

FOUR COURTS PRESS House Style Guide

INTRODUCTION

This *House Style Guide* is designed to help authors in their preparation of manuscripts for Four Courts Press; it also explains some changes that FCP normally imposes on manuscripts.

This guide is concerned, not with the academic quality of text, but with its presentation and copy-editing. While the Press may accept a manuscript which is perfectly consistent according to other copy-editing rules, it generally requires that manuscripts conform to its own house style, because variants from that style create extra work for its typesetters and copy-editors.

There is a degree of repetition in this style guide, as some points will apply to more than one section. In the House Style, there is a bias towards historians and their conventions. Please read this *House Style Guide* right through before starting to apply the rules. There are some sections that overlap (see especially the *Notes* and *Bibliography* sections).

On request FCP will also provide:

- Notes for authors on marking proof corrections
- Guidelines on the preparation of an index
- Notes for an author who plans to adapt a PhD thesis to a book

FCP recommends to authors the *Oxford Dictionary for Writers and Editors* (ODWE) and *Hart's Rules*; it has also been influenced by the 'Irish Historical Studies: rules for contributors' (*IHS* 33:131 [May 2003]) and H.W. Fowler, *Modern English Usage* (Oxford, 1958); however, it does not slavishly follow any of these sets of guidelines.

This version of the *House Style Guide* was prepared on 19 January 2006. It is a work in progress and the Press welcomes any corrections or comments. Four Courts Press is willing to discuss with its authors any specific matters dealt with here. This guide is by no means exhaustive but refers to common stylistic matters that Four Courts Press regularly encounters. **It points, above all else, to the need for consistency.**

CORRECTIONS

Corrections are expensive and costs are rising. The typescript submitted to Four Courts Press should be the final version and FCP reserves the right not to implement any proof corrections that should have been incorporated in the typescript. Authors should make only changes that are absolutely necessary – *actual errors*; they should not rewrite at proof stage, much less counter the work of the copy-editor. The author may be charged for the costs of correction.

Changes that particularly need to be avoided are those that have a cumulative effect; for example, inserting or deleting material or moving figures/tables will affect subsequent pages, either to the end of the chapter or the end of the book, depending on the nature of the changes and the way the text falls. While proofs of the book are being read, the Index will also be prepared (either by the author or by someone commissioned by the author); corrections to the text at this stage should be made so that they do not undermine the accuracy of the index.

PUNCTUATION

Read the *ODWE* and *Hart's rules* and note the following:

1 The use of hyphens and dashes

Hyphen: for correct use see *ODWE* under punctuation rules. This is the shortest 'dash' and there should be no space either side. It is used to indicate the last word in a line has been divided. Do not manually insert hyphens for word breaks in the manuscript (the manuscript should be justified, see §68 below).

En dash (–): is used for a parenthesis *with* a space each side:

He said – struggling to control his voice – that it meant nothing.

Use en-dash in number ranges with no space either side of it (see §22 on numerals): 1914–18, 1905–6 and 1980s–1990s.

For this character on a PC, hold down the ALT key while typing 0150. On an Apple Mac hold down the ALT key and press the - (hyphen) key; otherwise use two hyphens with a space either side.

Em dash (—): use this only to indicate missing letters: Sir Simon P—

2 Brackets

Round brackets: leave a space outside but not inside: He said (obliquely) that it was all for nothing.

Square brackets: use for editorial interpolations in the text or to give information not visible:

'The deane [*sic*] said', or *The life of a naturalist* ([Dublin] 1947).

See also the section on ellipses below.

3 Note numbers in the text

Always place note triggers outside quotation and punctuation marks (including closing brackets). Do not bracket note triggers. For example:

Two Turks in poor circumstances found themselves clapped in Nenagh gaol 'on suspicion of being French spies';²² two Persians (the Effendi brothers)²³ were imprisoned in Cork.²⁴

4 Comma

See *ODWE* under punctuation. Generally, use a comma when otherwise the eye or tongue would run on and momentarily mistake the phrase: In the valley below, the village looked small.

Some special cases:

FCP prefers: Michael, John and June (no comma after John)

and also Russia, America etc. (no comma before etc.)

Indeed, he was old: use comma

However, he wanted: use comma but not for: however old she was, she still walked.

5 Colon

Use a colon before a consequential sentence with a main verb. FCP prefers an en dash before a consequential phrase, clause or list.

6 Semicolon

This is useful to join sentences between which there is a more distinctive break than would call for a comma, but which are too closely connected to be made into separate sentences:

This ambition was supported by influential figures; politicians, scholars and soldiers all rushed to declare themselves in its favour.

7 The apostrophe

Use s' for the possessive of all proper names ending in s:

In Charles Dickens' time, Yeats' works were not published.

