

# *Proceedings of the British Academy*

## **Notes to Authors**

on the preparation of papers  
(Style A)

The Proceedings of the British Academy series embraces a wide range of disciplines, each with its own preferred conventions. This document, referred to here as **Style A**, outlines the author-and-date system for bibliographical references.

The following notes provide guidelines on the preparation of papers for publication in a volume of the Proceedings of the British Academy, and include information on how to prepare illustrations and tables. The recommendations made here must be followed carefully. This will ensure that levels of consistency are maintained throughout the volume and that your text will pass smoothly through the editorial process.

### **Submission of the Final Text**

The following should accompany your full and final text:

- **Chapter abstracts** of 120 to 200 words and 3–10 **key words**, for use in British Academy Scholarship Online (using the Keywords & Abstract Template.doc in conjunction with the Keywords & Abstracts Submission Guidelines.pdf for guidance – both can be found here: <https://www.thebritishacademy.ac.uk/publications/proceedings-british-academy-notes-editors>);
- **Biographical note** of around 100 words, for inclusion in the volume's 'Notes on Contributors';
- **Illustrations** including figures and tables, prepared to the specifications outlined in this document;
- **List of illustrations**, including figure number, file name, caption, and if any permissions are necessary;
- **Documentation relating to permissions.**

### **Permissions**

The published article (including any accompanying material, e.g. illustrations) should in no way infringe any existing copyright. Permission must be obtained in good time from the copyright-holder to reproduce any copyright material, including prose extracts, poetry, diagrams, tables, photographs and other illustrations. Obtaining the necessary permissions to reproduce copyright material in both online and print media is *your* responsibility, though the Academy's Publications Department will be pleased to provide advice.<sup>†</sup>

<sup>†</sup>The issue of what might be reproduced without having to seek permission is notoriously complex. In 2008 the British Academy and the Publishers Association published *Joint Guidelines on Copyright and Academic Research: Guidelines for researchers and publishers in the Humanities and Social Sciences* (available as a PDF file at <https://www.thebritishacademy.ac.uk/publications/joint-guidelines-copyright-and-academic-research-guidelines-researchers-and-publishers>).

Your request should be for world English language rights for the following uses:

- Print publication in the volume
- Online publication in British Academy Scholarship Online (an online digital research library, accessible only to subscribers: **NB** this is *not* an e-book)  
The online rights should not be time-limited.

Please refer to the sample permissions letter in Appendix 1 for guidance.

## The Typescript

### General

The typescript *must* be double-spaced. You are advised to use 12 pt Times New Roman for your main text.

### Quotations

Single quotation marks ‘ ’ should be used, with double quotation marks “ ” being reserved for quotes within quotes.

*Displayed quotations*; quotations which are longer than about five lines when typeset (roughly, more than 60 words) are indented and are not enclosed in quotation marks.

### Sub-headings

Ensure the text is broken up at regular and appropriate intervals by main headings and sub-headings. Sub-headings should not be numbered and should not be put into capital letters. Please avoid the use of more than three levels of heading. (For clarity in the typescript, a level 1 sub-heading should be bold centred, a level 2 sub-heading should be bold aligned left, a level 3 sub-heading should be italic aligned left.)

### Cross-referencing

- Cross-references should be given in a way that makes them useful in both the print and digital versions of your paper;
- Point readers to a specific target. Don’t use ‘see above’ or ‘see below’;
- Avoid instances of cross-referencing by page number alone because the layout of the online material may be different from the printed page;
- Cross-referencing by heading works well in both print and digital formats, for example ‘(see p. 24, Chateaux Inventories: Chapels)’;
- Cross-refer to the lowest level heading as appropriate;
- Avoid including cross-references in headings.

### Lists

- Arabic numbers should be used for lists, with no parentheses around the number and no full points;
- Bullet-points for non-hierarchical lists are also acceptable.

