Biographical Memoirs of Fellows of the British Academy

Notes to Obituarists

The following notes provide guidelines on the preparation of the typescript of your memoir. The recommendations made here must be followed carefully. This will ensure that levels of consistency are maintained and that your text will pass smoothly through the editorial process.

GENERAL

Writing a biographical memoir

• British Academy memoirs are intended for publication as articles in the online open-access resource of Biographical Memoirs of Fellows (www.thebritishacademy.ac.uk/publishing/memoirs/). Memoirs are also intended for issue in an annual volume of Biographical Memoirs of Fellows of the British Academy.
• You are reminded that your memoir text should be an original work which will not have been published elsewhere prior to its first publication by the Academy.
• Your memoir should include coverage of the personal life and career of the subject as well as an assessment of the scholarly work. Collectively the biographical memoirs of the British Academy make up a chapter in the intellectual history of Britain, and will be used as a source by future biographers and historians.
• Please include any significant contribution to the Academy’s activities, such as the holding of office.
• The obituary will be read by people without specialist knowledge in the particular field, so please avoid specialist conventions.
• A bibliography of the deceased Fellow’s published works is not normally included in the memoir (and is only ever considered if this would be the sole place where this information would be listed). Please consult the Academy’s Head of Publishing if you wish to include a bibliography. Reference can always be made to sources where bibliographies are to be found.
• The text of the memoir should be in English. (Other languages may, of course, be used in direct quotations.)

Length of your memoir text

• Academy memoirs should not typically exceed 8000 words. Although existing Academy memoirs vary widely above and below this figure, it would be helpful if you could keep to this figure to save work by the Editor of the Biographical Memoirs later on. If you feel that your obituary is likely to exceed this length, please contact the Academy’s Head of Publishing.

Submission of your memoir text

• The memoir in its final publishable form (including all notes and references) should be delivered to the Academy by the date indicated in the ‘Terms and Conditions’ issued to you with the invitation to contribute.
• The memoir text should preferably be submitted as Word files (PC not Mac version). If your text contains special fonts or characters that require a different word-processing package, please contact the Academy’s Head of Publishing (publishing@thebritishacademy.ac.uk).
• Your Word file should be emailed to the Academy’s Head of Publishing – Mr James Rivington (publishing@thebritishacademy.ac.uk)

If your text contains typographical complexities, you may also be asked to supply a print-out as confirmation of how they should appear.

Editing

The memoir will be passed to the Editor of the Biographical Memoirs of Fellows of the British Academy series, who may request reasonable changes to the text.

Use of the published memoir

The Biographical Memoirs of Fellows of the British Academy series is licensed under a Creative Commons Attribution-NoDerivatives 4.0 International License. The British Academy is happy for authors to post the PDF files of their memoirs on their personal websites or in subject or institutional repositories.
**THE TYPESCRIPT**

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

**At the beginning**
• The deceased Fellow’s name, full dates of birth and death, and year of election to the British Academy should be given in the form:

  ANN MOSS [i.e. normally used name]
  Jennifer Ann Moss [i.e. full name]

  21 February 1938 – 13 August 2018
  elected Fellow of the British Academy 1998

• Below that, add your name as author in the form in which you would like it to be published. (For more than one author, list each name on a separate line, in the order in which you would like them to be published.)

• Please provide a Summary of up to 100 words, indicating the deceased Fellow’s main disciplinary interests and the achievements for which they should be best remembered. As well as being published in the memoir itself, it will appear on the Academy’s website to help non-specialists identify memoirs in which they may be interested.

**General structure of memoir text (and the use of sub-headings)**
Your memoir can take the form of:
1 Continuous text.
2 Division into parts taking the form I, II, III, etc.
3 Division into named sub-headings. Sub-headings should not be numbered, and should not be put into capital letters. Please avoid the use of more than two levels of heading. (For clarity in the typescript, a level 1 sub-heading should be bold centred, a level 2 sub-heading should be italic aligned left.)

**At the end**
• Any Acknowledgements should appear in a separate paragraph at the end of the text. (Do not place your acknowledgements in a footnote.)

• In a Note on the author, please state your current position and affiliation (or other appropriate designation), as you would wish them to be published. (If the memoir has more than one author, list these details in the order given at the beginning of the typescript.)

**Footnotes**
Published memoirs use footnotes (not endnotes), and they are numbered consecutively throughout the text. If you are using Word to prepare your memoir, please use the ‘Insert footnote’ option on the ‘References’ tab, which will do the automatic numbering for you.