Do not use an apostrophe in decades of time; for example use In the 1990s – not In the 1990's

Please note the difference between it's and its.

Nine Years War has no apostrophe, according to our style.

8 Double punctuation

Do not have a comma precede an opening bracket. This applies especially in references and notes.

SPELLING AND DISTINCTIVE TREATMENT OF WORDS

9 In general, the practice of Four Courts Press is to have authors/editors change American spelling to European English in books printed under its imprint. In edited collections it is imperative that the editor do this.

10 Use *-ize* not *-ise* spelling, noting the exceptions to this rule listed below. Use also the *-iza-* and the *-izi-* forms of the same words. On this, see Fowler, *Modern English usage*: this is not imposing 'American spelling'. Moreover, too often authors are inconsistent, and editors of multi-author volumes often fail to impose any choice in this *-ize/-ise* regard. Do not alter the spelling in a quotation.

The words that must be spelt *-ise* are:

advertise	comprise	enterprise	incise	revise
advise	compromise	excise	merchandise	supervise
apprise	concise	exercise	practise	surmise
arise	demise	expertise	precise	surprise
braise	despise	franchise	premise	televise
chastise	devise	guise	prise (open)	treatise
circumcise	disguise	improvise	reprise	

11 Some spelling to note

Spell: archaeology

Spell: connection not connexion

Spell: indexes of books (plural)

Spell: Connacht (not Connaught)

Spell: appendices (plural)

Spell: judgment, acknowledgment: with no 'e' before the 'ment'

Use among, not amongst

Use while, not whilst

NAMES AND TITLES

12 Personal names

Leave no space between a person's initials: J.F. Scott, but do keep the full points in these initials.

Be consistent in the use of surnames, especially for Irish names: O'Connor or O Connor; Fitz Gerald or Fitzgerald (or for some people FitzGerald), MacMurrough or Mac Murrough.

13 Titles (including nobility)

Where it is of the form: **The king of England, the queen, the prince of Wales, duke of, earl of** etc. use lower case; **King James, Queen Mary; Mary Queen [sic] of Scots; the duke of Devonshire** but **Lord Devonshire; the earl of Normanby** but **Earl Spencer; Viscount Baltinglass, Baron Fitt and Lord Fitt; Pope Paul, but the pope** said.

Use a capital for special situations like: **His mother, The O'Grady, was seen at The Curragh of Kildare; but the National Gallery and the National Archives [of England and Wales]** (even though the institution might have **The** in its title).

14 Place-names

Do not set foreign language place-names in italics; this includes place-names in Irish (note: the word place-name is hyphenated).

CAPITALIZATION

15 FCP favours keeping capitalization to a minimum. Capitals are not to be used for emphasis or to indicate deference or respect (see §13, above). Headings (of chapters, sections, captions and illustrations etc.) should be set in a lower-case style, that is, with minimum use of capital letters. Use a lower-case style for book titles, capitalizing only the first word and proper names. But for all book/journal titles of two words with the first word 'The' capitalize the second word, thus 'In *The Times* today, the author of *The Idiot* ...'

16 Use lower case for nationalist, unionist, communist except in strictly political party context:
the Unionist member for East Belfast; the Communist Party.

Use capital P for party in the case of **Conservative/Liberal/Labour and Irish Parliamentary Party** etc.

17 Inns, great houses, theatres, classes of aircraft etc. should be named in roman without quotation marks and capitalized: **Roche's Hotel, Savoy Theatre, Hawker Hurricane.**

18 Some examples, exceptions and cases to note on 'down-style' and the use of capitals:

acts of parliament: the Workers' Compensation Act (cap. A, not italics), that is, if the act has a formal title

academic positions: she was professor of history, classics etc.

the Annals of Ulster/the Four Masters etc.: Roman (not italics) unless a specific, published edition. Capitalize the B for the **Book of Armagh/Leinster** etc.

army: the **British army, the Irish army**

battle: the **battle of Agincourt**

bills of parliament: the **home rule bill**

Bible: the **Bible** but: **biblical** is lower case

the **British cabinet**

Christ Church cathedral; St Mary's abbey; St John's church

in **church and state:** lower case

on the **Continent:** on the **continent of Europe/Asia** etc.

in **Co. Wexford** (not **County or county Wexford**) but use **Queen's County and King's County** with capitals

in **Cos. Wicklow and Wexford**

courts: the **high court; court of king's bench; etc.** lower case

the '**crown**': lower case

denominations (religious): the **Church of Scotland/Ireland** (for official names); but in a generic reference use lower case for '**church**' – the **Presbyterian/Catholic/Mormon/Anglican church** and '**matters of church and state**';

