

Irish Historical Studies

Rules For Contributors

INTRODUCTION

The 'Rules for contributors to *Irish Historical Studies*' drawn up by the late T. W. Moody and first published in that journal in 1944¹ have come to be widely used by Irish historians in preparing articles and books for publication and to be regarded in some universities as norms to be followed for students writing postgraduate theses and undergraduate essays. Moody himself promoted this wider use by prescribing them for two series of monographs he edited (*Studies in Irish History*: 1st series, London, 1944-56; 2nd series, London, 1962-75) and for the collaborative *A new history of Ireland*, of which he was prime mover and the energetic editor-in-chief. It is as much with this wider use of Moody's 'Rules' in mind as the instruction of contributors to *Irish Historical Studies* that this new edition has been prepared. It largely incorporates and for practical purposes supersedes the editions Moody compiled for *Irish Historical Studies*, supplement I (Jan. 1968), and the second revised edition, *Irish Historical Studies*, xix, no. 76 (Sept. 1975), pp 467-79.

What follows is a revision of Moody's 'Rules'. The case for revision is that copies of the previous edition are no longer available, and the function they serve is wider than ever before. The changes made are of three kinds: (1) presentation has been altered in order to provide for use by apprentice historians to whom Moody's assumptions are not obvious, and general guidance on presentation of articles, essays and theses; (2) conventions have been laid down on important points not dealt with in earlier editions, e.g. citation of Historical Manuscripts Commission publications and of Irish Free State and Northern Ireland parliamentary papers; (3) account has been taken of the revolution in printing technology since 1968. The 'Rules' as presented below are merely a summary of the major rules. For comprehensive treatment of rules and conventions to be recommended for writers on Irish history, there exist the *Oxford dictionary for writers and editors* (Oxford, 1981) and *Hart's rules: for compositors and readers at the University Press, Oxford* (39th ed., completely revised and with corrections, Oxford, 1989). Also valuable is the *Victoria County History handbook for editors and authors*, ed. C. R. Elrington (Institute of Historical Research, University of London, 1970).

I Footnotes

1 Footnotes should as a rule be confined to sources of information and of quoted matter. They should not be used for matter that could be assimilated into the text; this does not of course apply to notes used in the annotation of documents. In a thesis, it is desirable that references be presented as footnotes on the relevant pages; for contributions to *I.H.S.* see below, § 60.

2 Each citation of sources should be punctuated as though it were a sentence; it should not be broken by a full point. Capitals should be used sparingly (see below, §§ 34-6).

¹ Under the title 'Rules for the guidance of contributors' in *I.H.S.*, iv, no. 13 (Mar. 1944), pp 1-37.

3 Where it is convenient (within reason) to group references together in a single footnote, care should be taken to ensure that the sequence is easily identifiable. For use of abbreviated references see below, § 18. All quotations should be referenced separately.

II Citation of printed sources

First references (for subsequent references, see § 18)

4 The following particulars of a **book or pamphlet** should be given in the first footnote where it is cited: (i) the author's initials (spaced out; note that a single initial is not acceptable) or forename spelled in full, and surname; (ii) the full title, including subtitle, of the book or pamphlet in italics (see § 58); (iii) the place (followed by a comma) and date of publication in round brackets; (iv) the page number(s) preceded by 'p.' or 'pp'. When there are two or more volumes, the place of publication should be preceded by the number of volumes in the form '3 vols' followed by a comma, and the page number(s) should be preceded by the volume number, in small romans, followed by a comma. For example:

¹T. W. Moody, *Davitt and Irish revolution* (Oxford, 1981), p. 125.

²Donal O'Sullivan, *Carolan: the life, times and music of an Irish harper* (2 vols, London, 1958), ii, 86-8.

5 In multi-volume page references, the abbreviation 'p.' or 'pp' should be used only when the pagination is in roman numerals (usually an introduction), e.g. ii, pp lxxi-lxxii.

6 In a first reference to a book of which there are more editions than one, it is necessary to specify the edition and its date. For example:

¹G. T. Stokes, *Ireland and the Anglo-Norman church* (3rd ed., London, 1892).

7 The following particulars of an **article in a periodical** should be given in the first footnote where it is cited: the author's initials (spaced out) or single forename, and surname; the title of the article in romans between single inverted commas; the title of the periodical in italics (see § 58) with initial capitals for all nouns and adjectives, preceded by 'in' and followed by a comma; the volume number in small romans; the issue number (if any) in arabics preceded by a comma and 'no.'; the date of publication (which should correspond to the volume number and/or issue number); and page extents. For example:

¹David Hayton, 'Anglo-Irish attitudes: changing perceptions of national identity among the Protestant ascendancy in Ireland, c.1690-1750' in *Studies in Eighteenth-Century Culture*, xvii (1987), pp 145-57.

