

Guidelines for Contributors

The content of *Church Monuments* reflects the wide interests of the Church Monuments Society in monuments and other means of commemoration in churches and churchyards, in the UK and other countries. The editors will be pleased to discuss the suitability of a proposed topic. Articles must not previously have been published elsewhere (an exception may be made, subject to prior consultation with the editors, for a translation of an article published in a language other than English). Shorter articles are welcomed as well.

The journal is peer-reviewed and has an informed and scholarly readership. Authors are asked to bear in mind, however, that readers may not share their own specialism. Technical terms, not in general usage, should be kept to a minimum and explained where appropriate.

This guide draws upon the *MHRA* (Modern Humanities Research Association) *Style Guide* (<http://www.mhra.org.uk/style>). Authors may also find it helpful to consult the *New Oxford Dictionary for Writers and Editors* and those who have not written for *Church Monuments* before are encouraged to look at past volumes of the journal.

SUBMISSION AND FORMAT

1. Text should be submitted in WORD format in electronic form to both co-editors.
2. The article should be accompanied by:
 - a short abstract of c.100–150 words
 - a brief biographical note (no more than fifty words) for inclusion in the journal
 - low resolution illustrations
 - a list of image captions
3. Pages should be numbered.
4. Font should be Times New Roman 12.
5. Line spacing should be 1.5 throughout (text + notes).
6. Automatic footnotes should be used, with superscript references in Arabic numbers in the main text.
7. Underlining should not be used, except if used in original quotations or transcriptions.
8. Paragraphs: to indicate a new paragraph, an author should set up a paragraph format via the toolbar for the whole document by using a tab stop or by indenting the first line only, at 0.75 cm. The following should not be indented:
 - Abstract at the start of the article
 - First paragraph in the text, whether article or Book Review
 - Sub-heading
 - Paragraph after a sub-heading
 - Paragraph after an indented quote
9. Spelling should follow English not American conventions (e.g. armour, not armor). The house style requires ‘medieval’ not mediaeval’, and -ise, -isation, -isable instead of -ize, -ization and -izable. An exception is made for original quotations or transcriptions.
10. Headings and sub-headings:
 - Use lower case except for names of locations, people.
 - No full-stop after the headings.
 - Sub-headings should be ranged left; Level 1 in bold and Level 2 in italics.
11. Acknowledgements: place at the end of the article.

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STYLISTIC CONVENTIONS

Abbreviations:

- No full stop where the abbreviation ends in the same letter as the word (thus ed. but eds, Fig. but Figs).
- One space should follow the abbreviation (as in, p. 6), except for *c.*1434.

Author's Name:

- The full first name should be given the first time an author is quoted in the text.

Capitalisation: use with restraint.

- Upper case for nationalities, titles that prefix names (e.g. Bishop William), institutions where convention exists (the Lords, the Commons, the Church).
- Lower case for titular offices (the king, the earl), points of the compass.

Commas: Avoid the Oxford comma (a comma used after the penultimate item in a list of three or more items, before 'and' or 'or') for straight lists, as in 'I bought a pen, paper and a rubber'. Include it if it serves to avoid a potential misunderstanding, as in: 'I had dinner with my parents, Paul, and Anne' when Paul and Anne are not the parents.

Counties: Place names should be followed by the relevant county/département, etc, in parentheses (round brackets) the first time it is used in the article. Do not abbreviate the county name in the main text.

Dates: Dates and years should be set out: 8 [not 8th] July 1753; the 1400s; 1300–06, 1456–58 (use en dash to separate the numbers; two digits after the dash). Centuries should be spelled out: e.g., fifteenth century (adjectival form, fifteenth-century windows). Dates of death should be given in brackets (d. 1452).

Foreign languages:

- Words (except those in common usage – refer to the *New Oxford Dictionary for Writers and Editors*)/sentences in a foreign language require an English translation, whether in the text or notes. A translation in the text should be in brackets.
- Single words (except those in common usage)/or short phrases in foreign languages not used as direct quotations should be in italics, with the translation in roman type.
- Direct, acknowledged, or more substantial quotations (if more than forty words or two sentences, the quotation should be indented) should be in roman type, with the translation in italics.
- Quotation marks should be restricted to the foreign quotation, and not applied to the translation.