Protestants/Catholics/Presbyterians etc.; **Catholic emancipation**

[**Deity**]: **he, his, him:** lower case: unless it causes ambiguity

empires: the **British empire, Roman empire:** lower case

the **Famine:** the **Irish Famine of the 1840s; otherwise 'the famine of 1821'**

governments: the Irish government
 government departments: the home office; the department of foreign affairs/justice etc.; the minister for/of finance, home affairs, trade etc. or the trade minister, defence minister
 home rule: lower case
 the house of commons / the house of lords
 our Lady, our Lord: lower case for our
 parliament: lower case , also the dáil, congress, the oireachtas, the senate
 Peep o' Day Boys: note the space and the lower case o'
 the privy council: lower case
 the Irish question, the Catholic question
 the state: the Irish state but the Irish Free State
 treaties: the treaty of Limerick/Versailles; the Anglo-Irish treaty.

NUMERALS

19 Spelling out numbers

- (a) Spell out numbers up to and including 99; use figures for 101 and over. However, when referring to a round quantity (hundred, thousand, million etc.), spell it out:
 The first thousand went free; the next hundred had to pay.
- (b) Always use numerals for ages: Charles was 25, his sister a mere 16.
 A 22-year-old man found a 7-year-old child yesterday. (Note the use of hyphens here.)
- (c) Century numbers are spelt out:
 In the sixth century it reached its peak; by the twentieth it was over.
 Where century numbers are used as an adjective, they require a hyphen:
 In sixth-century graves ... In late twelfth-century Ireland ...
 In mid-eighteenth-century France ... (note the second hyphen after mid)
- (d) Never start a sentence with a numeral; either spell it out or rewrite the sentence to avoid this.
- (e) For a series of specified quantities, use numbers, even for single-digit figures with the exception of one:
 He said that 120 were captured, 20 were missing, 5 were seriously injured but only one was killed.
- (f) In the main body of the text for a single quantity use per cent not % symbol:
 The population rose by 54 per cent; 45.24 per cent (not %; not percent; and not per cent.)
 When many percentages are being given use the % symbol:
 Of the remaining 8,200, 26% were from Cavan, 73% were from Mayo and 1% was from Donegal.
 Always use the symbol % in the notes.
- (g) No comma and no 'No.' in an address: 10 Downing Street.
- 20 Use the fewest number of figures possible to convey meaning: 103–4, **not** 103–104 (note the use of the en dash and that there is no space either side of the dash); 1990–1 **not** 1990–1991 but include both figures in the 'teen' numbers: 13–15, 1912–13.
- 21 Insert commas after every three figures (from the right) in numbers with four or more figures:
 8,740 67,789 and 12,702,345
 Note: this does not apply to dates (years) or pagination.

22 Dates

Dates should be in the form of: On 12 July 1906, that is, no commas, and spell out month names. See ABBREVIATIONS section for shortening of month titles for notes.
 See the note on apostrophe above and use: In the 1990s: no apostrophe
 But: they celebrated the Twelfth/Fourth or the 12th/4th of July: special days

A single year not coincident with a calendar year (e.g., a financial year) is to be separated by a forward slash (/): 1972/3

When referring to a stretch of time between two specific years say: **From 1924 to 1928** or **In 1924–8**. Use ‘and’ with ‘between’: **between 1914 and 1918**, not ‘between 1914–18’.

23 Units of measurement

Abbreviations for the names of units are the same singular and plural, and are unpunctuated, e.g. ‘cm’ not ‘cms’ There should be no space between the quantity and the unit symbol: **12cm** not **12 cm**. The exceptions are ‘in’ (inch) and ‘l.’ (litre) **2 in. and 12 l. with spaces where there might be some mistaking a figure for a number.** but use a **6-inch gun**.

24 Monetary values

Euros and cent should be expressed as follows: mixed amounts (e.g. €29.46) using both the € symbol and the decimal sign. Do not use the abbreviation ‘c’ together with the € symbol. Amounts less than 100 cent can be expressed as 85c or €0.85. Noughts should be used for clarity either side of the decimal point. The abbreviation ‘c’ should be close up to the amount – and with no full point after, unless at the end of a sentence. Euro and cent are always singular: **100 euro** (not 100 euros).

Dollars (abbreviated d. or dol.) should be expressed with the dollar (\$) symbol before and close up to the numerals, as \$700. If necessary various dollars, or sterling should be differentiated e.g. HK\$, US\$, Stg£ For sterling and old pounds: £100 6s. 7*d.* (note the italics, the points and the spaces).

QUOTATIONS

25 Quotation marks

Use single marks first always; use doubles only for quotes within those quotes. Only a very important quote, or material of four lines or more, is to be set off (see §75).