### Spelling

- The British Academy uses British spelling;
- Please note that the house style is to use the endings *-ise/-isation* in cases where an alternative in *-ize/-ization* exists: civilise, civilisation.

## Bibliographical References

(Style A)

Your contribution will use the author-and-date ('Harvard') system of references. The full references are given in a list of 'References' at the end of the paper, and references in the text (including any in the footnotes) are by author and date.

### List of References

Sample list of 'References' (*must* be double-spaced in typescript):

#### References

- Barnes, J. (1982), *Aristotle* (Past Masters; Oxford, Oxford University Press).
- Barnes, J. & Griffin, M.T. (eds) (1989), *Philosophia Togata: Essays on Philosophy and Roman Society* (Oxford, Basil Blackwell).
- Barnes, J., Brown, S. & Albert, C. (eds) (1980), *Collected Essays on Classical Antiquity* (London, Methuen). [Note: a work with three or more authors follows dual-author works even if it is out of sequence alphabetically or chronologically]
- Brown, J. (2013), 'The making and breaking of states: the end of empire in India revisited', *Journal of the British Academy*, **1**, 133–49. DOI 10.5871/jba/001.133
- Fields, G. (1987), 'Public Policy and the Labour Market in Developing Countries', in D. Newbery & N. Stern (eds), *The Theory of Taxation for Developing Countries* (Oxford, Oxford University Press), 264–77.
- Hankinson, R.J. (1988a), 'Stoicism, Science and Divination', *Nutrition*, 34: 88–102.
- Hankinson, R.J. (ed.) (1988b), *Method, Medicine and Metaphysics*, 2nd edn (London, Heinemann).
- Hankinson, R.J. (1989), 'Galen and the Best of All Possible Worlds', *Classical Quarterly*, ns 39: 43-76.
- Hinman, C. (ed.) (1968), *The Norton Facsimile: The First Folio of Shakespeare* (London).
- Marx, K. (1867), *Capital: A Critique of Political Economy*, i, trans. B. Fowkes (New York, 1977).
- Mason, J.B. (1984), *Nutrition and Society* (London, Macmillan).
- Mason, J.B., Habicht, J.B. & Tabatabai, H. (1984a), 'Notes on Nutritional Surveillance', paper delivered to the WHO conference.
- Mason, J.B., Habicht, J.B. & Valverde, V. (1984b), *Nutritional Surveillance* (Geneva).
- Smith, P. (1988), 'The Case of Tigray', in Hankinson (1988b), 76–94.
- Smith, T. (ed.) (forthcoming), *Famine and Gender* (Chicago IL, University of Chicago Press).
- WHO (World Health Organization) (1983), *Primary Health Care: The Chinese Experience* (Geneva, WHO).
- WHO (World Health Organization) 'March 2014 supplement to the 2013 consolidated guidelines on the use of antiretroviral drugs for treating and preventing HIV infection: recommendations for a public health approach', accessed 4 March 2014, [http://www.who.int/hiv/pub/guidelines/arv2013/arvs2013supplement\\_march2014/en/](http://www.who.int/hiv/pub/guidelines/arv2013/arvs2013supplement_march2014/en/)

If the original date of the work cannot be given:

Aristotle (1976 edn), *Metaphysics: Books M and N*, trans. with introd. by J. Annas (Oxford: Oxford University Press).

Citations to articles consulted online should include a DOI (Digital Object Identifier), which is a character string used to uniquely identify an object online. The DOI for a document is permanent and therefore provides more stable linking than simply referring to the URL.

Citations to websites should include as much as possible of the following, in this order: author; title or description of the content; owner/publisher; date of publication or most recent revision, or failing that, date accessed; and URL. Some flexibility is necessary to accommodate the wide variety of content available online.

## References in the text

References in the text (or footnotes) are by author and date. Samples of references in text and footnotes:

This is held by Barnes (1982: 15–17) and Hankinson (1988a: 93, 96; 1989: 72); see generally Barnes & Griffin (1989); it was ‘the best of all possible worlds’ (Hankinson 1989: 43).

