

## Notes to Obituarists

Since its earliest years, the British Academy has published extended obituaries (memoirs) of deceased Fellows of the British Academy. Collectively the *Biographical Memoirs of Fellows of the British Academy* make up a chapter in the intellectual history of Britain, and are used as a source by biographers and historians.

The following notes provide guidelines on the preparation of the typescript of your memoir. The recommendations made here should 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

- Because British Academy memoirs are a contribution to the first draft of the intellectual history of the 20th and 21st centuries, your text should primarily cover the academic career and achievements of the subject.
- The memoir should discuss the works published by the subject that have made a significant contribution to their field or that represent notable stages in their career or intellectual journey. Bibliographical references to these works should be included in footnotes or in a list of references (depending on the style of References used – see below pp. 4-5). A comprehensive bibliography of the subject's published works should *not* be appended to the memoir; reference can always be made to sources where any bibliographies may be found.
- Ideally a reader of a memoir should feel that they have some idea of the subject as a person. The memoir should therefore also include coverage of the subject's personal life, including their family background and childhood. The non-academic side of a life can be more difficult for an obituarist to capture, but it is often the part of an obituary that brings the subject alive, particularly for the reader who did not know them.
- British Academy memoirs are not eulogies. As considered pieces not issued in the immediate aftermath of the death, they may provide some scope for a 'warts and all' appraisal of the subject.
- Please include any significant contribution to the life of the British Academy, such as the holding of office or being involved in any of the Academy's activities.
- A typical length of a British Academy memoir is 8,000-9,000 words. But memoirs vary above and below this figure, governed by the circumstances of the subject (how 'full' their life may have been) and of the material available to the obituarist. If you feel that your memoir is likely to exceed this length significantly, please contact the Academy's Head of Publishing.
- There is no single right way to craft a British Academy memoir. Dipping into recent examples of memoirs to see the approaches that other obituarists have taken is recommended.
- The obituary will be read by people without specialist knowledge in the particular field, so please avoid specialist conventions.
- The text of the memoir should be in English. (Other languages may, of course, be used in direct quotations.)

#### Publication of the *Biographical Memoirs*

- British Academy memoirs are published as downloadable PDF files in the online resource of *Biographical Memoirs of Fellows* ([www.thebritishacademy.ac.uk/publishing/memoirs/](http://www.thebritishacademy.ac.uk/publishing/memoirs/)).
- *Open access*. The *Biographical Memoirs of Fellows of the British Academy* is licensed under a Creative Commons Attribution-NoDerivatives 4.0 International License. Authors may post the PDF file of their memoir on their personal websites or in subject or institutional repositories. The memoir may also be reproduced in collections of the author's works, or in other publications or on websites that commemorate the subject.
- Each memoir will be posted online once it is ready for publication. A 'Volume' of the *Biographical Memoirs* that have been posted (typically those in the course of the calendar year) is also published in print.

## PREPARING AND SUBMITTING YOUR ARTICLE

### 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. Obtaining the necessary permissions to reproduce copyright material in both online and print media is your responsibility, though the Academy's Publishing 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/](http://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.

### Submission of your memoir text

- The memoir text should be submitted as a *Word* document. If your text contains special fonts or characters that require a word-processing package other than *Word*, please contact the Head of Publishing ([publishing@thebritishacademy.ac.uk](mailto:publishing@thebritishacademy.ac.uk)).
- Your *Word* file should be emailed to the Academy's Head of Publishing – Mr James Rivington ([publishing@thebritishacademy.ac.uk](mailto:publishing@thebritishacademy.ac.uk)).
- The Head of Publishing will correspond with you if he wishes to suggest any reasonable changes to the text.
- You will see at least one proof of your article before it is posted on the *Biographical Memoirs* website.

### Illustration

- A photograph of the deceased Fellow will be published with the obituary. A photograph from around the time of their election to the Fellowship is often preferable. 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.