26 Ellipses

Use three periods with a space either side to indicate marks of omission (an ellipsis): ... Always have a space before and a space after an ellipsis except where the next character is a closing quotation mark or a closing parenthesis. Do not insert an ellipsis at the start of a quote. There is a good case for putting ellipses within space brackets [...] Authors should not use a full point with an ellipsis, e.g., not . [...], except in very sophisticated bibliography-type contexts.

27 Comma or full point at the END of an in-text quote

If the quote is, or ends with what seems to be, a stand-alone sentence (that is, it begins with a capital letter and has a main verb etc.), place a concluding comma or full point inside, before the closing quote mark. (The US style is always to tuck comma and full-point inside; we are not doing this.) If there seems to be special justification for not doing this, please discuss this with us in advance.

28 Modernize spelling

In quotations from post-1600 texts, silently **modernize spelling**, use of caps, and punctuation – unless there are special reasons not to do so (please consult FCP in advance). Do not load quotations with ‘[sic]s.’

29 Words in a foreign language

Isolated foreign language words should be in italics but not in inverted commas. Anything more than four or five words should be kept in roman type and placed within inverted commas. See also the note on place-names (§14). Many foreign words (chic, siesta etc.) have been adopted into normal English usage and should be in regular type (if in any doubt see the *ODWE*).

CAPTIONS, FIGURES, LEGENDS AND TABLES

30 List of illustrations (for prelim pages): short titles should be given (i.e. usually shorter than the original captions). Give the credit for each. FCP will later consolidate credits and bunch them after the list.

31 Captions to illustrations

Use a down-style (i.e. a style with a minimum number of capitals: see §15, above); do not include credits here (credits will appear on the List of illustrations page/s).

32 Numbering figures, illustrations, tables etc.

Give one sequence for each chapter, the chapter number, then the illustration number: 1.1, 1.2 etc. Please consult with the publisher if there is a large number of illustrations.

33 Position of tables and figures

Indicate where these should appear in the text but do not restrict the typesetter/designer unduly. Specify the number of the table, 'see table 4', not 'in the following table'. For layout purposes a table (if not to be broken) should be free to be near the point in the text marked.

ABBREVIATIONS AND CONTRACTIONS

34 Acronyms

Do not use full points after the letters of abbreviations of the following kind (this applies to both the text and the notes):

ACIS	American Council for Irish Studies	MA	Master's degree
AFM	Annals of the Four Masters (but italicize if referring to a published edition)	NAI	National Archives of Ireland
AHR	<i>American Historical Review</i>	NATO	North Atlantic Treaty Organization
ALC	Annals of Lough Cé	NHI	<i>A new history of Ireland</i>
AU	Annals of Ulster	NLI	National Library of Ireland
AV	Authorized Version	ODNB	<i>The Oxford dictionary of national biography</i>
BA	Bachelor of Arts	OED	<i>The Oxford English dictionary</i>
BB	Book of Ballymote	OS	Ordnance Survey
BBC	British Broadcasting Corporation	OUP	Oxford University Press
BL	British Library	PhD	doctoral degree
BM	British Museum	PRO	Public Record Office, England [National Archives]
CDI	Calendar of documents relating to Ireland	PRONI	Public Record Office of Northern Ireland [National Archives]
COS	Chief of Staff	RIA	Royal Irish Academy
CJR	Calendar of justiciary rolls, Ireland	RSAI	Royal Society of Antiquaries of Ireland
DD	degree	RTÉ	Radio Telefís Éireann
DNB	<i>Dictionary of national biography</i>	RSV	Revised Standard Version
DSO	and other such decorations	TCD	Trinity College, Dublin
EHR	<i>English Historical Review</i>	UCD	University College, Dublin
GHQ	General headquarters	UP	University Press
HC	house of commons sessional papers	UK	United Kingdom
HL	house of lords sessional papers	USA	United States of America
HMC	Historical Manuscripts Commission	US	United States/American
IHS	<i>Irish Historical Studies</i>	YBL	Yellow Book of Lecan
IMC	Irish Manuscripts Commission	ZCP	<i>Zeitschrift für celtische Philologie</i>
IRA	Irish Republican Army		

