

BSHM Bulletin house style

The basic principle: keep text looking as clean and simple as possible.

No use of bold in main text unless absolutely necessary; use italic for emphasis.

No stops after initials or in acronyms: J Orr not J. Orr; USA not U.S.A., Prof not Prof.

Numerals: spell out phrases such as 'fifty people' or 'nineteenth century', and hyphenate if adjectival (but figures in mathematical contexts). Write dates in the form '6 February 2004'. Leave space before metrological units.

Avoid abbreviations – replace 'e.g.' with 'for example', and 'i.e.' with 'that is'.

1960s, never 1960's

Check that all spellings, book titles, dates, etc., are consistent between articles.

Use Oxford comma: one, two, and three.

Use Oxford 'z': standardize, organize, etc.

AD and BC in dates should be in small caps. CE and BCE (in small caps) are also acceptable, especially in the context of ancient and/or non-Christian cultures.

Footnote references should be outside punctuation.

Quotation marks: use single quotation marks (double within single). Punctuation should be after quotation marks.

In references give Provenance: Publisher — as in New York: Dover — and in full — as in Oxford University Press, not OUP.

No capitals in book titles (except first letter and proper nouns); especially important in Latin titles; German and Dutch excepted.

Use en-dash between numbers and dates; em-dash between phrases; do not space. Hyphenate portmanteau words only where the sense is otherwise unclear. The most common need for a hyphen is in e.g., 'sixteenth-century' when adjectival.

Bibliography

Books

Name, Alice Brenda, and Moniker, Charlotte D, *Title in sentence case: no capital after colon* (Series Title with Initial Capitals, 17), Place: Publisher, 2nd edition, 2001.

Articles in books

Name, Alice Brenda, 'Article title with capital letters for first main word and proper nouns only', in Charlotte D Moniker (ed), *Book title in sentence case*, vol 2, Place: Publisher, 2002, 123–156.

For foreign titles

(no English translation)

Name, Alice Brenda, *Title following rules of capitalization for given language* [literal translation], Place: Publisher, 2003.

(with English translation)

Name, Alice Brenda, *English language title in sentence case* (trans Charlotte D Moniker), Place: Publisher, 2004 (original work published 1930).

Articles in journals

Name, Alice Brenda, 'Article in sentence case: no capital after colon', *Journal Name with Initial Capitals*, 35/1 (2005), 100–200. <http://www.url.ac.uk>.

Websites

Name or Organisation with Initial Capitals, 'Title of web page in sentence case, if relevant', *Title of website in sentence case*, Place: Institution, <http://www.url.ac.uk>. Accessed on 1 July 2006.

General points

Please put spaces, but not full stops, after initials and abbreviations. Do not use bold for volume numbers. Use a comma rather than a colon between volume and page numbers. Write all journal titles and publishers' names out in full, don't abbreviate. Page ranges should be specified in full but date ranges as e.g., 1967–69 unless they span a century boundary, e.g., 1999–2003; they should be separated with an en-dash, not a hyphen. Authors are responsible for checking the accuracy of bibliographical data, especially URLs.

In-text references

In-text references should take the form (Brown 1992) or where there is more than one (Brown 1992; Smith 1995). Where page numbers need to appear too the reference should take the form (Brown 1992, 145). Thus: 'according to Bloggs (1966, 31) it seems ...' or 'it has been stated (Bloggs 1966, 31) that ...'. Please use a comma after the date, NOT a colon. For publications with the same author and year use e.g., Brown 1992a, Brown 1992b. All text references should be accompanied by full publication details in the bibliography.