Note that some journals published in single-item sequence describe items as volumes, while others describe them as issues. For example:

Archiv. Hib. (i.e. *Archivium Hibernicum*), xii

Anal. Hib. (i.e. *Analecta Hibernica*), no. 12

E.H.R. (i.e. *English Historical Review*), lxvi

Past & Present, no. 66

Some annual or monthly magazines do not employ volume/issue numbers. For example:

Capuchin Annual (1967)
History Workshop (Jan. 1999)

8 The following particulars of an **essay in a collection**, or any piece in a larger work to which the writer wishes to draw attention, should be given in the first footnote where it is cited: the author's initials (spaced out) or single forename; the title of the article or essay in romans between single inverted commas; the preposition 'in', followed by the initials or single forename and surname of the editor or editors, followed by '(ed.)' or '(eds)'; the title of the collection or larger work in italics (see § 58); the place and date of publication in round brackets; and (for a book in a single volume) the page number, preceded by 'p.' or 'pp'. 'When there are two or more volumes, the date of publication should be followed by the volume number in small romans, followed by a comma and the page number. For example:

¹Ciaran Brady, 'Comparable histories? Tudor reform in Wales and Ireland' in Steven G. Ellis and Sarah Barber (eds), *Conquest and union: fashioning a British state, 1485-1725* (London, 1995), pp 64-86.

²Sybil Baker, 'Orange and Green: Belfast, 1832-1912' in H. J. Dyos and Michael Wolff (eds), *The Victorian city: images and realities* (2 vols, London, 1973), ii, 789-814.

Where the item is in a volume of essays by a single author, the reference should be given as follows:

¹J. C. Beckett, 'Swift: the priest in politics' in idem, *Confrontations: studies in Irish history* (London, 1972), pp 111-22.

9 The following particulars of an **edition of a document**, or collection of documents, in book form should be given in the first footnote where it is cited: (i) the name of the author of the document(s) in romans; (ii) the title of the book in italics; (iii) the initials or forename and surname of the editor or editors preceded by 'ed.' or 'eds'; (iv) the place and date of publication in round brackets; and (v) the page number(s) preceded by 'p.' or 'pp'. For example:

¹Edmund Campion, *Two bokes of the histories of Ireland*, ed. A. F. Vossen (Assen, 1963), p. 10.

More commonly the title will incorporate the name of the author and so (i) and (ii) will be combined. For example:

¹*Wadding papers, 1614-38*, ed. Brendan Jennings (I.M.C., Dublin, 1953), p. 112.

²*The economic writings of Sir William Petty*, ed. C. H. Hull (2 vols, Cambridge, 1899), i, 38-40.

³*The correspondence of Jonathan Swift*, ed. F. E. Ball (6 vols, London, 1910-14), v, 437-8.

⁴*Cinnlae Amhlaoibh Uí Shúileabháin*, ed. Michael McGrath (4 vols, Irish Texts Society, xxx-xxxiii, Dublin, 1936-7), iii, 62.

In cases where there is no author the editor's name should come first followed by '(ed.)' or '(eds)'.

¹J. T. Gilbert (ed.), *Documents relating to Ireland, 1795-1804* (Dublin, 1893), p. 146.

10 For an **edition of a document is in the form of an article** in a periodical, or a piece in a larger work, the same particulars should be given as indicated in § 9 but use of romans, italics, punctuation, etc., should conform to §§ 7-8. For example:

¹‘Robert Jameson’s Irish journal, 1797’, ed. Jessie M. Sweet, in *Annals of Science*, xxiii, no.2 (June 1967), pp 97-126.

²R. Dudley Edwards (ed.), ‘The minute book of the Catholic Committee, 1773-92’ in *Archiv. Hib.*, ix (1942), p. 33.

³‘Diary and letters of Patrick Lynch’ in Charlotte Milligan Fox (ed.), *Annals of the Irish harpers* (London, 1911), pp 227-58.

11 Citation of a chapter contributed to a **multi-volume work of corporate editorship**, published over a number of years, where each volume has its own subtitle and combination of editors:

¹G. A. Hayes-McCoy, ‘The royal supremacy and ecclesiastical revolution, 1534-47’ in T. W. Moody, F. X. Martin and F. J. Byrne (eds), *A new history of Ireland*, iii: *Early modern Ireland, 1534-1691* (Oxford, 1976), pp 39-68.

12 The following particulars of an **unpublished thesis** should be given in the first footnote where it is cited: the author’s initials (spaced out) or single forename, and surname; the title of the thesis in romans between single inverted commas; the class of thesis followed by the awarding institution and year (in round brackets). For example:

¹Sean Murphy, ‘The Lucas affair: a study of municipal and electoral politics in Dublin, 1742-9’ (M.A. thesis, University College, Dublin, 1981), p. 123.

Care should be taken, where the name of the awarding institution may have changed, to give the name as it was when the thesis was completed.