35 Other abbreviations and contractions to note

In principle, no full point is necessary if the contraction ends with the same letter as the word; see *ODWE* for others, including military ranks:

a.m./p.m.	10.00 a.m. Use points and zeros, with a space	Jnr	John Jones Jnr
app.	appendix	l.	line (plural: ll.)
bk	book	Ltd	no full point
biblical books	use RSV abbreviations	m.	married
Bt.	for baronet	Mr/Mrs/	no full point
c.1947	circa, italics <i>c.</i> and close up	Mme/Mlle	no full point
cf.	confer; compare (not to be used as a substitute for see)	MP	John Jones MP said (no commas)
ch.	chapter (plural chs)	M.	Monsieur
Co.	Company	months	to be abbreviated in the notes; thus: Jan., Feb., Mar., Apr., May, but June, July, Aug., Sept., Oct., Nov., Dec.; always spell months out in the text
Col.	Colonel	MS	manuscript, capitals with no points (plural: MSS)
col.	column (plural cols)	NCOs	no apostrophe for plurals in such cases
cont.	continued	n.d.	no date [given]
com.	Committee	no.	number. Plural: nos.
d.	died; daughter of (dau. can be used)	n.p.	no place [of publication given]
days of week	Mon., Tues., Wed., Thur., Fri., Sat., Sun.	n.s.	new series
dept.	department	o.s.	old series
ed.	edited by (by one or more persons); edition; editor	p.	page
eds	editors	pp	pages
e.g.	for example. Use only in Notes	repr.	reprint; reprinted
for example,	(with commas). Use in the text	s.	son
et al.	Roman type, not italics	Revd	the Revd or the Reverend John Murphy (of clergymen, including Catholic seculars)
esq.	esquire: John Blakely esq.	Snr	John Jones Snr said
f	see pp 47f	<i>sic</i>	in italics
ff	see pp 47ff (no full point; do not use 'et seq.')	sr	Sister Johnston
fig.	figure	St	Saint
fn.	footnote	Street	Spell out Street, Avenue, Park, Road etc.
fo.	folio	supra	use 'above'. See above, p. 58
fos.	folios	viz.	use 'namely', or, 'that is', etc.
Fr	Fr Theobald Mathew (use for religious priests, also acceptable for secular clergy. See 'Revd' below).	vol.	volume
Hon.	the Hon. James Gough	vols	volumes
Rt. Hon.	the Rt. Hon. James Gough		
i.e.	use i.e. in notes. In text use: 'John, that is, Sean ...'		
infra	use 'below' instead. See below, p. 47; note the comma		

BIBLIOGRAPHY

36 Read §53–66 below on *Notes* for instructions on how to reference items in the bibliography, noting the points below.

37 Reduce to a minimum the number of sections in the Bibliography: that way, it is easier for the reader to locate a short title cited in the notes.

38 Do not include any entries in the bibliography that are not referenced in the book.

39 If the bibliography is going to be extremely long, discuss this in advance with FCP.

40 If the bibliography lists two or more articles from an edited work, **include** an entry for that work. For example, include an entry for:

O'Conor, Kieran, & John Kenyon (eds), *The medieval castle in Ireland and Wales* (Dublin, 2003)

This will allow entries for the articles in those works to be kept short. Thus:

Barry, Terry, 'The defensive nature of Irish moated sites' in O'Connor & Kenyon (eds), *The medieval castle* (2003), pp 12–18.

41 Entries in a bibliography should follow the same style as references in the notes (see below, §55–61). Exceptions to this are:

- (a) Put the **initials** of the first author/editor after the surname, to create an alphabetical list, thus:
Murphy, C., & P. Smith (not Murphy, C. and Smith, P.) – note the comma after 'C'; '&' is here instead of 'and'.
- (b) For **editions of papers, documents** etc., where the editor's name comes after the book title; insert a 'key word' at the start of the entry if it is not the first word in the title, thus:
Ormond: *Calendar of Ormond deeds, 1172–1350* [etc.], ed. E. Curtis (IMC, 6 vols, Dublin, 1976).

42 When citing the **place of publication** of a book (it is not normally required for a serial), be sure to give the town and not the shire or the US state. If the town/city is not well known, add 'nr Dublin' or 'Co. Kerry' or an abbreviation for the name of the state. Give 'London' as the place for Penguin, **not** Harmondsworth. One place of publication suffices: not (Dublin, London & Chicago 2002) but (Dublin, 2002)

43 **Citing of editions:** authors should cite the latest edition of works unless they have a good reason not to do so. The particular edition, if it is not the first should be identified. Do not mention mere reprints.

44 In the bibliography **authors' and editors' forenames** should be listed in full if possible.

45 In principle, the **publisher's name** should not be included. Where it is given, use UP for University Press. Do not include business elements such as Inc. or Ltd. For most publishers omit the words 'Press', 'Books', 'Publishers'. Thus:
Ó Ciardha, Éamonn, *Ireland and the Jacobite cause, 1685–1766: a fatal attachment* (Dublin, 2002: Four Courts).