Summaries of the working party’s conclusions may be found in Mason *et al.* (1984b). A new collection of essays edited by Thomas Smith (forthcoming) challenges much recent thinking. (It is interesting to note that the World Health Organization (WHO 1983) took a different view.)

<sup>1</sup> For this and a wide range of other examples, see Barnes & Griffin (1989).

<sup>2</sup> *1 Henry IV*, 5.1.130–3. Unless otherwise indicated, Shakespeare quotations are taken from Hinman (1968).

Note that footnote indicators in the text appear after any punctuation:

This point has been strongly criticised by many scholars,<sup>24</sup> but it still has its firm defenders.<sup>25</sup>

## Illustrations

Illustrations are included if they amplify the text; they should not be merely decorative.

- All illustrations, whether line diagrams, maps or half-tones (photographs), should normally be described as Figures. ‘Figure’ should never be abbreviated to ‘Fig.’ in the text or the caption.
- Illustrations should be supplied as digital images. Do not embed illustrations within the Word text file; supply each illustration as a separate file (preferably in a tiff or jpeg file – see resolution requirements below).
- A complete a list of illustrations, including the figure number, file name, caption (with any source acknowledgements), and any necessary permissions should be supplied along with your final text.

### *Digital image file types, and resolution*

Digital images must be of sufficient resolution to be reproduced at the desired final size. Photographic illustrations should be supplied as tiffs or jpegs; the **minimum** resolution needed at the image’s final size is 300 dpi. Line diagrams should be supplied as tiffs; the **minimum** resolution needed at the image’s final size is 600 dpi.

### *Size*

The maximum page frame size = 180 mm high × 115 mm wide. If you do not wish all of a particular image to be reproduced, please indicate in your list of illustrations that cropping is necessary and also supply a scanned version with the cropping indicated on it.

### *Colour*

Colour should only be included when it is absolutely necessary for a full understanding of the illustration (please check with your Editor). We may ask you to obtain a grant towards the extra production costs.

### *Labelling*

There should be a minimum of labelling on the illustration itself: explanations should generally be included in the caption. Where needed, labelling should preferably be set in a sans-serif typeface (such as Arial), and it should be set in a typesize large enough so that when the image is reproduced at the desired final size the labelling ends up at about 8 point or 9 point.

### *Positioning*

The final position of any illustration will not be determined until proof stage. Each Figure will normally be inserted as close as possible to its first mention in the text, unless you indicate a different location in the typescript.

### *Captions*

The captions for *all* illustrations should be supplied in the list of illustrations. Where appropriate, the caption should acknowledge the source of the illustration.

## **Tables**

### *Positioning*

When they are typeset, tables will be incorporated within the text. However, all tables should be submitted at the end of the text, each on a new page. The correct method to refer to the table in the text is, therefore, ‘as shown in Table 1’ without breaking off where you think the table may fall. The following example illustrates the correct layout of a table:

**Table 12.5** Attitudes towards Uniformity of Policy Areas

*Below is a list of policies. Can you say whether you think each policy should be uniform across the whole of England, or whether it should be a matter for each local council to decide?*

	<b>Uniform</b>	<b>Up to Local Councils to Decide</b>
	<b>%</b>	<b>%</b>
Refuse collection and recycling	39	54
Planning approvals	39	53
Housing	48	44
Public transport	50	43
Nurseries and child care	64	28
Social services	69	24
Primary school education	74	19
Secondary school education	76	17

Note: Base = 3705.

Source: FoE survey 2014.

## Detailed Points of Editorial Style

### Quotations

- *Relative position of a closing quotation mark and punctuation.* Punctuation should be inside the quotation mark *only* if there was punctuation at that point in the material quoted, otherwise it should be outside.
- *Points of omission ...* should be typed as three points with a space either side of the three. If the matter before the omission points ends a complete sentence, it will have its own close-up full point, which is quite independent of the points of omission. ...