Measurements:

- Metric measurements should be used (no full stop, but a space between the digit and the abbreviation).
- If imperial measurements are quoted in an original source, or if it is necessary to compare with another that is, then imperial measurements may be included in brackets. Inch requires a full stop to avoid ambiguity, e.g. 8 in. in diameter.

Money: For pre-decimal sums of money use £3 6s. 8d.

Numbers: Spell out numbers up to and including one hundred (except for percentages, measurements, page numbers, money and ‘2nd earl’).

Place names: Use current English forms for foreign place names, as in Cologne (not Köln), Reims (not Rheims), but adhere to the hyphenation in foreign place names, e.g. La Chaise-Dieu, Saint-Denis. The use of current English forms applies also to place names in publication details.

Quotations:

- Use in moderation and avoid too many short quotations that could be paraphrased
- Use ‘smart’ quotes (i.e. the ‘curly ones’).
- Single quotation marks for quoted material in the main text.
- Double quotation marks should be reserved for quotes within quotes, as in: ‘Edward found the trappings of “royalty” hung heavily’.
- Punctuation follows the quotation mark.
- No quotation marks for block indented quotations (the indent for these should be set up via the ruler; avoid using tab characters or spacebars).

Titles:

- Titles affixed to personal names have initial capitals, as in King Henry. Otherwise lower case, as in William, duke of Normandy, and the earl of Northumberland.
- References to ‘the king/the duke, etc.’ are lower case even when it is obvious that it refers to a specific individual.

Transcriptions:

- It should be stated whether these are the author’s own or an appropriate credit should be given.
- An expansion of a transcription should follow the original layout, e.g. o[ra] p[ro] n[obis].

FOOTNOTES

Notes should be kept to a scholarly minimum.

General rules:

1. The reference should follow the punctuation and should preferably be at the end of the sentence. The use of multiple notes within a single sentence should be minimised.
2. Use en dash to separate a page range (e.g. 25–33).
3. An author's first name should be given as initials with a full stop but without spaces between the initials, e.g. F.A. Greenhill.
4. Books:
 - Titles in italics. Given in full for the first citation, with short name for subsequent citations.
 - Place and year of publication in brackets.
 - If multi-volume, the total number of volumes should be given in Arabic numerals after the title and the specific volume number in small capital Roman numerals after the date (exception: use Arabic throughout for dictionaries, e.g. *ODNB*, to avoid unwieldy Roman numerals).
5. Journals:
 - Titles within single inverted commas. Given in full for the first citation; can be abbreviated for subsequent citations. Put the abbreviation in square brackets immediately after the title the first time it is cited, as in *Church Monuments* [hereafter CM].
 - Volume number in Arabic numerals, followed by the year of publication in brackets.
 - If there is more than one issue of the journal in a year, the volume number should be followed by a colon and the issue-number.
6. Do not use *op. cit.* or *loc. cit.* *Ibid* may be used, but only for a repeat citation in the same note or in the following note where no other citations intervene.
7. If more than one reference is given in one note covering the same subject matter, list:
 - in alphabetical order, followed by chronological, as in Ariès 1974, Hilger 1967, Nys 1983, Nys 2000, etc.
 - in date order if the specific purpose is to trace the chronological development of a subject.

Please use the following abbreviations (use of italics follows the *New Oxford Dictionary for Writers and Editors*):

chap.	chapter	in.	inch	ser.	series
c.	circa	Jr	Junior	sig.	signature
ed./eds	editor/s	MS/MSS	Manuscript/s	St ¹	Saint
edn	edition	no./nos	number/s	Sr	Senior
Fig./Figs	Figure/s	pl./pls	plate/s	<i>s.l.</i>	without place [of publication] (<i>sine loco</i>)
<i>fl.</i>	flourished (<i>floruit</i>)	r	recto	unpub.	unpublished
fol.	folio	<i>r.</i>	reigned (<i>regnavit</i>)	v	verso
ft	foot/feet	Revd	Reverend	vol./vols	volume/s

¹ Except for foreign place names where the full word is the normal usage: Saint-Denis, Sainte Chapelle, Saint Vaast-la-Houge, Santa Maria, San Francesco.