46 **Titles of books and articles** should be left as they are except for (a) down-styling; (b) use a colon to separate a book's subtitle from its title (do not use a dash or a full point); (c) inserting a comma before the dates that end a title. **Insert this comma even if it does not appear on the title page, thus:**
J. James, *A dying trade: shoemaking in Lancashire, 1920-70*.

47 A **URL or website** should appear without brackets or underlining. Internet sources should also include the date that the information was accessed, thus: www.info@four-courts-press.ie, accessed 17 July 2003.

48 **Translation of a title** of a work (where necessary), is to be presented in roman font within square brackets following the original title. This is the only case where [] are used for what is not strictly speaking an editorial intrusion.

49 For **newspaper titles** do not use a capital for or italicize, *The*, thus in the *Irish Times*, in the *Warden*, in the *Lancet* and even use in the *Times* [of London], in the *Economist*. However, use: *The Old Curiosity Shop*.

50 Use **italics** for titles of published books (but not books of the Bible: so, the book of Genesis); and for titles of plays, long poems, periodicals, films; works of art and ships, as in *HMS Hood*.
Titles of PhDs, chapters of books, short stories and shorter poems should be set in roman type in quotation marks; in these cases only the first word and proper names are to be capitalized.

51 **Bibliographical abbreviations to be used in notes and bibliography**
In general, remove full points for acronyms; so: ACIS, not A.C.I.S., NATO, not N.A.T.O. See IHS rules, pp 81–128 for this.

52 A sample from a bibliography illustrating some of the points mentioned is given below:

Adair, John, *The pilgrim's way: shrines and saints in Britain and Ireland* (London, 1978).
 Appadurai, Alan, 'Commodities and the politics of value' in Bailey, *Almshouses* (1986), pp 3–63.
 Aston, Michael, '“Caim's Castles”: politics, and disendowment' in R. Dobson (ed.), *The church: politics and patronage, 1123–1366* (London, 1984), pp 45–81.
 Bailey, Bert (ed.), *Almshouses of England* (London, 1986).
 — 'London, 1300–1540' in D.M. Palliser (ed.), *The Cambridge urban history of Britain*, vol. 1 (Cambridge, 2000), pp 395–440.
 — 'Debate', *Past & Present*, 154 (1997), 223–42.
 Bennett, Paul, 'The Poor Priests' hospital – the chapel', *Continuity and Change*, 98 (1982), 216–20.
 — '“A fond thing vainly invented”: an essay on Purgatory and pious motive in later medieval England' in S. Wright (ed.), *Parish, church and people* (London, 1988), pp 56–84.
 Cotton, Clive (ed. and trans.), 'Churchwardens' accounts of the parish of St Andrew, Canterbury, AD 1524–1557', *Archaeologia Cantiana*, 34 (1920), 1–46.
 Geremek, Brian, *Poverty: a history*, trans. A. Kolakowska (Oxford & Cambridge, MA, 1994).
 Quinn, James, 'The United Irishmen and social reform', *IHS*, 31:124 (1998), 188–201.

Essay from a collection where the collection itself is listed in the bibliography (§40)

Note the use of ° for essay titles and punctuation of title and subtitle

Keep capitals in journal titles in (§57 below) and omit p./pp

Two places of publication; one place of publication requires clarification

change volume number to arabic form even if the journal itself uses roman

NOTES

53 The author should give serious consideration to the material that appears in notes. The occasional thesis practice of shoving material into the notes of a book that cannot be accommodated in the text proper is not acceptable.

54 If the manuscript includes a full bibliography, take advantage of this to use short titles from the very start in the notes (but give the year of publication on first mention).

L. de Paor, *St Patrick's world* (1992), pp 17–19; afterwards de Paor, *St Patrick's world*, pp 65–7.

If there is no bibliography, for instance in a collection of essays by different contributors, after the first mention in full, a minimum detail system should be used.

55 Entries for books in notes

The box below gives the recommended form of first reference and examples to illustrate it. Subsequent references should use short titles (see §54).

- (i) author(s)/editor(s) first name/initial(s) surname(s) followed by (ed.) or (eds) if it is an edited volume,
- (ii) *title of the book* (italics; see note on capitalization, §15),
- (iii) editor, compiler and translator if any,
- (iv) the series name and the volume in the series,
- (v) the number of the edition if not the first
- (vi) the publication place and date in parentheses () with a comma separating them,
- (vii) volume number (if more than one), page number(s).

