

JOURNAL OF THE ENGLISH PLACE-NAME SOCIETY

Style Sheet (revised September 2017)

The editors of the *Journal of the English Place-Name Society* are pleased to consider for publication scholarly articles or notes dealing with topics relating to the study of English place-names. We regret that items in languages other than English cannot be considered.

The text of submissions should be provided in editable electronic copy, either as .doc, .docx, .odt or .rtf. As submissions will be subject to anonymous peer-review, please ensure that author-identifying details are removed from the text.

An article should normally be between 2,500 and 10,000 words long, exclusive of essential notes and appendices, although exceptions to this rule may be considered, and shorter notes are welcome. Text should be double-spaced and pages should be numbered, in a single sequence of Arabic numerals, in their top right-hand corners. The splitting of words at line-ends should be avoided. Text should be double-spaced, in size 12 Times New Roman font.

Maps, diagrams, tables and photographs should be submitted with the text, and should be in a finalized state capable of being reduced to A5 size without loss of clarity or legibility. These may either be included at the end of the electronic document or as separate image files. They should be numbered sequentially. The preferred location of these illustrations should be indicated within the text as [FIGURE X HERE].

Presentation should in general follow the *Style Book* of the Modern Humanities Research Association (MHRA), except where it conflicts with what follows here. The *Style Book* can be accessed at <<http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>>.

Contributions should be sent electronically to jepns@nottingham.ac.uk, or in hard copy to Journal Editors, English Place-Name Society, School of English, University of Nottingham, NG7 2RD. Any queries should be directed to the same addresses.

Presentation

PUNCTUATION AND MARK-UP

1. Italics should be used for specimen names, words, elements and fragments of words. Note that this rule does **not** apply to current forms of place-names, though it does apply to historical forms. Personal names under discussion will normally be italicized whether or not the form is a current one. Note that place-name elements should be indicated in italics, **not** bold type.
2. Primary quotation marks should be single, and secondary ones (i.e. quotes within quotes) should be double. A quotation which occupies more than three lines should be given a paragraph of its own and indented. It should not be enclosed by quotation marks.
3. Ellipsis should be indicated by three periods, close set, with a blank space before and after, like ... this.
4. Do not use a comma after the expressions e.g. and i.e.
5. Page and date-ranges should contain an en-dash rather than a hyphen: 1979–81 **not** 1979-81.

CITED FORMS

1. Enclose transcriptions either within (phonetic) square brackets or within (phonemic) slashes: the suffix [q], the word /rek/. Use IPA symbols. Do not italicize bracketed transcriptions.
2. Use angle brackets for specific reference to graphemes: the letter <q>.
3. Transliterate all forms in any language not normally written with the Latin alphabet, including Greek.
4. After the first occurrence of non-Modern English forms, provide a gloss in single quotation marks: Old English *dūn* ‘hill’ is a noun. No comma precedes the gloss and no comma follows, unless necessary for other reasons: Old English *fisc* ‘fish’, *hund* ‘dog’, and *hors* ‘horse’ are nouns.

TRANSLATIONS

Words and phrases not in Modern English must be translated or glossed as appropriate. Place the translation of a sentence or paragraph on a new line below the original.

ABBREVIATIONS

1. Abbreviations ending in a lower-case letter have a following period except where that letter is final in the expanded word; abbreviations ending in a capital do not have a following period: edn, f.n., no., Dr, PRO, DB etc.
2. Use common language abbreviations after the first unabbreviated reference: OE, ON, ME etc. Other linguistic abbreviations should be avoided.
3. Bibliographic abbreviations may be used, but the abbreviations must be included as part of the reference list. See References below.

NOTES

1. Notes to the body of the text should be given as endnotes, following the entire text. Notes should be numbered serially throughout.
2. The note reference number in the body of the text should be a raised numeral, not enclosed in parentheses. Place note numbers at the ends of sentences wherever possible, following punctuation marks.
3. Place any acknowledgement at the end of the text and before the references, under the heading Acknowledgement(s).
4. Notes should not be used solely for citations, but may contain citations as appropriate.

REVIEWS

1. The formatting of reviews should follow the same guidelines as for articles and notes.
2. Titles of reviews should be formatted as follows: Author’s name, *Publication Title*, edition. (Location: Publisher, year). ISBN. Binding, pages. Price. Thus:

Margaret Gelling and Ann Cole, *The Landscape of Place-Names*, new edn (Donington: Shaun Tyas, 2014). ISBN 978 1 907730 38 2. Paperback, xxiv + 392 pp. £19.95.

