

# **GUIDELINES FOR CONTRIBUTORS TO CHURCH MONUMENTS SOCIETY JOURNAL**

## **SUBMISSION**

Articles submitted for publication in the journal Church Monuments should be sent to the Editor; acceptance will be dependent upon the reports of at least two expert referees. The deadline for the final acceptance of refereed papers is 1 June for publication in the next issue, so authors are advised to submit their papers by 1 March in order to allow sufficient time for the refereeing process to take place.

Contributors are asked to provide two printouts plus a copy on CD, and to retain a back-up copy of any data sent. Text can in the first instance be submitted by e-mail. For submission of articles, technical and other queries regarding the journal, please contact the Editor(s) (see address details below).

Articles should be preceded by a short abstract of about 100-150 words. Authors' names and affiliations should be included on a separate sheet as the texts will be refereed anonymously. They should also add a brief biographical note of no more than 50 words for inclusion in the journal, giving their institutional affiliation (if any).

## **Format**

Articles should be word-processed and saved in a Word format. Please use Times Roman font size 12, and also italics for titles of books and journals: underlining is not to be used. Line spacing should be 1.5 throughout the text as well as in the endnotes.

## **Paragraphs**

To indicate new paragraphs, authors should set up a paragraph format via the toolbar for the whole document by using tabs (equalling three spaces): please do not use indents or blank lines.

## **Quotations**

Quoted material consisting of more than fifty words or two sentences should be presented without quotation marks as indented block quotes by means of a format set via the toolbar. Quotations should be typed double-spaced, as in the rest of the typescript. The exact spelling and punctuation of the original must be faithfully copied. Authors' own interpolations should be clearly indicated by enclosing them in square brackets (not round ones). Indented quotations should not have quotation marks unless they report conversation. Translations for quotations in foreign languages should be provided in brackets.

Always use single quotation marks for quoted material in the main text; 'smart' quotes are preferred. Double quotation marks should be reserved for quotes within quotes, as in: 'Edward found the trappings of "royalty" hung heavily'. Please note that punctuation follows the quotation mark.

## **Punctuation and abbreviations**

Only one space should be used after colons, semi-colons and full stops. A full stop followed by a space should be used after abbreviations, as in: p. 6. However, c. for circa should be closed and italicised, as in: *c.1720*. Other abbreviations from Latin should be given in italics, such as: *i.e.*, *e.g.*. Counties and dates of death should be given in brackets, as in: Shepshed (Leicestershire) and

Christopher, Lord Teynham (d. 1622). Where 'Saint' appears as part of a place name, the abbreviated form is to be utilised without a full stop, with the exception of foreign place names where the full word is the normal usage. Thus, St Ives but Saint-Denis, Sainte Chapelle and Saint Vaast-la-Houge ( not Saint Ives or St-Vaast-la-Houge). Except when quoting another source, please use the following abbreviations: number(s) = No., Nos; series = ser.; signature = sig.; volume(s) = vol., vols; chapter = chap.; figure(s) = fig., figs; plate(s) = pl., pls, edition = edn and editor(s) = ed., eds (in plural without full stop). Folio, recto and verso should be fol., r and v, as in: fol. 31v. However, please write in full: book, part, lines, verses.

### **Numerals, measurements and dates**

Numbers up to 100 should be spelled out. Please also spell out centuries, as in: the seventeenth century, a late-sixteenth-century ruff. Measurements should be metric; imperial measurements may be given in brackets, using in. and ft. Both percentages and measurements should be in numerals, as in: 7%, 3 m, 12.5 cm. (Metric units do not carry a full stop but have a space.) Dates and years should be set out as follows: 8 [not 8th] July 1753, on 8 July, 1300-6, 1456-58 (please note hyphen without spaces). For pre-decimal sums of money use £3 6s 8d (without italics or full stop).

### **Spelling and place-names**

British English spelling is used, as in: armour, colour. Except when different spelling is used in quoted text and titles, the house style requires 'medieval' instead of 'mediaeval', and -ise, -isation and -isable instead of -ize, -ization and -izable. Authors should use current English forms for foreign place-names, as in Cologne (not Köln) and Reims (not Rheims), but adhere to the hyphenation in foreign place-names, as in: La Chaise-Dieu. The use of current English forms also applies to place-names in publication details.

### **Notes and references**

The Church Monuments house style is to use endnotes instead of footnotes; automatic endnotes should be used with superscript note references in Arabic numbers in the main text, as in: Cadaver effigies first occur towards the end of the fourteenth century.<sup>1</sup> (Please note: reference after punctuation.)

Titles of articles should be given in single inverted commas. Titles of books and journals are italicised; the year and (for books) place of publication should be given in brackets. Longer journal titles should be given in full at the first instance, and abbreviated thereafter, as in: *Journal of the British Archaeological Association*, thereafter JBAA.

The volume number of a journal should be given in Arabic numerals, as well as the year and (where necessary) month, followed by page references for the complete article and then specifically to the relevant page(s). Authors' first names should be given as initials with a full stop but without spaces in between, as in: F.A. Greenhill. Examples:

P. Craddock, 'Britain's first brass', *Antiquaries Journal*, 84 (2004), pp. 339-46, at p. 341.

M. Duffy, *Royal tombs of medieval England* (Stroud, 2003), p. 159, fig. 66.

E. Panofsky, *Tomb sculpture: four lectures on its changing aspects from ancient Egypt to Bernini*, ed. H.W. Janson (1964, repr. London, 1992).

P. Williamson 'Sculpture', in J. Alexander and P. Binski (eds), *Age of chivalry: art in Plantagenet England 1200-1400* (London, 1987), pp. 98-106, at p. 104.

References to sources cited earlier must give the author's surname and a shortened version of the title, as in: Panofsky, *Tomb sculpture*, pp. 63-66.

References to internet sources should include the date when accessed. Personal communications should be specified, as in: Personal communication (e-mail from X. Smith, 18 May 2008).

## **Illustrations**

Photocopies of illustrations (not originals) should be sent when articles are initially submitted, but for reproduction good quality digital or conventional photographs, slides or scans are essential. Digital photos should be a minimum of 300dpi for good reproduction. Line drawings should be clear and suitable for reduction in size. Captions should be listed on a separate sheet, with each number lightly indicated on the back of the illustration. References to illustrations should be made in brackets in the text, as in (Fig. 1). Illustrations are referred to as Figs or Fig.

Authors submitting their illustrations as slides, scans or in other digital formats should include a hard copy with their article to help the Editor(s) and referees. Illustrations will be reproduced in colour where possible and authors are requested to apply for grant funding in the case of large numbers of illustrations.

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Consistency and careful adherence to these guidelines are essential. If further clarification is required, authors are requested to refer to past issues of *Church Monuments* before consulting the Editor(s).

The Editor(s) will inform authors as soon as possible if their articles have been accepted for publication. In that case authors should send any requested amendments as well as original illustration material to the Editor(s) within a month, unless stated otherwise.

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