13 Citation from **newspapers** should give full day/month/year date, but page numbers need not be given. For example:

¹*Irish Times*, 6 Oct. 1968.

²*Freeman’s Journal*, 2-4 Nov. 1773.

In general, the definite article is omitted from newspaper titles, except where the title consists of the definite article and a single word, for example:

¹*The Times*, 8 Dec. 1938.

14 The citation of parliamentary papers, British, United Kingdom, Northern Ireland, and Irish Free State/Republic of Ireland, presents some difficulty. A clear explanation is given in Hugh Shearman, ‘The citation of British and Irish parliamentary papers of the nineteenth and twentieth centuries’ in *I.H.S.*, iv, no. 13 (Mar. 1944), pp 33-7.

15 *British parliamentary papers* consist of (i) sessional papers of the House of Commons and of the House of Lords, and (ii) command papers. The papers of each session and for each house are officially collected and bound in volumes in an arrangement devised by Speaker Charles Abbot in the early 1800s. The particulars required for a complete reference to either type of paper are as follows. (Contributors should site from a ‘bound set’ such as is found in N.L.I., T.C.D. or Q.U.B., since this is the only source for items (e) and (f).).

(i) SESSIONAL PAPERS

(a) the title of the paper taken from its title-page

(b) the page reference to the printed pagination

- (c) H.C. (or H.L.), followed by the sessional date
- (d) the sessional number of the paper, in round brackets
- (e) the number, in lower-case roman, of the volume in which the paper appears in the 'bound set' of the house
- (f) the page reference to the manuscript pagination

For example:

¹*Report of the comptroller and auditor general ... 1874*, p. 3, H.C. 1875 (252) xx, 135.

Or alternatively (since this paper is in the papers of both houses):

²*Report of the comptroller and auditor general ... 1874*, p. 3, H.L. 1875 (137), xiv, 201.

(ii) COMMAND PAPERS

- (a) the title of the paper taken from its title-page
- (b) the page reference to the printed pagination
- (c) the command number of the paper, in square brackets
- (d) H.C. (or H.L.), followed by the sessional date
- (e) the number, in lower-case roman, of the volume in which the paper appears in the 'bound set' of the house
- (f) the page reference to the manuscript pagination

For example:

¹*Report of the commissioners appointed to inquire into the working of the penal servitude acts*, ii, I [C 2368-I], H.C. 1878-9, xxxvii, 67.

From 1833 command papers appeared in a succession of series, all sequentially numbered. The following is a general guide:

1-4222 (1833-69)
 C1-9550 (1870-99)
 Cd 1-9239 (1900-1918)
 Cmd 1-9889 (1919-55)
 Cmnd 1-9927 (1956-86)
 Cm 1- (1987-)

Northern Ireland command papers should be identified by the addition of N.I. in square brackets after the command series number. For example:

¹*Report of the ministry for education for 1950/51*, Cmd 313 [N.I.], p. 35.

The Irish Free State/Republic of Ireland adopted a similar succession of series numbers for official papers from 1927, as follows:

P 1-9999 (1928-47)
 Pr 1-9999 (1948-67)
 Prl 1-9999 (1967-80)
 P1 1-9999 (1980-93)
 Pn 1- (1993-)

Note: the above is only a general guide as in practice errors in prefixes and numbers were sometimes made.

For the official indexes to British parliamentary papers see *Bulletin of the Institute of Historical Research*, xi (1934), pp 24-30. Invaluable consolidated indexes are:

General index to the bills printed by order of the House of Commons, 1801-1852, H.C. 1854 (O. 8), lxx

General index to the reports of select committees, printed by order of the House of Commons, 1801-1852, H.C. 1854 (O. 9), lxx

General index to the accounts and papers, reports of commissioners, estimates, etc., etc., printed by order of the House of Commons, or presented by command, 1801-1852 (London, 1854)

Not issued as a parliamentary paper

General index to the bills, reports, estimates, accounts and papers, printed by order of the House of Commons and to the papers presented by command, 1852/53-1868/69, H.C. 1870 (469-I), lxxi

General index to the bills, reports, estimates, accounts and papers, printed by order of the House of Commons, and to the papers presented by command, 1870-1878/9, H.C. 1880 (140), lxxxiii, pt 1

General alphabetical index to the bills, reports, estimates, accounts and papers, printed by order of the House of Commons, and to the papers presented by command, 1880-89, with an appendix containing a numerical list of the commercial reports (old series), 1880-89, H.C. 1889 (354), lxxxix

General alphabetical index to the bills, reports, estimates, accounts and papers, printed by order of the House of Commons, and to the papers presented by command, 1890-99, H.C. 1904 (368), cxii

General alphabetical index to the bills, reports, estimates, accounts and papers, printed by order of the House of Commons, and to the papers presented by command, 1852-1899 (London, 1909)

Omits sessional and command numbers

General index to the bills, reports and papers printed by order of the House of Commons and to the reports and papers presented by command, 1900 to 1948-49 (London, 1960)

16 For citation of acts of parliament in cases where it is necessary to distinguish between parliaments in different jurisdictions, the following method is recommended, based on T. W. Moody, F. X. Martin and F. J. Byrne (eds), *A new history of Ireland, viii: A chronology of Irish history to 1976* (Oxford, 1982):

¹12 Chas II, c. 11 [Eng.] (29 Aug. 1660).

