The *Mariner's Mirror* style guide and bibliographical conventions

General

Authors should submit articles in the style of the journal in electronic format, either on disk or by email. Microsoft Word is the preferred format for text and PDF for examples of photographs, maps, etc., in the first instance. UK spellings should be adopted. Final illustrations should normally be supplied as .tif, .jpg or as PDF at a **minimum** resolution of 300 dpi. The Administrative Editor is happy to receive any queries relating to illustrations.

If electronic files are not available, hard copy may be supplied. For text, this should be double-spaced with notes at the end. There is scope for redrawing graphics provided that a rough is provided in good time.

Style

Authors are encouraged to look at a copy of *The Mariner's Mirror* from vol. 99 (2013) onwards to see the format in which articles are published.

Notes

These should be supplied as footnotes. References in them should appear in abbreviated form by listing the author's surname followed by the title in shortened form if appropriate.

Harding, *The Evolution of the Sailing Navy*, 35.
Hatton and Bromley, *William III and Louis XIV*, 42.
MacLynn, 'Sea Power and the Jacobite Rising of 1745', 165.
French, 'The Trade and Shipping of the Port of London', 10–19.

The specific page references for the note should be given here. It is acceptable to use ibid. for consecutive references to the same work, but please do not use op. cit. or loc. cit.

References

A complete list of references should appear at the end of the article. Consistency is most important in references to books, articles and manuscript sources. The styles shown below should be adopted. References to volume numbers of books and journals are given in roman or Arabic as in the original source. Note the use of

ed., ch., col., pl. and vol. (singular), eds, chs, cols, pls and vols (plural); edn or edns denotes edition(s).

Tables

Check tables carefully both for their contents and final form. Authors should double-check that figures add up to the totals given. In the case of tables that occupy less than a whole page, the position which they are to occupy in the text should be indicated. Sources for tables should be given in full detail, as a caption, even if elsewhere referred to in the endnotes to the text of the article.

Headings

The use of headings is recommended, but only two levels of heading should be used.

Cross-referencing

For all illustrations and tables a cross-reference in the text is required (e.g. 'see figure 2') so that they can be placed appropriately. If an author would like certain illustrations grouped together for comparison, this can be indicated in a separate note.

Style guide for references

Books
Supply full author details (initials only), full title including subtitles, and place and date of publication. If significant, include publisher, e.g. Navy Records Society, etc. Titles to be in italics, using significant capitals. Note punctuation carefully: comma after author and no full stop. Use Arabic numbers for volumes, etc.

Harding, R., *The Evolution of the Sailing Navy, 1509–1815* (London, 1995)

Baker, W. A., *A Maritime History of Bath, Maine and the Kennebec River Region* (Bath ME, 1973), vol. 2

Merriman, R. D. (ed.), *Queen Anne's Navy* (Navy Records Society, 1961)

Brodine, C. W. Jr, M. J. Crawford and C. F. Hughes, *Ironsides! The Ship, the Men, and the Wars of the USS Constitution* (Tucson, 2007)

Where there is a subtitle, it should be given an initial capital and be divided from the main title by a colon.

Hatton, R., and J. S. Bromley (eds), *William III and Louis XIV: Essays by and for Mark A. Thomson* (Liverpool, 1968), 110–12

Where a volume is one of a series, or where a chapter from a collective work is cited, give the editor(s) of the individual volume, and give full page ranges for articles within books.

Jarvis, R. C. 'Eighteenth-century London Shipping', in W. Kellaway and A. E. J. Hollaender (eds), *Studies in London History presented to Philip Edmund Jones* (London, 1969), 401–25

Landes, D., 'Technological Change and Development in Western Europe, 1750–1914', ch. 5 in H. J. Habbakkuk and M. M. Postan (eds), *Cambridge Economic History of Europe*, vol. 1, pt 1, *The Industrial Revolution and After* (Cambridge, 1965)

Antony, R. J., 'Introduction: The shadowy world of the Greater China Seas', in R. J. Antony (ed.), *Elusive Pirates, Pervasive Smugglers: Violence and clandestine trade in the Greater China Seas* (Hong Kong, 2010), 1–14

Foreign titles follow the conventions of their own languages. Thus, Romance language titles capitalize only the first word and proper names.