### Italics

- *Book titles, etc.* Use italics for published books (except books of the Bible), journals, plays and works of art.
- *Foreign words* and short phrases that have not been naturalised are in italic. Foreign institutions are in roman.
- *Italics in abbreviations.* Most of the common Latin abbreviations are kept in roman type (cf., e.g., i.e., vice versa and viz.), but *c.*, *et al.*, *et seq.* are italic.
- *Emphatic italics.* Use italics rather than bold for emphasis, but be sparing in the use of it.

### Abbreviations

- Avoid unnecessary abbreviations. If you are using any that may be unfamiliar to a non-specialist reader, please explain them at their first occurrence.
- *Italics* should only be used in abbreviations where the expanded version is in italic: *OED* (*Oxford English Dictionary*); but *LSJ* (*A Greek–English Lexicon* by Liddell, Scott and Jones).
- *Use of full points.* Do not put full points in abbreviations consisting entirely of capitals: ‘OUP’ not ‘O.U.P.’, ‘BA’ not ‘B.A.’ Abbreviations consisting of a mixture of capital and lower-case letters take a full point: B.Phil., Ph.D., etc. But omit the full point after contractions (abbreviations that include the first and last letter): St (Saint), Revd, Dr, Mr, Mrs, etc. Abbreviations of units of measurement should not be given a full point: ‘cm’ not ‘cm.’.
- *The apostrophe.* Note that there is no apostrophe in plural forms like MPs, QCs, etc.

### Numbers and dates

- *Page-references.* In page-references, elide as many figures as possible, but retain the penultimate digit for the sequence 10–19 in any hundred: 4–8, 9–15, 17–18, 19–33, 24–8, 45–56, 99–111, 112–18, 132–8, 145–56, etc.
- *Numbers.* It is usual to spell out numbers up to nine in continuous text, and to use figures for 10 and above. If the context is overtly statistical, or units of measurement are being given, use figures: 5 mm, 3 per cent, a 6-year-old child. Where the context is not statistical, it may sometimes be appropriate to spell out larger numbers: ‘I felt a hundred times better’. Avoid

beginning a sentence with figures.

- *Percentages.* Normally ‘per cent’ should be spelt out in the text: use % in tables.
- *Dates.* Use the form ‘16 August 1979’, without commas. (If the day of the week is given, then a comma should be inserted after it: ‘Sunday, 25 October 1953’.)
- *Decades.* 1960s, the ’60s, or (where appropriate in the context) the Sixties.
- *Centuries.* 5th century BC, 20th century, 17th-century literature.
- BC and AD are the *Proceedings*’ normal usage, but you may use BCE and CE if you prefer.
- *Elision of dates.* Keep all the figures when the extent covers more than one century: 1820–1910. Do not elide dates BC. Otherwise elide dates according to the rules above for page-references: 23–5 December, 1826–8, 1914–18, etc.

**APPENDIX 1**  
**Sample Permission Letter**

[Date]

Permissions Manager  
Publisher/Copyright Holder's Address

Dear

I am writing to request permission to reprint the following material from your publication;

[insert details here to include; book/journal title, author/editor, publisher, chapter title, page extent, year of publication]

to be reprinted in the intended book;

Book title: **TITLE edited/authored by Editor's/Author's Name/s**

Publisher: British Academy

Anticipated publication date: \*\*\*\*\* [please check with the Publications Department]

Anticipated print run: approximately up to 500

I am seeking non-exclusive, worldwide English language rights in all forms and media, including in print for the lifetime of the edition. If you have a specific credit line that we should use to cite the material, we are happy to include that on the copyright line or in the acknowledgements.

Please indicate your preferred wording.

If you have any questions about this request, please contact me at [insert your email address]. Your urgent attention to this matter is appreciated.

Thank you.

With best wishes,