²14 & 15 Chas II, c. 18 [Ire.] (31 July 1662).

³10 Will. III, c. 5 [Ire.] (26 Jan. 1699).

⁴10 & 11 Will. III, c 10 [Eng.] (4 May 1699).

⁵14 Geo. III, c. 83 [G.B.] (22 June 1774).

⁶12 & 13 Geo. V, c. 5 [N.I.] (9 May 1933).

⁷1933/25 [I.F.S.] (31 July 1933).

⁸1 & 2 Geo. VI, c. 25 [U.K.] (17 May 1938).

⁹1939/13 [Éire] (14 June 1939).

¹⁰1958/1 [R.I.] (19 Feb. 1958).

See also below, § 36 (d).

Private acts of parliament (called ‘local and personal’ acts after 1797) are identified by using italicised arabic numbers. For example:

¹Naturalisation of Sir John Le Bon, 1744 (18 Geo. II, c. 1 [Eng.]).

Local and personal acts from 1798 on are identified by the use of lower case roman numerals. For example:

¹An act for making a railway from the town of Killarney in the county of Kerry to the harbour of Valentia in the same county, 1847 (10 & 11 Vict., c. lxiii).

17 Statutory Rules and Orders (from 1948 called Statutory Instruments) are ministerial orders made using statutory powers. Citations should include the name and number of the Order or Instrument and the date on which it was made. For example:

Irish Free State, before 1948:

¹Rules for the Government of Prisons, 1947 (1947 no. 320) (16 Sept. 1947).

Republic of Ireland, after 1948:

¹Prohibition of Storage of Rabbits Order, 1950 (63/1950) (11 Mar. 1950).

U.K., before 1948:

¹The Labelling of Food (Amendment) Order, 1947 (1947 no. 757) (25 April 1947).

U.K., after 1948:

¹The Police (Promotions) Regulations, 1979 (1979 no. 991) (2 Aug. 1979).

Northern Ireland:

¹Royal Ulster Constabulary Pay Order, 1961 (1961 no. 200) (11 Oct. 1961).

Note that initial capitals are used for official titles of statutes; for short or convenient descriptions (e.g., money bill, Gladstone's first land act) lower case is used.

18 Second and subsequent references to printed works: abbreviations or short titles should normally be used to avoid repetition of the full particulars of sources already cited in the same article. Abbreviations or short titles should if possible be self-explanatory (e.g. Flower, *Irish tradition*, p. 60; Young, *Tour*, ed. Maxwell, pp 55-7; Hayes-McCoy, 'Royal supremacy', p. 39). If not — and this is likely to apply to long or complicated titles — an *ad hoc* abbreviation should be adopted, which should be explained in the first footnote in which the title is cited. For example:

¹*Return according to provinces and counties of judicial rents fixed by sub-commissions and civil bill courts, as notified to the Irish land commission up to and including the 28th day of January 1882* [C 3120], H.C. 1882, 1xi, 1-96 (henceforth cited as *Return of judicial rents to Jan. 1882*).

In short references the ampersand should be used for both authors and titles, as follows:

¹Smith & Jones, *Parliaments & politics*, p. 67.

The general system for using obvious abbreviations can be seen from the following examples, compiled for use in journal titles (hence the initial capitals):

Amer. Ann. Antiq. Arch. Assoc. Bibliog. Biog. Bodl. Brit. Bull. Cal. Cat. Ch. Chron. Comm. Corresp. Deb. Dict. Ecc. Econ. Eng. Gen. Hib. Hist. Ir. Ire. In. Lit. Mag. Misc. Mod. Nat. Parl. Pat. Proc. Rec. Reg. Rep. Rev. Rot. Soc. Stat. Supp. Trans. [etc. etc.].

The series of parliamentary debates published under the superintendence of Messrs Hansard is abbreviated as follows, with series number in italics:

Hansard 1, i, [etc.]