Please use the following abbreviations after the first citation in the article:

<i>Antiq. J.</i>	<i>Antiquaries Journal</i>
<i>BAA Trans.</i>	<i>British Archaeological Association Conference Transactions</i>
BL	British Library
BM	British Museum
BnF	Bibliothèque nationale de France
Bodl.	Bodleian Library, Oxford
<i>CCR</i>	<i>Calendar of Close Rolls</i>
<i>CFR</i>	<i>Calendar of Fine Rolls</i>
<i>CIPM</i>	<i>Calendar of Inquisitions Post Mortem</i>
<i>CPR</i>	<i>Calendar of Patent Rolls</i>
<i>CM</i>	<i>Church Monuments, Journal of the Church Monuments Society</i>
<i>CM News.</i>	<i>Newsletter of the Church Monuments Society</i>
<i>EHR</i>	<i>English Historical Review</i>
<i>JBAA</i>	<i>Journal of the British Archaeological Association</i>
KIK-IRPA	Koninklijk Instituut voor het Kunstpatrimonium/ Institut royal du Patrimoine artistique
<i>MBS Bull.</i>	<i>Monumental Brass Society Bulletin</i>
<i>ODNB</i>	<i>Oxford Dictionary of National Biography</i>
<i>OED</i>	<i>Oxford English Dictionary</i>
PCC	Prerogative Court of Canterbury
PRO	Public Records Office
RCHME	Royal Commission on Historical Monuments (England)
<i>TMBS</i>	<i>Transactions of the Monumental Brass Society</i>
TNA	The National Archives
<i>VCH</i>	<i>Victoria County History</i>

Citation examples:

PRIMARY SOURCES	
Bible	Quote as: I Kings 22:25; Psalm 18:10; John 15:12.
Manuscripts	First citation: Location, library, manuscript designation, folio reference (stating r or v, not in superscript), as in: Cambridge, Pembroke College, MS 23, fol. 68v. Later citations: Pembroke, MS 23, fols 70r–72v.
Primary source edited	Cite with title before the editor, as in: <i>Knighton's Chronicle, 1337–1396</i> , ed. and trans. G.H. Martin (Oxford, 1995). Later citations: <i>Knighton's Chronicle</i> , p. 33.
SECONDARY SOURCES	
Book – single author	M. Duffy, <i>Royal Tombs of Medieval England</i> (Stroud, 2003), p. 159. M. Norris, <i>Monumental Brasses: The Memorials</i> , 2 vols (London, 1977), I, p. 95. Later citations: Duffy, <i>Royal Tombs</i> , p. 10.; Norris, <i>The Memorials</i> , I, pp. 16–29.

Book – edited volume.	<p>A. Hughes and E. Ranfft (eds), <i>Sculpture and Its Reproductions</i> (London, 1997), p. 76.</p> <p>Later citations: Hughes and Ranfft, <i>Sculpture and Its Reproductions</i>, p. 45.</p>
Book – chapter in an edited volume.	<p>P. Williamson, ‘Sculpture’, in <i>Age of Chivalry: Art in Plantagenet England 1200-1400</i>, ed. by J. Alexander and P. Binski (London, 1987), pp. 98–106 (p. 104).</p> <p>Later citations: Williamson, ‘Sculpture’, p. 100.</p>
Book – multiple volumes	<p>H.E. Malden (ed.), <i>A History of the County of Surrey</i>, 4 vols (1902–14), III (1911), p. 425.</p> <p>Later citations: Malden, <i>History of Surrey</i>, p. 342.</p>
Book – subsequent editions	<p>A.P. Stanley, <i>Memorials of Westminster Abbey</i> (London, 6th ed. 1886), p. 258.</p> <p>Later citations: Stanley, <i>Memorials</i>, p. 239.</p>
Book series	<p>Royal Commission on Historical Monuments (England), <i>An inventory of the historical monuments in the County of Cambridge</i>. Vol. I: <i>West Cambridgeshire</i> (London, 1968), p. 52.</p> <p><i>Victoria County History, Hertfordshire</i>, II, ed. W. Page (London, 1908), p. 60.</p> <p>Later citations: RCHME, <i>West Cambridgeshire</i>, p. 53. <i>VCH, Hertfordshire</i>, II, p. 50.</p>
Book – digital only	<p>A. Adams and J. Barker (eds), <i>Revisiting the Monument: Fifty years since Panofsky’s Tomb Sculpture</i>, Courtauld Books Online (London, 2016). https://courtauld.ac.uk/research/courtauld-books-online/revisiting-the-monument.</p> <p>Later citations: Adams and Barker, <i>Revisiting the Monument</i>, p. 22.</p>
Conference paper, unpublished	<p>E. Craig-Atkins, J. Crangle, P. Barnwell and D. Hadley, ‘“The skulls that lie heap’d up”: Post-mortem interactions with human remains in the charnel house at Rothwell, Northamptonshire’ (paper presented at the European Archaeological Association conference, Barcelona, September 2018).</p> <p>Later citations: Craig-Atkins <i>et al</i>, ‘The skulls that lie heap’d up’, unpub.</p>
Exhibition catalogue	<p>With an editor(s): L. Syson, with L. Keith and others, <i>Leonardo da Vinci: Painter at the Court of Milan</i>, exh. cat. (London, 2011).</p> <p>Without an editor: <i>L’art au temps des rois maudits: Philippe le Bel et ses fils, 1285–1328</i>, exh. cat. (Paris, 1998).</p>

