GUIDELINES FOR AUTHORS ON JOURNAL STYLE

Proceedings of the Royal Irish Academy
Section C—history

1. Headings and captions
In the body text, only three levels of subheading should be used, e.g.

Background

The religious context

Funerary customs. Text runs on immediately after this level of heading.

Figure, plate and table captions should be styled as follows:

FIG. 1—Text follows here.
PL. 1—Text follows here.
TABLE 1—Text follows here.

2. Units of measurement, numbers
Use SI (metric) units of measurement throughout. All units should be closed up to the number: ‘13mm long’, ‘2m high’.

Spell out numbers up to (and including) twenty, unless they refer to units of measurement: ‘sixteen cats and five dogs’, ‘a three-month period’, ‘a twelfth-century church’, ‘3cm’, ‘6ml’. Use digits for all numbers in lists of numbers: ‘7 volumes of poetry, 18 sermons and 22 political pamphlets’.


3. Abbreviations and other conventions
Spell out abbreviations on first mention, e.g. ‘National Library of Ireland (NLI)’. Treat the abstract and the main text of the paper as separate entities with regard to the spelling out of abbreviations, i.e. an abbreviation should be spelled out at first mention in both the abstract and the main text.

Non-English terms that have not been assimilated into English should be given in italic, e.g. contractions such as ‘et al.’ and ‘c.’ (for circa), specialist terms such as ‘fulacht fia’ and ‘tuyère’.

4. Hyphenation
As a general rule, hyphenate an adjectival compound of two or more words that precedes the noun: ‘even-handed judgements’, ‘pot-shaped receptacle’, ‘eighteenth-century sources’, ‘large-scale riot’. An exception to this rule is adjectival compounds with an adverb ending in ‘ly’, which should not be hyphenated: ‘an ornately carved handle’.

Hyphenate ‘south-east’, ‘north-north-west’ etc. Generally, hyphenate prefixes such as anti-, mid-, non-, pre-, post-, pro-, self-. Hyphenate compound nouns of the form ‘drain-digging’, ‘origin-tale’, ‘tomb-builder’.

5. Footnotes
Give bibliographical references in footnotes. Give full details on first mention, and thereafter cite author’s surname, short title and page number(s); do not use ibid., op. cit. etc. Spell out author’s forename if only one is given, rather than giving a single initial.
See sample footnotes below, and note especially the following points:

- Give the author’s **full first name** unless two or more initials are given.
- In the titles of **articles, chapters and books**, capitalise proper nouns only.
- In the titles of **journals and series**, capitalise significant words.
- Give the page span of **articles and chapters** (and the specific page reference, if appropriate, following a colon).
- Give the total number of volumes in **multi-volume works**, and the date span if the volumes appeared over a number of years.
- In the case of a book in a **series**, give the series title and number in roman.
- If in doubt, give more information rather than less.

**Sample footnotes**

**Book:** James Morrin (ed.), *Calendar of patent and close rolls of chancery in Ireland* (2 vols, Dublin and London, 1861–2), vol. 2, 230. [**Subsequent citations:** Morrin, *Patent and close rolls of chancery*, vol. 1, 64.]


**Archive citation:** National Archives of Ireland (NAI), S9302 B, N.S. Ó Nualláin to Máire Ní Cheallaigh, 1 February 1962. [**Subsequent citations:** NAI S9302 B, N.S. Ó Nualláin to Máire Ní Cheallaigh, 1 February 1962.]

### 6. Cross-checking data

Please make sure that all place names, personal names, dates etc. are given correctly and consistently throughout the main text of the paper, in the illustration/table captions and in the illustrations/tables themselves.

Please ensure that the spelling of authors’ names and the dates of publication are consistent throughout text and footnotes, and that page numbers given in footnotes match any page span given at the first citation of the work.

Check that the numbers in tables add up to any totals given, and that the data in the text, figures and tables are correct and consistent throughout.

Reference should be made in the main text, and in sequential order, to all figures, plates and tables in the paper. Figures, plates and tables should be numbered in separate sequences (Fig. 1, Fig. 2, Pl. I, Pl. II, Pl. III, Table 1, Table 2). Treat appendices as separate entities in this context.