Cobbett's parliamentary debates, 1803-12 (vols i-xxii, London, 1804-12); continued as *The parliamentary*

- debates from the year 1803 to the present time, 1812-20* (vols xxiii-xli, London, 1812-20); from vol. xxvii, 1813-14, the title includes: *published under the superintendence of T. C. Hansard*
- Hansard 2, i [etc.]* *The parliamentary debates published under the superintendence of T. C. Hansard, new series, 1820-29* (vols i-xx, London, 1820-29); continued as *Hansard's parliamentary debates, 1829-30* (vols xxi-xxv, London, 1829-30)
- Hansard 3, i [etc.]* *Hansard's parliamentary debates, third series, 1830-91* (vols i-ccclvi, London, 1831-91)
- Hansard 4, [etc.]* *The parliamentary debates, fourth series, 1892-1908* (vols i-cxcix, London, 1892-1909)
- Hansard 5 (Commons), i [etc.]* *The parliamentary debates, fifth series, House of Commons, 1909-42* (vols i-cccxciii, London, 1909-42); continued as *Parliamentary debates (Hansard), House of Commons, 1942-81* (vols cccxciv-m, London, 1943-82)
- Hansard 5 (Lords), i [etc.]* *The parliamentary debates, fifth series, House of Lords, 1909-43* (vols i-cxxix, London, 1909-43); continued as *The parliamentary debates (Hansard), House of Lords, 1943-* (vols cxxx- , London, 1943-)
- Hansard 6 (Commons), i [etc.]* *Parliamentary debates (Hansard), sixth series, House of Commons, 1981-* (vols i- , London, 1981-)
- Note also:
- Hansard N.I. (Commons), i [etc.]* *The parliamentary debates, official report, first series, vol. i: First session of the first parliament of Northern Ireland, 12 George V, House of Commons, session 1921 [etc.]; from 1958 the series is entitled: Parliamentary debates (Hansard) ... House of Commons, official report* (Belfast, H.M. Stationery Office)
- Hansard N.I. (Senate), i [etc.]* *The parliamentary debates (official report), first series, vol. i: First session of the first parliament of Northern Ireland, 12 George V, the senate, 1921 [etc.]; from 1964 the series is entitled: Parliamentary debates (Hansard) ... the senate, official report* (Belfast, H.M. Stationery Office)
- Dáil Éireann deb., i [etc.]* *Dáil Éireann ..., díosbóireachtaí páirliminte (parliamentary debates); tuairisg oifigiúil (official report), iml. i (vol. i), 1922 [etc.]* (Dublin, Stationery Office)
- Seanad Éireann deb., i [etc.]* *Seanad Éireann, díosbóireachtaí páirliminte (parliamentary debates); tuairisg oifigiúil (official report), iml. i (vol. i). 1922-3 [etc.]* (Dublin, Stationery Office)

19 The name of the publisher should not normally be given in citing a printed source. However, if an edition has to be distinguished it may be helpful to do so. For example:

Edmund Burke, *Reflections on the revolution in France*, ed. Conor Cruise O'Brien (Penguin ed., London, 1976)

The names of the institutions that publish primary material may also be included, for example the Irish Manuscripts Commission, Historical Manuscripts Commission, Camden Society, Rolls Series, especially where they have their own internal system of volume numeration. For example:

R. G. Marsden (ed.), *Select pleas in the court of admiralty* (2 vols, Selden Society, vi, xi, London, 1892-7)

Edwin Welch (ed.), *The admiralty court book of Southampton, 1565-1585* (Southampton Record Series, xiii, Southampton, 1968)

H.M.C., *Various collections*, vi (London, 1909)

R. C. Simington (ed.), *The Civil Survey, A.D. 1654-56*, vii: *County of Dublin* (I.M.C., Dublin, 1945)

Maura Power (ed. and trans.), *An Irish astronomical tract* (Irish Texts Society, xiv, London, 1914)

III Citation of manuscript sources

20 Manuscript and other unprinted sources should be cited in roman. However, three types of manuscript material may be cited in italic:

(a) Works reproduced and disseminated (i.e. published) before the invention of printing, e.g. the classical and medieval philosophers and historians.

(b) Works in the modern period (usually of a subversive or esoteric character) designed to be copied scribally and circulated among a particular group, e.g., John Toland, *Specimen of critical learning*.

(c) Full-length works possibly intended for publication in print, but remaining in MS, usually for reasons of poverty or danger, e.g. Anna Parnell, *The tale of a great sham* (1907) (only published more than eighty years after her death).

21 A full reference to a document should normally include the following (i) its title or description; (ii) its date; (iii) the repository in which it is found; (iv) the collection to which it belongs; (v) the volume in the collection and the page or folio in the volume where it occurs, and/or other details of its location. For example:

¹'A brief note of traitors killed by the earl of Ormond', 20 Sept. 1571 (Bodl., Carte MS 57, f. 148)

²Viscount Midleton to Thomas Brodrick, 20 Mar. 1720 (Surrey History Centre, Midleton papers, 1248/4, ff 441-2)

³Conveyance, 5 May 1725 (N.A.I., D 20097)

⁴Account of the trial of James Cotter (N.L.I., Cotter papers, MS 711, pp 135-6)

⁵Theobald Wolfe Tone to Thomas Russell, 12 Mar. 1794 (T.C.D., Sirr papers, MS 868/2, ff 299-300)

⁶J. K. Ingram to G. J. Allman, 6 Oct. 1899 (P.R.O.N.I., Ingram papers, D/2808/36/8)

Where manuscript material has been read on microfilm in a different location, this should be noted. For example:

¹Company of goldsmiths, attendance book (Assay Office, Dublin Castle: microfilm, N.L.I. p6788)

22 A special convention is used for references to the great Irish codexes. The page or folio number is given without preceding 'p.' or 'f.', followed by a small letter denoting the column, followed by an arabic numeral denoting the line in the column, e.g. B.B. 186 a 49.

