

Battlefields Trust Notes for e-Journal Contributors

Introduction

Battalia, the e-journal of the Battlefields Trust, is published annually, in December. The editors welcome articles, notes and transcriptions of relevant unpublished primary source documents with supporting narrative from members and non-members of the Battlefields Trust on any aspect of battles, battlefields and the armies which fought on them. All articles are peer reviewed.

Contributions submitted for inclusion should be in line with the guidelines described below. Articles should be no longer than 9,000 words, notes no longer than 1,000 words and transcriptions of documents of a length agreed with the editor. All submissions should be typed using double spacing with as little embedded formatting as possible. The position of any maps or illustrations should be marked in the text, though may need to change depending on type-setting restrictions and the images themselves supplied separately in an electronic form (preferably jpeg) at 300dpi. Illustrations should be captioned and their source acknowledged where appropriate. Items accepted for publication may be returned to the author for corrections to align them with the guidelines below.

Contributions will be peer reviewed before publication.

References/Notes

Endnotes should be used and be sufficiently full when first cited to be readily identifiable. Any following citation should be done through by a clear abbreviation and loc.cit., op.cit should be avoided. References to books should indicate author(s) by forename(s)/initial(s) and surname, title in italics, place of publication and date in round brackets separated by a comma, and, finally, page number(s) which should be identified by a 'p.' for a single page and 'pp.' for several pages. The name of the publisher should be included only if considered unusual, or significant in the context of the article. For archival sources list the archive and, where appropriate, the folio number.

Book example: P. Young, *Marston Moor 1644* (Kineton, 1970), p. 141.

Thereafter use

Young, *Marston Moor*, pp. 80-83

Edited volume example: Initial reference to an edited volume should include the title in italics, the editor(s), number of volumes, place of publication and date in round brackets, volume and page.

I. G. Philip (ed.), *Journal of Sir Samuel Luke* (3 vols, Banbury, 1947-1953) 1975), i, p.32

Thereafter use:

Philip, *Luke Journal* ii, p.17-21

Book chapters or articles example: Articles and essay references should detail author, title of article in single quotation marks, journal or title of edited essays in italics, editors of essay(s), place of publication and date in round brackets, volume where appropriate and page:

K Roberts, 'Citizen Soldiers: The Military Power of the City of London' in S. Porter (ed.), *London and the Civil War* (Basingstoke, 1996), pp.94-98

Thereafter use:

Roberts, 'Citizen Soldiers', p.92

Archive example: Initial references to manuscripts should give the archive location and collection as well as any abbreviation in round brackets for further references:

The National Archives (UK) (TNA), SP28/1A, ff.23-29
Thereafter use: TNA, SP28/1A, f.92

Dates

1. Should be written out in full and without st, th, rd: for example, 23 October 1642.
2. Century numbers should be spelt out in full: the fifteenth century (but the adjective needs to be hyphenated: for example seventeenth-century artillery).
3. For a year that covers more than one calendar year, such as a financial year, use an oblique stroke: for example 1644/5.
4. Dates referenced to the Julian calendar (Old Style) should not be modernised (the battle of Naseby is fought on 14 June 1645 (Old Style) not 24 June 1645 (Gregorian calendar - New Style) though the year should be treated as starting on 1 January.
5. Months should not be abbreviated

Numbers

1. Words should be used for numbers up to ten.
2. Figures should be used for 11 upwards.
3. When starting a sentence with a number it should be written in words
4. A comma should be used in thousands or larger numbers, for example 3,000, 121,956.
5. Figures are always used for percentages except when starting a sentence. Per cent should be in full in the text, % in tables and endnotes.
6. Figures must be used before abbreviations, eg. 14 km.
7. Decimals in numbers less than one should be preceded by a zero, so 0.25 not .25.
8. Page ranges should be spelled out in full: 120-121 not 120-21.

Capitalisation

The general rule is that capitals should not be used unless absolutely necessary and only when referring to the specific.

They should be used for the name of people and their titles - the 'Earl of Essex', 'King Richard III' - but not when using the title alone.

For example, 'The Earl of Essex marched his army to Worcester. With Sir John Merrick at his side, the earl read the articles of war to his soldiers before entering the city.'

Lower case should be used for parliament and royalist but House of Commons (the Commons) and House of Lords (the Lords) should be capitalised. When referring to the City of London, City ('the City') should always be capitalised to distinguish it from other cities.

Generic terms for military units - company, regiment, brigade, division, trained bands - should always be lower case. But when a specific unit is referred to, use capitals. For example, the 'Yellow Auxiliaries of the London trained bands' and the Lord General's regiment.

Italics

Italics should be used for emphasis only sparingly. The following indicates what should and should not be italicised.

- Foreign words or phrases should be italicized if they appear in an English sentence. Foreign-language quotes should be treated as normally.
- Ship names should be italicized.
- Titles of published books, excepting the Koran and the Bible, and other art, performance and media should be italicised.

Quotes

Single quotation marks should be used within the text and double quotation marks used only for quotations within quotations. Quotations of more than 50 words should be in a separate indented paragraph with single quotation marks and should appear in *italics*.

Abbreviations and Contractions

Always spell abbreviations (including acronyms) out in full the first time they are used (for example, New Model Army (NMA)). Do not use full stops with abbreviations (for example, KRH), only with initials of names (eg., C. H. Firth). With contractions full stops should only be used when the last letter is not present: for example, Mr, Dr, Lt, Maj., Gen. Military rank abbreviations used are: L/Cpl, Cpl, Sgt, Sgt-Maj., 2nd Lt, Lt, Capt., Maj., Lt-Col., Col., Brig., Maj-Gen., Lt-Gen., Gen., FM.

Acknowledgements

Any acknowledgement should be made in the endnotes. If specific to a particular reference they should be made there, but for a general acknowledgement, for example offering thanks for constructive comment on the article before publication, this should be made in the first endnote.