	<p>Later citations: Syson and others, <i>Leonardo da Vinci</i>, p. 15. <i>L'art au temps des rois maudits</i>, p. 20.</p>
Internet sources	<p>References to internet sources should include the URL and date (abbreviate month) when accessed.</p> <p>W.T. MacCaffrey, 'Sidney, Sir Henry (1529–1586)', ODNB, http://www.oxforddnb.com/view/article/25520 [accessed 28 Sept. 2016].</p> <p>https://www.british-history.ac.uk/vch/oxon/vol14/pp103-107 [accessed 15 Aug. 2020].</p>
Journals	<p>P. Craddock, 'Britain's First Brass', <i>Antiquaries Journal</i>, 84 (2004), pp. 339–46 (at p. 341).</p> <p>Later citations: Craddock, 'Britain's First Brass', p. 340.</p>
– with part numbers for the year	<p>J. Barker, 'The Sculpted Epitaph: Transcription and Translation of the Epitaph of João I and Philippa of Lancaster, King and Queen of Portugal', <i>Sculpture Journal</i>, 26:2 (2017), pp. 235–59 (at p. 239).</p> <p>Later citations: Barker, 'The Sculpted Epitaph', p. 239.</p>
–with a continuing sequence	<p>Include the number, e.g. <i>English Historical Review</i>, 48, no. 191 (1933)</p>
Theses	<p>R. Williams, 'The Rehabilitation of Richard III' (unpub. PhD thesis, University of London, Royal Holloway, 2015).</p> <p>Later citations: Williams, 'Rehabilitation of Richard III', p. 21.</p>

BOOK REVIEWS

In place of a title, book reviews should provide bibliographic information in the following format:

Birgit Irmson, *German and United States Second World War Military Cemeteries in Italy: Cultural Perspectives, Transatlantic Aesthetics and Culture* (New York, Peter Lang: 2018), xv + 387 pp., 73 colour and b/w illus. ISBN: 978-3-0343-3516-4. Price: £64 (hardback) / ISBN: 978-3-0343-3594-2. Price: £32 (eBook).

Follow the guidelines for the journal; in addition:

- Capitalise all book titles except for French.
- Provide, in square brackets, an English translation for all foreign language titles. Capitalise the translation.

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9. Captions should be concise and not repeat descriptive material that is in the text. The format is:
 - No ‘Fig’ prefix: Number, full stop, space, caption.
 - Description before the location (date should be included), e.g. 33. Tomb of Sir Oliver de Ingham (d. 1343), Holy Trinity Church, Ingham (Norfolk).
 - If the maker is known, then that should go first, e.g. 1. William Wright, monument of Sir John Denham (d. 1639), Church of St John the Baptist, Egham (Surrey).
 - Credit Line:
 - If not the author, this should be in the form required by the supplier of an image.
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