23 For manuscript material that has not been officially classified, especially material in private hands, identifying particulars must be given. For example:

¹Indenture between James Nugent and William Fitzsimons, 27 Mar. 1617 (MS in the possession of John Murphy, of Castlepark, County Donegal).

24 When citing documents from calendared editions of manuscript material, references to the pages of calendars are often insufficient, and it may be desirable to include particulars of the document cited. For example:

¹Chichester to Salisbury, 18 July 1609 (*Cal. S.P. Ire., 1606-10*, p. 253).

IV Citation of oral, internet and CD-ROM sources

25 Citation of oral sources should include name and address of interviewee and the date on which the interview was conducted. For example:

¹Interview with Patrick Murphy of Glenamoy, County Mayo (16 Oct. 1973).

Where the interview was consulted on tape, further details are necessary:

¹Interview with Brian O'Mahony, 10 June 1991 (B.L. National Sound Archive, National Life Story Collection, C468/10).

26 Since internet sources can be modified without notice, citation of such sources should include, besides details of the document itself, both a website address and the date on which it was consulted. For example:

¹'A map of Idough' (www.brennansonline.com) (13 Sept. 2002).

Where appropriate, additional details should be given, for example:

¹Ulster Historical Foundation, 'Distribution of surnames in Ireland in 1890' (www.uhf.org.uk) (2 Jan. 2003).

²Register, Commonwealth War Graves Commission (<http://www.yard.ccta.gov.uk/cwgc/register.nsf>) (5 July 1999).

Books and articles downloaded from the web should be fully referenced. For example:

¹Jacob Riis, *How the other half lives* (New York, 1890), available at New York City Museum, Five Points History Project, (<http://R2qsa.gov/fivept/fphome.htm>) (9 June 2001).

27 Material on CD-ROM should include the name of the author/compiler, the title of the work in italics, the identification CD-ROM, place of publication, publisher's name, and date of publication in round brackets. For example:

¹Roy Rosenzweig, Steve Brier and Josh Brown, *Who built America?* (CD-ROM, New York: Voyager, 1993).

V Editing of documents and quoted matter

28 Note that, in transcribing documents later in date than the eighteenth century, contributors may modernise the spelling and normalise (in accordance with §§ 34-6 below) the use of capitals of the original, and modernise punctuation where legibility of the document would otherwise be difficult, but should indicate where this has been done.

29 Any uncertainties of reading the original should be indicated either in square brackets or, preferably, in a footnote.

30 Unfamiliar contractions or omissions which obscure the meaning of the text should be spelt out in square brackets.

31 A document should be given as an appendix if it is of crucial importance to the treatment given in the text.

32 Documents of wide interest in their own right and not exceeding normal length for articles may be treated as an edition in the *I.H.S.* series, 'Select documents'. If in a language other than English, such material should always be followed by a complete translation.

VI Latinisms

33 *Ibid.*, meaning 'in the same place' should only be used at the beginning of a footnote when the preceding footnote consists of a single reference. It should not be used to denote the last item cited in the preceding footnote. In such cases the short form of the reference should be used.

Use of *ibid.* in sequence: *ibid.* should cover the maximum amount of the preceding reference. However, the classmarks of MSS should never be divided:

¹Swift, *Works*, ii, 123; *ibid.*, iii, 456; *ibid.*, p. 460.

²*Hansard* 3, xlv, 789 (1 Apr. 1890); *ibid.*, xlv, 234 (2 Aug. 1890); *ibid.*, col. 567 (10 Aug. 1890); *ibid.*, col. 568.

³P.R.O., SP 123/456 f. 78; *ibid.*, SP 123/457, f. 21; *ibid.*, f. 22.

op. cit., meaning 'the work (previously) cited' should *only* be used within the same footnote when a work is cited twice, with intervening reference(s), which is a very rare occurrence.

passim (italic), meaning 'throughout' (suggesting a common thread throughout an entire work), should be used with restraint.

cf., meaning 'compare', should not be used to mean 'see'.

et al. (italic), meaning 'and others' (i.e. more than two authors or editors); the first reference should cite all authors or editors.

idem (plural *idem*) should be used to denote a repetition of the immediately preceding (male) author's name, where only a different book or article title (and page references) needs to be recorded. It should also be used where at least one of several authors is male.

eadem (plural *eaedem*) should be used as above where the author is female.