## THE TYPESCRIPT

### General

The typescript should be should 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 subheading 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 you 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 60 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

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

## 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 ‘short title’ system (style A), and the author-and-date (‘Harvard’) 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 ‘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.

<sup>1</sup> G.R. Owst, *Literature and Pulpit in Medieval England* (Cambridge: Cambridge University Press, 1926), pp. 2-5.

<sup>2</sup> R.D. Lund, ‘From Dulness to Luxury: “Estimate” Brown, Warburton and the *Dunciad*’, *Journal for Eighteenth-Century Studies*, 31 (2008), 551-69 at 556.

<sup>3</sup> Owst, *Literature and Pulpit*, p. 6.

<sup>4</sup> Lund, ‘From Dulness to Luxury’, 557.

There is a space after ‘p.’ or ‘pp.’. (Note that ‘p.’ or ‘pp.’ are omitted from journal references.) Do *not* use ‘op. cit.’ or ‘loc. cit.’

Other examples of full references:

*edition, edited by, translated by:*

J.D. Denniston, *The Greek Particles*, 2nd edn (Oxford: Oxford University Press, 1950), p. 56.

G. McCauslan & J. Jowell (eds), *Lord Denning* (1984), pp. 34-8.

G. Mosca, ‘Teorica dei governi e governo parlamentare’, in G. Sola (ed.), *Scritti politici* (Turin, 1982), pp. 69–84.

Cicero, *Opera omnia*, ed. J.A. Ernesti, 5 vols (London, 1819-23).

J. Habermas, *The Philosophical Discourse of Modernity*, trans. F. Lawrence (Cambridge, 1987).

*journal series, journal issue:*

D. Daube, ‘Error and Accident in the Bible’, *Theological Quarterly*, 2nd ser., 2 (1949), 189-213.

A. King, ‘The Rise of the Career Politician in Britain – And its Consequences’, *British Journal of Political Science*, 11:3 (1981), 249-85.

*book series:*

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

Ann Moss, ‘“Des coches”: une rhétorique transportable?’, in John O’Brien, Malcolm Quainton & James Supple (eds), *Montaigne et la rhétorique* (*Studies on Montaigne*, 22; Paris: Classiques Garnier, 1995), 77-87.

*thesis:*

Patrick Collinson, ‘The Puritan Classical Movement in the Reign of Elizabeth I’, PhD thesis (London, 1957).

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,<sup>24</sup> but it still has its firm defenders.<sup>25</sup>

## REFERENCES STYLE B

Style B 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 (after any 'Acknowledgements' note), and references in the text (including any in the notes) are by author and date.

### List of References

Sample list of 'References':

#### 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]
- 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), pp. 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, Charlton (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), pp. 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).

*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).

There is a space after 'p.' or 'pp.'. (Note that 'p.' or 'pp.' are omitted from journal references.)

### 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, pp. 15-17) and Hankinson (1988a, pp. 93, 96; 1989, p. 72); see generally Barnes & Griffin (1989); it was 'the best of all possible worlds' (Hankinson 1989, p. 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).

## 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, films and works of art.
- *Foreign words* and short phrases that have not been naturalised are in italic. Names of 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.* are italic.
- *Emphatic italics.* Use italics rather than bold for emphasis, but be sparing in the use of it.

### Abbreviations

- *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: ‘BBC’ not ‘B.B.C.’, or for abbreviations consisting of a mixture of capital and lower-case letters that are used as titles or post-nominals, e.g. St (Saint), Revd, Dr, Mr, Mrs, FMedSci, BSc, MPhil, PhD. 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.
- *Numbers.* It is usual to spell out numbers up to nine in continuous text, and to use figures for 10 and above. For statistics or units of measurement, use figures: 3 per cent, a 6-year-old child. Where the context is not statistical, it may sometimes be appropriate to spell out larger numbers: ‘he felt a hundred times better’. Avoid beginning a sentence with figures.
- *Percentages.* Normally ‘per cent’ should be spelt out.
- *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 *Biographical Memoirs*’ 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.

*Issued by:*

Head of Publishing

The British Academy

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