. p. 32).
- Do not use 'ibid.' if there are two references in the preceding note as this is too confusing
- For clarity, please give a page number each time you use 'ibid'
- See also: ***Bibliography***

NUMBERING

- Number all figures, images and tables decimally by chapter, even in multi-author books
For example: the first table in Chapter 3 would be 3.1
- All numbered lists should be numbered '1.', '2.' and so on
- Do not use letters or Roman numerals for numbered lists

NUMBERS

- Ranges of numbers: omit any digits that are not necessary to understanding
- Any number in the 'teens should show both digits
Examples: 3–6, 15–17, 23–4, 37–43, 44–101, 100–9, 105–6, 111–13, 115–17, 123–4, 137–43, 144–244.
- In normal and literary texts, spell out cardinal and ordinal numbers up to 20 in full. For 21 and higher, write as figures.
- In scientific or technical texts, spell out single digit numbers only
- Use commas, not spaces or full points, for large numbers. For example: 6,000, 10,000
- Spell out fractions eg one quarter, three-fifths

PARAGRAPHS

- Do not use lines of asterisks or other symbols to separate text
- Do not indent the first paragraph under a heading
- Do indent subsequent paragraphs

PLACE NAMES see *Jersey usages* and **French**

QUOTATION MARKS See also: **Quotations**

- Use single quotation marks throughout, with double quotation marks for an inner quote
For example: 'Others were "well dug into the black market" according to an Islander who was debriefed by British Intelligence after escaping from Jersey in 1944.'
- Use double quotation marks for dialogue
- Extract quotations have no quotation marks.
- If you are using quotation marks for specialist purposes (eg linguistics), please indicate
See also: **French**

QUOTATIONS

- Quotations of more than 40 words should be with a line space above and below.
- Any quotes within an extract quote will have single quotation marks.
- Introductory ellipses (...) should be avoided; concluding ellipses are acceptable.
- Use original spellings. Add [sic] if necessary.
- Use square brackets to enclose words added by someone other than the original writer, if it is necessary to clarify the meaning
- Capitalise quotations according to sense. If a quotation starts a new sentence, then use a capital. If it continues as part of a sentence, use lower case
- Sources should be indicated using superscript note indicators after the quotation, outside full stops. The source itself should then be given in a numbered note at foot of the page.
- Alternatively, if the source of the quote is given at the end of the quote under the Author-Date system, the positioning of the source details should be immediately after the quote. If the quote is in verse form, the source details should be on the line below the quote, ranged right.

NON-PRINT MEDIA

Reference films and CDs as follows:

[Title in *italic*], [media], [director/ composer as appropriate]. [Place]: [producer], [date] For example: *Triple Cross*, film, directed by Terence Young. France: Cineurop, 1966.

SEXIST USAGE

- Try not to overuse 'he and she'. Reword to avoid using pronouns if possible
- If rewording is not possible, it is preferable to use 'he or she', not 's/he' or 'he/she'. Consider using the plural 'they' if sex or gender is irrelevant.
- Avoid using the 'Man' or 'mankind' to refer to the species: use 'human', humankind', 'prehistoric peoples' etc as appropriate.

SPACES

- Use one character space between sentences (after the full stop).
- Close up figures and abbreviated measurements. For example: 20km, not 20 km.

En and Em dashes

- Use an unspaced en dash between dates: 1900–1, 1900–10, 1910–18, 1923–4.
- Use an unspaced en dash wherever the dash can be interpreted as 'to'.
- Spaced em dashes are used for parenthetical dashes

SPECIAL CHARACTERS

- Temperature – use °C or °F as appropriate eg 25°C
- List all unusual or non-standard typographical features in a file entitled Instructions to Designer, showing exactly how they should appear.
See also: **Accents and diacritics**

SPELLING

- Use British spellings. Use -ise, -our endings. For example: specialised; harbour
- We favour the following: focused, connection, premise, archaeology
- Either medieval or mediaeval is acceptable, but be consistent

TABLES

- If created in Excel, send the Excel file (do not paste it into Word).
- Check that the table has a title, and column headings
- Present tables as separate files, numbered decimally
- Indicate in the text the ideal location of a table, but please note that the Designer may not be able to place it exactly where indicated.
- If the table has any notes, they should be indicated in the table by superscript a, b, c and so on. Do not use asterisks, daggers or other symbols. Supply the notes under the table together with source information.
- Please check carefully that the tables tally exactly with the text in the use of abbreviations, units of measurement and content.
See also: **Notes**