VII Capitals and punctuation

34 Capitals should be used sparingly and not for ornamentation or emphasis, or as a sign of respect or of status; otherwise they tend to become so numerous as to be meaningless.

35 Initial capitals are needed (a) to open a sentence; (b) to signify a proper noun, i.e. the name of a person, place, association or institution; (c) to enable initial letters to be used for abbreviations (e.g. M.R.I.A., B.B.C., *I.H.S.*, N.A.I.); and (d) for various special purposes indicated below. An example of (a), (b) and (c) is:

A former M.P. and agrarian agitator, Thomas Patrick Gill, was appointed assistant secretary of the Department of Agriculture and Technical Instruction.

Where a common noun is in effect part of a proper name, it should have an initial capital (e.g. Mr O'Sullivan, Lord Ross, Pope John, Prince George, County Mayo, Lough Neagh, River Shannon, Navan Road; but write 'prince of Wales', 'duke of Kent', 'a road in Navan'). The official titles and addresses of corporate bodies and other institutions should be treated in the same way (e.g. National Library of Ireland; University of Dublin; Cork County Council; but write 'a national library', 'the county council').

Initial capital abbreviations should always carry full points, for example: M.P., R.I.C., S.D.L.P., P.R.O.N.I.

Exceptions to this general rule include the following:

(a) acronyms that are pronounced as words, for example: DORA; AIDS; NATO; UNICEF;

(b) repository classmarks, for example: P.R.O., CAB 24/138; P.R.O., HO 100; Lloyd George papers, MS F/IO2/45; Mulcahy papers, MS P7/B/1;

(c) currency, for example: €; IR£.

36 Initial capitals should also be used for special purposes such as the following:

(a) to distinguish the titles of periodicals and series from those of separate works, e.g. *Irish Historical Studies*, *Maynooth Studies in Local History*;

(b) to indicate specific historical events or eras, e.g. Nine Years War, the Reformation, the Restoration, the Glorious Revolution, the Enlightenment, the Famine, the Emergency;

(c) to indicate members of groups, e.g. Catholics, Protestants, Presbyterians, Franciscans, Jacobites, Methodists, Oakboys, Defenders, Orangemen, Young Irelanders, Fenians, Paisleyites, Whigs, Tories;

(d) to indicate official short titles of acts of parliament, viz Land Law (Ireland) Act, 1881 (but write 'land act of 1881');

(e) to avoid ambiguity, e.g. 'Thomas Russell was a volunteer in the 52nd Regiment before being commissioned an ensign, but on returning to Ireland he did not join the Volunteer movement'; an Independent congregation (i.e. a seventeenth-century religious group), the Old English, a Liberal government.

Punctuation

37 Full points should be used only to end sentences or abbreviations. They should not be used in headings and other displayed matter, or after such contractions and special symbols as the following:

Dr Mr Mrs MSS St (Saint) bp bk nos pt vols 2nd 4th ff pp viz (videlicet)

But write 'no.' (number); 'in.' (inches) to avoid ambiguity.

38 Avoid unnecessary apostrophes. Do not write 'M.P.'s' (as plural of M.P.), 'the 1880's', but 'M.P.s', 'the 1880s'.

39 Hyphens are not easy to use correctly. For guidance see H. W. Fowler, *A dictionary of modern English usage* (2nd ed., with corrections, revised by Sir Ernest Gowers, Oxford, 1983); *Hart's rules: for composers and readers at the University Press, Oxford* (39th ed., completely revised and with corrections, Oxford, 1989); *The*

complete plain words of Sir Ernest Gowers (revised ed., by Sidney Greenbaum and Janet Whitcut, London, 1986).

Possessive case of proper names

40 As a rule add 's' whether the word ends in 's' or not (e.g. James's, Thomas's, Louis's, Yeats's). An exception: Poyning's Law. Note too : *Commons' journal*, Nine Years War.

Quotations

41 Use single quotation marks for all simple quotations, double for a quotation within a quotation. In a thesis, extracts of five or more lines should be indented and single-spaced. For quotations in copy submitted to *I.H.S.*, see below, § 56.

42 When a quoted passage is incorporated in a sentence, the punctuation that is independent of the quotation should stand outside the second quotation mark. When an independent sentence is quoted in grammatical isolation from its context the full point should stand inside the second quotation mark. For example:

They answered: 'Let us eat together first, and all things shall be fulfilled.' 'I will do what ye say,' said she. 'But now bring water that we may wash our hands.'