J. Roncato, *La guerre de course à Saint-Malo pendant la guerre de Louis XV* (Paris, 1956)

Articles
Omit the definite article in journal titles and use abbreviations where appropriate. Give the date of publication as year only, unless the series had no numbered volume. The sequence of volume number, year of publication, and page reference should be adopted. Give complete page references when an article is referred to as a whole. Use initial capitals for all nouns in article titles.

Woolf, M., 'Eighteenth-century London Jewish Shipowners', *Transactions of the Jewish Historical Society of England* 24 (1974), 198–204

Ashworth, W., 'Economic Aspects of Late Victorian Naval Administration', *Economic History Review* 2nd ser. 22 (1969), 505

MacLynn, F. J., 'Sea Power and the Jacobite Rising of 1745', *Mariner's Mirror* 67:2 (1981), 163–72

Newspapers
Omit the definite article in newspaper titles, with the traditional exception of *The Times*. Note the sequence of title of newspaper (italicized), and day, month (abbreviated) and year of publication. Page numbers are not necessary.

'The Officious Official', *Morning Post*, 15 Sep. 1921; report in *The Times*, 30 Oct. 1918; *Economist*, 11 Dec. 2004

Manuscript references
Use the abbreviated form for record repositories where appropriate, for example,
    British Library, BL: Add. MS 36, 042, fo. 2
Note that four-figure numerals have no comma or space, 4927

Titles of other record repositories, and names of collections of papers, in full in first reference (including location where necessary):
    The National Archives (hereafter TNA): ADM 1/2233/19
    then
    TNA: ADM 1/2233/19
Other examples
    National Archives of Scotland (hereafter NAS): Airlie Papers, GD16, Section 38/82, 5 Apr. 1844
    Compton Papers, kept at the estate office of the Marquess of Northampton, Castle Ashby (hereafter CA)
        1011. No. 29
    Northampton County Record Office (hereafter NRO), Brudenell, 27 Jun. 1652.

Note abbreviations
    Manuscript   MS, plural MSS
    Folio   fo., plural fos
    Column   col., plural cols

Official Papers
British Parliamentary Papers are always abbreviated as BPP. Give full title, year of publication, volume number, question number where applicable, or page numbers (from the continuous pagination). Thus
    Select Committee on Manufactures, Commerce and Shipping (BPP, 1833, VI) Q.456; and subsequent
        ref. as S.C. on Manufactures (1833) QQ. 457–8
    Accounts and Papers (BPP, 1890, XLV) 212, Dockyard Expense Accounts 1888–9; and subsequent ref. as
        Accounts and Papers (1890) 213–4
    Hansard (Commons) 4th ser. XXXVI, 22 Aug. 1895, cols 641–2
    Journals of the House of Commons, LXXX (1824), 110
    Journals of the House of Lords, LXX (1824), 18 Jun.

Theses
No italics for titles of unpublished theses.
    French, C. J., 'The Trade and Shipping of the Port of London, 1700–1766' unpublished PhD thesis
        (University of Exeter, 1980)

Internet sources
Authors are requested to treat internet sources with heightened caution. Official government sites and those of government departments, national and local libraries and archives and museums pertaining to the historical record should be used judiciously. Personal sites such as, for example, Dr Joe Bloggs (doctorate purchased on the internet for $10) 'Earth shattering re-appraisal of the sinking of the Bismarck', or Dr Erewhon, 'Alien invaders caused the sinking of the Titanic' should be avoided. Wikipedia is not an acceptable source for *The Mariner's Mirror*. Material referenced from the internet should be cited thus,
    Editorial abstracts of *The Mariner's Mirror*, 90:4, Nov. 2005, accessed 22 Nov. 2005, www.snr.org
    Register of Historical Facts, retrieved 5 Nov. 2004, www.maritimemuseum.org/
        resources33.pdf

Personal communications
Use the name followed by pers. comm.
    Captains Lauren Morgens and Dave Hiott, pers. comm.

Literary Conventions

Figures
Write figures up to ten in words: (six canoes), and over ten in figures; (16 men on a dead man's chest) unless they occur with units: 6 inches; 5 miles. Percentages to be given in figures and in full ('25 per cent', 'per annum') except in tables and in endnotes where '%', and 'p.a.' should be used. Avoid numbers of more than five figures in the text wherever possible; spell out round numbers up to ten, but '5.5 million' rather than 5,500,000 or 'five and a half million'. Fractions with hyphens: two-thirds. Ordinal numbers should always be written out unless in a title: fifteenth.