**Quotations**
• Quotation marks. Single quotation marks ‘ ’ should be used, with double quotation marks “ ” being reserved for quotes within quotes. [For more on Quotations, see p. 6]

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

**Lists**
Arabic numbers should be used for lists, with no parentheses around the number and no full points.

**Spelling**
Please note that the house style for the Biographical Memoirs is to use the endings -ise/-isation in cases where an alternative in -ize/-ization exists.

**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. [For more on Abbreviations, see p. 6]
BIBLIOGRAPHICAL REFERENCES

Because the Biographical Memoirs embrace such a wide range of disciplines, each with its own preferred conventions, the series makes use of both the author-and-date (‘Harvard’) system (style A), and the ‘short title’ system (style B), for bibliographical references. You may use either style, but be consistent in doing so within the text of the memoir.

REFERENCES STYLE A

Style A uses 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
[Note: a work with three or more authors follows dual-author works even if it is out of sequence alphabetically or chronologically]
Smith, T. (ed.) (forthcoming), Famine and Gender (Chicago IL).


If the original date of the work cannot be given:

Where possible, citations to articles consulted online should include a DOI (Digital Object Identifier), which provides more stable linking than simply referring to a URL.

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.)

1 For this and a wide range of other examples, see Barnes & Griffin (1989).
2 1 Henry IV, 5.1.130–3. Unless otherwise indicated, Shakespeare quotations are taken from Hinman (1968).

REFERENCES STYLE B

Style B uses the ‘short title’ system of references. In this system, bibliographical references appear in the footnotes – on the first occasion in full, thereafter in a shortened form.

3 Owst, Literature and Pulpit, p. 6.
4 Lund, ’From Dulness to Luxury’, 557.

Do not use ‘ibid.’, ‘op. cit.’ or ‘loc. cit.’

Other examples of full references:

J. Sutherland, English Literature in the Late Seventeenth Century, Oxford History of English Literature, 6 (Oxford, 1969).

Use initials rather than first names (and please always space personal initials).
For books, give the place of publication, not the publisher.
There is a space after ‘p.’ or ‘pp.’. (Note that ‘p.’ or ‘pp.’ are omitted from journal references.)

Manuscript pressmarks should follow the usage of the library concerned. Examples are:
British Library, Additional MS 2787.
British Library, Lansdowne MS civ.
Public Record Office, State Papers, Foreign Series, Elizabeth, Holland, xxxvi.

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

This point has been strongly criticised by many scholars,24 but it still has its firm defenders.25
ILLUSTRATION

• A photograph of the deceased Fellow will be published with the obituary. As a rule, the photograph of the Fellow should date from around the time of his/her election to the Fellowship. If we already have one on file (all Fellows are asked to deposit a photograph at the Academy), you will need to see it — you may decide that it is inappropriate or that a better photograph exists. If we do not have one, we would be grateful if you could secure a suitable portrait.

• Memoirs do not contain any other illustration. If you have exceptional reasons for wishing to include another illustration, please contact the Academy’s Head of Publishing (publishing@thebritishacademy.ac.uk).

PERMISSIONS

• The published memoir 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, and any 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 give advice.*

• Your request should be for world English language rights for the following two uses:
  1. Online publication in an open-access archive of Biographical Memoirs of Fellows of the British Academy (www.thebritishacademy.ac.uk/publishing/memoirs/)
  2. Print publication in an annual Biographical Memoirs of Fellows of the British Academy volume

The online rights should not be time-limited.

* 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 www.thebritishacademy.ac.uk/joint-guidelines-copyright).
DETAILED POINTS OF EDITORIAL STYLE

Quotations [see also p. 2]

• **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 . . .** are set as three points with a space either side of all 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 [see also p. 2]

• **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.’. Most abbreviations consisting of a mixture of capital and lower-case letters take a full point: *B.Phil.*, *Ph.D.*, etc. But we do not use full points for a few common ones: *St* (Saint), *Revd*, *Dr*, *Mr*, *Mrs*, etc.

• **Abbreviations of units of measurement should not be given a full point:** ‘cm’ not ‘cm.’.

• **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.

• **Numerals.** It is usual to spell out figures less than 100 in continuous text, unless the context is overtly statistical or scientific, or units of measurement are being given. Sometimes, especially when there are many figures, it is better to spell out only up to nine. Avoid beginning a sentence with a numeral.

• **The apostrophe.** Note that there is no apostrophe in plural forms like MPs, QCs, 1960s, etc.

• **Percentages.** Normally ‘per cent’ should be spelt out in the text: use % in tables and footnotes.

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’.)

• **Centuries.** Spell out ‘nineteenth century’ except in footnotes or tables.

• **Elision.** 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.