***Literature & History:* Guide to notes and references**

**Books**

* Book titles: maximum capitalisation, no quotation marks, italic.
* Chapter titles: maximum capitalisation, not italic, in single quotation marks.
* Play refs (act, scene, line): V.iii.120-122
* Bible refs (book, chapter, verse) *Genesis* II.27
* For all book references, give both place and date of publication
* Give full details of the publication the first time it occurs, and on second and further references cite only the author’s surname and short form of title, and page reference.
* Abbreviations to be used: (ed.), (eds), fo. and fos or fol. and fos, p., pp., r and v for recto and verso on the line with no full point.
* Author, *Title of Book* (place published, date of publication), page references.

J. A. Chartres, *Irish Literature* (Oxford, 1984), pp. 112–19.

S. Butler, ‘Internal Trade in England, 1560–80’, in J. V. Smith (ed.), *Trade in the Sixteenth Century* (London, 1977), pp. 26–9.

W. Shakespeare, *Hamlet*, ed. J. Wilders (Cambridge, 1995), p. 4.

Chartres, *Irish Literature*, pp. 104–9.

Butler, ‘Internal Trade’, pp. 78–89.

*Ibid*., p. 56.

## Journals

* Journal titles: always in full at first occurrence, maximum capitalisation, in italics.
* Article titles: maximum capitalisation, not in italics, in single quotation marks.
* Give volume number either in arabic or roman numerals (but once this style is chosen it must be adhered to for *every* journal); part or issue number (only necessary if each issue is paginated individually) separated by a colon (vol., no., p. not necessary); parenthesis round the year.
* Author, ‘Name of Article’, *Journal*, volume:issue (year published), page references.

J. A. Chartres, ‘Irish Literature’, *New Literary History*, 3:6 (1984), 112–19.

S. Butler, ‘Internal Trade in England, 1560–80’, *Economic History Review*, 4:2 (1995), 104-6.

Chartres, ‘Irish Literature’, 98.

**General**

* The journal uses endnotes not footnotes. All references should have an endnote and be numbered consecutively throughout the article.
* Note numbers should be in arabic superscript (1) within the text and full size arabic numbers (1) in the notes, with no punctuation after the note number.
* *Ibid*., after references that cite the title previously mentioned. Do not use *idem*, *loc. cit.* or *op. cit.*
* Notes at the end of the article should mention all publications cited in the text.
* Where a single edition or text is referred to continually throughout the article, full reference should be given to the first citation in a note, followed by ‘All subsequent quotations are taken from this edition. Page/canto/stanza/line/act/scene (as appropriate) numbers will follow in brackets’.
* Please use the short-title system as shown below. Please make sure that the style you use is *consistent* throughout the notes section at the end of your article, and that *all* source material is included. The titles of books and journals should be in italics. If the author’s initials are used instead of their full first name, please make sure this style is carried through to *all* entries, and vice versa.
* Unpublished books, theses and dissertations should be in roman in quotes: type, place and date should be given, e.g. ‘Ph.D. dissertation, University of Manchester, 1999.’
* Archival sources should use the following order: place, reference no. of document, status of document, author, title, date, page no. e.g. Public Record Office, London (hereafter PRO), T235/134, MAC (52) 153. Memo by C. Cottrell, ‘Money’, 6 August 1952, p. 2.
* Newspaper articles and magazine titles: do not include the *The* in references (*The* should only be used for *The Times*), e.g. Smith, J., ‘The Prime Minister on the Defensive’, *Guardian*, 6 September 1989, pp. 7–19.
* Unless published (in which case treat like an article from a book), conference papers should give the name of the organising body, the title of the conference and the date given.
* Titles of individual manuscripts should be in roman in quotes.
* Titles of manuscript collections should be in roman without quotes, and the citation should contain the name of the depository and a full reference following the usage of the depository concerned, e.g. British Library, Additional MS 2787.
* Parts of the references may be abbreviated, provided that the abbreviation is explained or self-explanatory: e.g. ULC Add. 3963.28: the full reference should always be given at the first occurrence.
* Government and official sources: ensure the correct use of C, Cd, Cmd, Cmnd and Cm, as these refer to different series: 1–4222 1833–69; C 1–9550 1870–99; Cd 1–9239 1900–18;Cmd 1–9889 1919–56; Cmnd 1–9927 1956–86; Cm 1– 1986–. Note that *Hansard* documents are numbered by column rather than page; use the correct abbreviations (vol., vols, col., cols) before the appropriate numbers.