References

IN-TEXT CITATIONS

1. Within the text, give only a brief citation in parentheses consisting of the author's/authors' surname(s), the year of publication, and page number(s) where relevant, in the following format: (Coates 1989), (Hough 1991: 75–76), or in the case of multiple citations, (Coates 1989; Hough 1991: 75–76).
2. If a publication has more than two authors, use the surname of the first author, followed by et al (not italicised).
3. If the author's name is part of the text, this should be immediately followed by the reference, e.g. Coates (1989) suggested that... ; or Hough (1991: 75–76).
4. In the case of two-author publication, the authors' names should be separated by the word and, not an ampersand, e.g. (Coates and Breeze 2000) **not** (Coates & Breeze 2000).

BIBLIOGRAPHY

At the end of the manuscript (but preceding any notes), a full bibliography should be provided, beginning on a separate page with the heading References. The formatting of the bibliography in general follows the MHRA style guide, with the exception of the following points:

1. Do not replace given names with initials unless the person uses initials in the work cited. Use a middle name or initial only if the author does so. Authors' initials (where present) should be separated by a space.
2. Date and page ranges should include the final two digits, e.g. 225–27 **not** 225–7.
3. Page ranges are preceded only by a comma, **not** by a colon or pp.
4. The titles of journal articles or chapters in books are capitalised as would be the case in a normal sentence.
5. Subtitles of books should follow a colon and be capitalised in sentence case.
6. For edited books, the abbreviation ed. or eds should follow the name(s) of the author(s). In the case of chapters in edited collections, the editor's/editors' name(s) is/are preceded by ed.
7. Multiple works by the same author should be listed in ascending chronological order. Use suffixed letters a, b, c etc. to distinguish more than one item published by a single author in the same year.
8. If more than one article is cited from one book, list the book as a separate entry under the editor's/editors' name(s), with cross-references to the book in the entries for each article in the form of the editor's surname and the short book title, e.g. Carroll and Parsons, *Perceptions of Place*.

Examples of bibliography entries for the most common types of publication are as follows:

Journal Articles:

Blair, John (2001), 'Beverley, *Inderauuda* and St John: a neglected reference', *Northern History* 38, 315–16

Cox, Barrie (1994), 'The pattern of Old English *burh* in early Lindsey', *Anglo-Saxon England* 23, 35–56

Padel, O. J. (1994), 'The nature of Arthur', *Cambrian Medieval Celtic Studies* 27, 1–31.

Books:

Carroll, Jayne, and David N. Parsons, eds (2013), *Perceptions of Place*, English Place-Name Society supernumerary vol. (Nottingham: English Place-Name Society).

Rivet, A. L. F., and Colin Smith (1979), *The Place-Names of Roman Britain* (London: B. T. Batsford)

Toulmin Smith, Lucy (1964), *Itinerary of John Leland in or about the Years 1535–1543*, 5 vols (London: G. Bell)

Chapters or articles in books:

Coates, Richard (2000), 'Wawne', in *Celtic Voices, English Places*, ed. Richard Coates and Andrew Breeze (Stamford: Shaun Tyas), 176–77

Insley, J. (2013), 'Personal names in place-names', in *Perceptions of Place: twenty-first-century interpretations of English place-name studies*, ed. J. Carroll and D. N. Parsons (Nottingham: English Place-Name Society), 209–49

or, if the book is a separate entry:

Insley, J. (2013), 'Personal names in place-names', in Carroll and Parsons, *Perceptions of Place*, 209–49

Stiles, Patrick V. (1997), 'Old English *halh*, "slightly raised ground isolated by marsh"', in *Names, Places and People: An onomastic miscellany in memory of John McNeal Dodgson*, ed. Alexander R. Rumble and A. D. Mills (Stamford: Shaun Tyas), 330–44.

BIBLIOGRAPHIC ABBREVIATIONS

1. Abbreviate titles in the English Place-Name Survey as indicated in the table of abbreviations on p. 4 of published *Journals*. Where pages in multi-part county survey volumes do not run sequentially, give the volume number in bold and page numbers without preceding punctuation: PN Sa **3** 124.
2. Standard bibliographical abbreviations may be used in place of author-date citation, but these must also be given in the list of references. Recommended abbreviations are as follows; other abbreviations may be included as authors see fit.

CDEPN = Watts, Victor, *The Cambridge Dictionary of English Place-Names* (Cambridge: Cambridge University Press, 2003)

DEPN = Ekwall, Eilert (1936–60), *The Concise Oxford Dictionary of English Place-Names*, 1st–4th edns (Oxford: Clarendon)

DOE = *Dictionary of Old English* (Toronto: Pontifical Institute of Medieval Studies)

EPNE = Smith, A. H. (1956), *English Place-Name Elements*, English Place-Name Society 25–26 (Cambridge: Cambridge University Press)

JEPNS = *Journal of the English Place-Name Society*

MED = Kurath, H. et al., eds (1954–2001), *Middle English Dictionary* (Ann Arbor: University of Michigan)

OED = *The Oxford English Dictionary* <www.oed.com>.