

# 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’.

Elide page numbers and dates as far as possible, except in the ‘teens’. Thus, ‘182–194’ becomes ‘182–94’, ‘182–187’ becomes ‘182–7’, but ‘110–119’ becomes ‘110–19’. (This does not apply to measurements.)

## 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.]
- Chapter in book:* Gerald Parsons, ‘A question of meaning: religion and working-class life’, in Gerald Parsons (ed.), *Religion in Victorian Britain: controversies* (5 vols, Manchester, 1988), vol. 2, 63–87: 64–5. [**Subsequent citations:** Parsons, ‘A question of meaning’, 81.]
- Journal article:* Carla King, ‘The early development of agricultural cooperation: some French and Irish comparisons’, *Proceedings of the Royal Irish Academy* 96C (1996), 67–86: 72. [**Subsequent citations:** King, ‘Early development of agricultural cooperation’, 69–70.]
- Book in series:* K.D. O’Conor, *The archaeology of medieval rural settlement in Ireland*, Discovery Programme Monographs 3 (Dublin, 1998). [**Subsequent citations:** O’Conor, *Archaeology of medieval rural settlement in Ireland*, 48.]
- Thesis:* C.J. Tait, ‘Harnessing corpses: death, burial, disinterment and commemoration in Ireland, c. 1550–1655’, unpublished PhD thesis, University College Cork, 1999. [**Subsequent citations:** Tait, ‘Harnessing corpses’, chap. 6.]
- Edition:* Edmund Spenser, *A view of the present state of Ireland*, ed. W.L. Renwick (Oxford, 1970). [**Subsequent citations:** Spenser, *Present state of Ireland*, 23.]
- 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.