In general when referring to numbers in sequence avoid unnecessary repetition, thus 20–6, 151–7; but 10–13.

Years
Use 1801–4 when from 1801 to 1804 is meant; use 1801/2 when a calendar year (or part thereof) over those two years is meant. Use 1852–72 not 1852–1872.

Time
Adhere to contemporary usage, for example 2.30 a.m.; 6.20 p.m.; 23:50.

Dates
Wherever possible give dates in full, as 30 January 1938. In footnotes and references abbreviate the months as follows: Jan., Feb., Mar., Apr., May, Jun., Jul., Aug., Sep., Oct., Nov., Dec.

BC (Before Christ) appears after a date (55 BC) and AD (Anno Domini) appears before a date (AD 197). CE (Common Era) and BCE (Before Common Era) are not used.

Centuries should be written in full: seventeenth century not 17th century.

Quotations and quotation marks
Within single quotation marks '. . .'. Quotations within quotation, within double quotation marks '. . . ". . .". . .'. Quotations of more than 20 words should be broken off from the text and set in single spacing.
  Single quotation marks are used for titles of articles and chapters. Spelling and punctuation in quoted matter should remain as in the original. If clarification is necessary, this can be inserted by the author in square brackets.

Italics
Commonly used abbreviations should be roman type, thus et al., i.e., e.g. foreign words and phrases should be in italics (e.g. *le Boudin*), but not names of foreign services or organizations (e.g. Kreigsmarine). Names of journals, newspapers and books should be in italics but not unpublished theses.

Punctuation
Avoid redundant punctuation if at all possible, in both text and footnotes. There should be minimum use of the dash (–) for punctuation purposes.

Spelling
Where there is an alternative use '-ize' as in organize, not '-ise' as in organise; '-exion' as in connexion, not '-ection' as in connection. Use medieval, not mediaeval. Number should be no. not nr (plural has no stop, nos). In footnotes, part should be pt, appendix app. Avoid the use of 'above' and 'below' in references, use the relevant number.

Capitals
Use initial capitals for Act or Bill. Use initial lower case for 'south-western England', with upper case in proper nouns (Northern Ireland). Use initial lower case when referring to titled people generally, but capitals when referring to one specific individual by title. Thus 'captains', 'admirals', 'mayors' but 'the Prince of Denmark', 'King Alexander III', 'Admiral Benbow', 'Captain Trelawney', 'the Mayor of Casterbridge'.

Military operations should have only the first letter capitalized: Operation Torch not Operation TORCH.

Hyphens
In general, hyphens should be used as sparingly as possible. However, when two words are used attributively (provided one of the two is not an adverb) the two words should be hyphenated, thus,
'working-class housing', 'nineteenth-century urbanization', but 'very rapid municipalization'.
The following compound words should be hyphenated: 'pre-war', 'inter-war', 'post-war' (but still 'macro-economic').

Abbreviations
Well-known abbreviations should be used where appropriate. Abbreviated words should be followed by a full stop except in cases where the abbreviation comprises the first and last letters. Thus 'prof.', 'Co.' and 'ed.', but 'Dr' 'jr' 'eds', 'pt' 'Mr' and 'Mrs'. Use '&' only in titles of firms according to their usage, e.g. Babcock & Wilcox. WWI, WW2, WWII should not be used. Use First World War and Second World War.

Nautical and maritime terms
Ships' names should be italicized. HMS should only be used to distinguish naval ships from merchant ships, for example HMS *Scotsman*. Other forms might be used to identify naval vessels, such as 'the frigate *Minerva*' or 'the battle-cruiser *Hood*'. Authors should use their discretion as to whether to include captains' names. The name of the master should be separated by commas, and rank included for naval personnel. Ranks should be spelled out except in footnotes.
   Duke, Woodes Rogers *Minerva*, Lieutenant Commander Richards *Bellerophon*, Captain Maitland
Number of guns in brackets, e.g. *Bellerophon* (74).
Directions Use capitals, but not full stops, for compass points and courses. Thus, NNE, SSW, W by N.

Captions
Include permissions using the form 'courtesy of' unless the permission requires specific wording

Amended January 2020