

HASKINS SOCIETY JOURNAL JAPAN

STYLE SHEET

This style sheet is based on ANGLO-NORMAN STUDIES STYLE SHEET (Boydell style)

< Examples are given in angle brackets >

Spelling, capitalization, hyphenation, and much else follows OUP style, as set out in *The Oxford Manual of Style* and *The Oxford Minidictionary of Spelling*.

I'm happy to give further guidance before you submit your article.

Note especially –ize preferred to –ise

Abbreviations

full point after truncation

< ed. fol. > Not use p. pp. page numbers without “p.” or “pp.”

<1, 1-23>

also

< no. nos. >

no full point after contraction

< edn fols St vols >

and not for

< MS MSS >

when citing poetry, do not abbreviate line to l.

< line 1254 >

Capitals

for personal titles only when they precede the name

< Earl Harold . . . William, king of the English >

not for names of cathedrals, abbeys, castles, etc.

< Chichester cathedral . . . Battle abbey . . . Arundel castle >

for cross-references to maps, tables, and figures within your own article

< Map 1 . . . Table 2 . . . Fig. 3 >

Dates and numbers

day month year

< 14 October 1066 >

write out centuries in full; use a hyphen for an adjective

< the eleventh century . . . a twelfth-century historian >

spell out whole numbers to ninety-nine; from 100 use figures; use figures for measurements

< forty-three sokemen with 5 hides >

money: *s.* and *d.* in italics and with full points

< £2 10*s.* 4*d.* >

Quotations

Modern English quotations up to fifty words in length should be in the text and within single quotation marks.

A longer quotation should be typed as a paragraph, preceded and followed by a line space, and without quotation marks.

Single words and short phrases quoted in another language (*in lingua extranea*) should be in italics, otherwise the same conventions apply.

< ‘Full sentences, starting with a capital letter, end with a full point inside the closing quotation mark.’ But the full point goes outside the closing quotation mark in ‘other circumstances’. >

FOOTNOTES

Footnotes should as far as possible contain only bibliographic references; they are not the place for discursive or supplementary material which could not be fitted into the text.

Main principles

Authors’ and editors’ names preferably as given in the work cited (whether in full or initials); initials alone are acceptable if done consistently (and note that they need a space < R. A. Brown >)

Book and article titles in full at first citation only

Subsequent references abbreviated to surname and short title

Use the standard abbreviations in the list attached; devise others for items frequently cited in your own article

Commas separate parts of a reference, not brackets

Arabic numerals for journals < *ANS* 28 >

Upper-case roman numerals for volumes in a set < Orderic, III, 22–3 >

Use < *ibid.* >

Use < *idem* > if you must

Do not use ‘*op. cit.*’

Authored book

<R. Allen Brown, *Origins of English Feudalism*, London 1973, 12–13>

Author

Title [as given on title page; italics; significant words capitalized]

Place (**no comma**) and date of publication

If you need, Place : publisher and date of publication

<Toru Kubo, *Senkan-ki Chugoku Jiritsu eno Mosaku: Kanzei-Tsuka seisaku to Keizai Hatten* [*China's Quest for Sovereignty in the Inter-war Period: Traffic Policy and Economic Development*], Tokyo: Tokyo University Press 1999, 34-56> [translation]

Page reference

Article in journal

You can use the popular abbreviation forms of journal, such as *EHR*, *EcHR* *TRHS*

<R. Allen Brown, 'Royal Castle Building in England, 1154–1216',
EHR 70, 1955, 353–98 at 357>

Author

Article title [as given at head of article; single inverted commas; significant words capitalized]

Journal [usually written out in full; italics]

Volume [arabic numerals regardless of the journal's own practice]

Year

Page reference [in the first citation give the full page-range and use < at > if needed for a precise reference]

Article in edited book

< Marjorie Chibnall, 'Orderic Vitalis on Castles', in *Studies in Medieval History Presented to R. Allen Brown*, ed. Christopher Harper-Bill, Christopher J. Holdsworth, and Janet L. Nelson, Woodbridge 1989, 43–56 at 56–7 >

Author

Article title [as given at head of article; single inverted commas; significant words capitalized]

in

Book title [as given on title page; italics; significant words capitalized]

ed.

Editors

Place (**no comma**) and date of publication

Page reference [in the first citation give the full page-range and use < at > if needed for a precise reference]

Edited source

< *The Memoranda Roll for the Tenth Year of the Reign of King John (1207–8) together with the Curia Regis Rolls of Hilary 7 Richard I (1196) and Easter 9 Richard I (1198)*, ed. R. Allen Brown, Pipe Roll Society new series 31, 1957, 123–4 >

Book title [as given on title page; italics; significant words capitalized]

ed.

Editor

Place (**no comma**) and date of publication; or (if published by a society or in a series) series name (**no comma**) and volume number in arabic numerals

Date

Page reference

Edited source in multiple volumes

< *Memorials of St. Edmund's Abbey*, ed. Thomas Arnold, 3 vols, RS 96, 1890–6, II, 34 >

Book title [as given on title page; italics; significant words capitalized]

ed.

Editor

Number of vols

Place (**no comma**) and date of publication; or (if published by a society or in a series) series name (**no comma**) and volume number in arabic numerals

Date

Volume (in upper-case roman numerals) and page reference

Edited source forming a component in a larger work

< Abbo of Fleury, *Passio Sancti Eadmundi*, in *Memorials of St. Edmund's Abbey*, ed. Thomas Arnold, 3 vols, RS 96, 1890–6, I, 3–25 >

Medieval author

Title of work [italics]

in

Details of the larger work, as in the previous example

Ending with the appropriate volume and page reference