74 J.A.C. Healy, *Pawns or plays?* (Dublin, n.d. [1982]).
 75 N.K. Jones & J. Jones (eds), *Welsh poetry: an anthology* (Cardiff, forthcoming).
 76 J. O'Neill, *The source of Irish misery: essays on indolence*, 2 vols (Dublin, 1990), ii, p. xxii, n. 2.
 77 W. Vaughan (ed.), *A new history of Ireland*, ix: *Ireland in the twentieth century* (Oxford, 2003).
 78 W. Smith et al., *The cause of our distress* (Rathdrum, Co. Wicklow, 1999).
 79 A. Dumas & H. de Balzac, *Old fools*, trans. A.T. Stowe, Merlin Modern Classics 43, 4 vols (London, 2001), i, p. 56.
 Thereafter cite it as Dumas & de Balzac, *Old fools*, i, p. 100.
 80 *The Book of Armagh*, ed. and trans. John Lynch (2nd ed. London, 1804; repr. Dublin, 1949).

No space between the initials in names

This is note 2 on p. xxii of vol. 2. If all of the volumes were not published in the same year, put the vol. number in place of '2 vols', before the parentheses.

Special treatment of this volume number

title of series appears in roman type

A printed edition of the manuscript known as 'The Book of Armagh'

For shorter reference to books with three or more authors/eds

56 Chapters in books of essays

Below is the recommended form of reference. Subsequent references should use short titles (see above, §36). See above, §40, on adding edited volumes to the bibliography.

(i) author(s) first name/initial(s) author(s) surname(s), (ii) title of the chapter in single quotation marks followed by 'in' (iii) rest of references as for books above (§55)

- 81 Nollaig Ó Muraile, 'Settlement and place-names' in P.J. Duffy et al., *Gaelic Ireland, c. 1250–c. 1650: land, lordship and settlement* (Dublin, 2001), pp 103–97.
- 82 J.L. McCracken, 'Early Victorian Belfast' in J.C. Beckett and R.E. Glasscock (eds), *Belfast: the origin of an industrial city* (London, 1967), pp 88–97.
- 83 Thereafter: McCracken, 'Early Victorian Belfast', p. 89.

57 Articles from journals

The correct form of reference with some samples is given below. Please note: for articles in journals do not use 'p.' or 'pp' before the page number.

(i) author(s) first name/initial(s) author(s) surname(s), (ii) title of the article in single quotes; words already in quotes take double quotes, (iii) title of journal in italics and capitals (iv) volume number followed by a colon followed by issue number (v) the date of publication in parentheses (), (vi) page numbers, but do not use 'p.' or 'pp'

- 84 James Kelly, 'The politics of Volunteering, 1779–93', *Irish Sword*, 22:8 (2000), 139–56.
- 85 J.R. [Jonathan Swift], 'Big men in Lilliput', *IMP*, 5:20 (Sept. 1947), 284–9 at 286.
- Subsequent references will read: J.R., 'Big men in Lilliput', 285 or J.R., *IMP*, 5:20 (1947), 285.

If a journal has continuous pagination through the year do not give the month/season: but do include the year (in brackets) to identify the article and to clearly separate vol. no. etc. from the pagination. If the volume is continuously paginated for the year, the volume number alone suffices: *Irish Geography* 7 (1980), 284–9. Note: present all volume numbers in arabic form; give the issue number and also the precise date.

59 Citation of a thesis

On first reference, the title is to be set in roman type within inverted commas. Thereafter the short form is to be used.

- 86 J. Jones, 'The role of the freemasons in the rebellion of 1798' (PhD, TCD, 1995); subsequent references to be: Jones, 'Freemasons', p. 53.

60 Newspapers

References to newspapers should give only the title and the date of issue. Do not include page numbers. *Irish Times*, 10 Nov. 2003. See the §35 for abbreviations for months in notes.

61 Plays: the first citation is to be:

(i) author(s) first name/initial(s) (s) surname(s), (ii) *title of play in italics* (iii) place of publication, date in (), (iv) act. scene. line. separated by full points.

David Mamet, *Glengarry Glen Ross* (London, 1984), III. iv. 16

Subsequent citations to be of the form title, act, scene, line: in *Henry V*, III. ii. 14

62 Legal cases are to be cited in the following manner:

The State v. Creedon (all in italics)

The Larceny Act 1916: no comma after Act. [See *IHS* re. the land act of 1894.]

63 Cite the Bible in the following manner in the text, with unabbreviated book names:

1 John 2:10–15, 17: all arabic; colon between chapter and verse; commas otherwise.

In the notes use abbreviated RSV book names:

Jn 4: 22–24; Mk 1–3 [chapters 1 to 3]; Rev 3:4–4:5.

64 Use of *ibid.* and other latinisms

- (a) Do not use 'Ibid.' where previous note contains more than one reference; *ibid.*, with a capital should appear at the start of note; otherwise lower case and never in italics.
- 42 Jones, *Davey's locker*, p. 88. Full point at the end of each note!
- 43 *Ibid.*
- 44 *Ibid.*, p. 92. Comma, roman, full point after the 'd'.
- 45 Jones is mistaken on this point; *ibid.*, p. 95.
- (b) Try to avoid a succession of notes such as *Ibid.* *Ibid.*, p. 47 *Ibid.* etc. by notating the text at least by paragraph: e.g. *Ibid.*, pp 47, 63, 72.
- (c) *passim*, used for 'Here and throughout' is to be set in roman type with no full point.
- (d) Use of *op. cit.*; *loc. cit.*; *art. cit.*: is to be avoided. Instead Use as Author, *Short title*, p. 47: this implies that the reader can get fuller information in a previous note or in the bibliography.
- 65 When making reference to other places within the book, the author should advise the reader to 'See p. 47, above.' or 'See above/below, p. 47.' (notice the comma). Do not use *infra* or *supra*. Use ### to indicate page numbers that must be replaced at page proof stage.

66 Cross-references: See chapter 2, figure 2, table 2.1: use lower case.

INDEXING

67 It is expected that the author will be able to compile the index from the first set of proofs. When an author receives proofs, they should ascertain that it is indexable – and, if it is not, advise FCP as to what the problem is. Minor corrections should be designed so as not to cause repagination; major corrections and afterthoughts that cause repagination should never be proposed. FCP will provide on request, some guidelines for compiling an index.

MANUSCRIPT AND DISK

68 Four Courts Press requires both a disk copy and a hard copy of an author's manuscript. These should be identical, and both should be clearly labelled and dated. Some of these conventions will not be present in the typeset version of the page proofs (see especially §69 and §70); they are to simplify the work of the copy editor and typesetter. If an author cannot conform to any of these guides, please contact the editor.

Keep a copy of all printed and electronic material sent to FCP.

Printed version of manuscript

- 69 **Number all pages** of the manuscript consecutively from 1 on. The first page of the introduction (if there is one) and otherwise the first page of chapter 1 should be numbered 1.
- 70 Do not incorporate a **running head** on the pages, these will be applied by FCP at proof stage. Do provide, on a separate page, a list of suggesting running heads for the various chapters of the book, bearing in mind that the running head must both meaningful and concise (maximum 12 words).
- 71 Do not force-justify the text; leave the right margin ragged. Text should be printed on one side of the page only and single-spaced. Use only one space **between sentences**. Leave no lines spaces between paragraphs.

72 Preliminary pages must be numbered separately in roman numerals to include:

- a title page
- dedication (if applicable)
- foreword (if there is one; note this is always written by someone other than the author of the work)
- contents page: this is to include all levels of headings numbered; authors should ensure that the chapter titles here are the same as on the chapter openings and that page numbers are given
- list of illustrations (if applicable)
- list of abbreviations used
- Acknowledgments
- Preface (if any. The preface should not be the introduction to the text of the book.)

73 **Headings of chapters, sections and captions for illustrations** should be set in a down-style, that is, with a minimum of capital letters (see note §15, above, on this).

74 **Chapters** should always start on a new page and should be numbered 1, 2, 3 (Arabic), not III, IV, V (roman). Chapter titles should always be kept short. They should have an initial capital for the first word, and subsequent words should commence with a lower-case initial unless they are proper names.

75 **Section headings and sub-section headings** should be clearly numbered; the first section in chapter 2 should be numbered 2.1, the second 2.2 etc. If a section is to be further sub-divided then the same principal should apply: 2.1.1 for the first, 2.1.2 for the next etc. *These numbers may be removed by FCP when the book is being typeset but they are necessary here for purposes of identification.*

If there is to be a break where no heading occurs – for example, in something like an introduction – mark it by 2 line spaces before, 3 asterisks *** and a line space after.

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77 **Displayed quotations ('set-offs')**:

In principle do not set-off a quote unless it is 40 words or more. Set off short quotes only if they are very important and deserve to be highlighted. Before and after, insert a line space. Do not insert quotation marks at the beginning and end of the passage. Indent the displayed text on the left by 2cm. After a set-off, indent for a new paragraph, if there is meant to be one, that is, if one paragraph has ended with the quote and a new one begins right after it. Otherwise leave the text full out. If the original text has first quotation marks double, change these to singles, which is FCP style. If the set-off quote has paragraphs within it, show these in the normal way.

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79 All text files should be Microsoft Word files. Please use the fewest number of disks/CDs possible – this applies especially to multi-author volumes. In this case it is the editors' responsibility to format these consistently. Label the disk/CD with its contents, the book title, date and software package used. Files should be named by chapter number, followed by a short title: **6Reform, 1660–78.doc**

80 Do not provide any illustrative material on disk without prior consultation.