43 Note that footnote numbers in the text should follow, not precede, punctuation. For example:

Patrick Murphy, whose role in the home rule movement has been described as 'shadowy but significant',¹ was educated at home until the age of fifteen.²

-ise or -ize, -isation or -ization

44 Where words can be spelled with an 's' or a 'z', the 's' form is to be preferred.

VIII Dates and numerals

45 Dates of occurrences in Ireland and England (or Britain) from 4 October 1582 to 14 September 1752 should be given according to the Julian (or Old Style) calendar for day and month and according to the Gregorian (or New Style) calendar for year. Dates of occurrences in continental Europe in the same period should be given according to the Gregorian calendar. If greater clarity is needed, or if there is doubt about the style of dating, the date should be followed by (o.s.) or (o.s.?) or (n.s.) or (n.s.?). All years should be reckoned as beginning on 1 January. For dates between 1 January and 24 March (the last day of the Old Style year) use the form '10 March 1714[/15]', or, when citing a document where both years are given in the original, use the form '10 March 1714/15'.

46 Dates should be on the model '20 June 1763' (not 20th June 1763, or June 20, 1763). Dates that are approximate should be given in the form 'c. 1755'. A fiscal year is denoted by a slice (e.g. 1734/5), and this also applies to cases of uncertainty between two years.

47 Months and days of the week should be spelled out in full in prose text, but abbreviated in footnote references, as follows:

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

48 In expressing periods of time or a succession of numbers use the fewest figures necessary to convey the meaning without obscurity. For example:

<i>Write:</i>	<i>Do not write</i>
1396-7	1396-97 or 1396-1397
1700-01	1700-1 or 1700-1701
1811-12	1811-2 or 1811-1812
from 1938 to 1940	from 1938-40
pp 242-4	pp 242-44 or 242-244
pp 311-12	pp 311-2 or 311-312

49 For numerals under 100 use words, but use figures in passages where there is a succession of specified quantities.

IX Bibliography

50 Interpretative articles in *I.H.S.* do not carry separate bibliographies. A contribution may, however, consist in its entirety of a comprehensive bibliography, e.g. of subject or author (see, for example, Mary Ann Lyons, 'Maynooth: a select bibliography of primary sources' in *I.H.S.*, xxix, no. 116 (1995), pp 441-74). A bibliography, however classified, should always distinguish between primary and secondary sources. Note that manuscript sources are usually listed under their respective archival headings. For ease of consultation, an alphabetical sequence should be followed under the various headings, **by surname**. For example:

Newman, Jeremiah. *Maynooth and Georgian Ireland*. Galway, 1979

In bibliographies appended to theses, the style of *I.H.S.* footnotes (above, **II-IV**) may be followed, but with **surname** first. For example:

Newman, Jeremiah, *Maynooth and Georgian Ireland* (Galway, 1979)

X - Miscellaneous

51 Amounts in euro and cent should normally be indicated in the form €4.15. Amounts of less than one euro may be indicated either as 0.41 or as 41c. Pounds, shillings and pence should be indicated in the form £5 2s. 6d. Note that the symbols for shillings and pence (but not for pounds) are to be italicised and followed by points.

52 Distances should be normally given using the forms employed by contemporaries.

53 Names of places should be given as at the time referred to but with spelling modernised. For example:

Edward McCabe was parish priest of *Kingstown* until appointed archbishop of Dublin in 1879 [not 'Dunleary', 'Dún Laoghaire' or 'Dún Laoire'].

At the 1880 general election Richard Lalor was returned as one of the members for Queen's County [not 'Leix' or 'Laois'].

A special case is 'Derry' (for the city and bishopric) but 'Londonderry' for the county and parliamentary constituency. If in doubt the official *Gazetteer of Ireland* (1989) should be consulted.

Names of people: the **first** reference in the text to all but well-known people should, where possible, include a first or forename. For example:

At the reception for Parnell, the band was conducted by the musician Patrick Murphy.

XI Preparation of articles for submission to *I.H.S.*

54 Contributions (three copies) should be in typescript and double-spaced, on A4 paper (or its nearest U.S. equivalent) typed and numbered on one side only, with left- and right-hand margins of at least 2.5cm. Right-hand margins should not be justified. Only one size and style of type, as well as double-spacing, should be used throughout, for text, extended quotations, footnotes, appendixes, etc.

55 Contributions should be submitted in hard copy, where possible with disk (clearly labelled with the names of hardware and software used as well as the name of the contributor). Authors should retain an exact copy of the submitted material.

56 Quoted matter, which should have been carefully checked for accuracy, should be opened and closed by single quotation marks (see §§ 41-42) or (if likely to run to five or more lines, or in other cases such as lines of verse) should be set full out (i.e. not indented), in the same size font, and with the same spacing, as the article text. The source for each full-out quotation should be separately indicated in a footnote, unless it is clearly linked to the quoted matter in the following context. Use three point ellipses (...) when omitting material within quotations. See also §§ 28-32 for editing of documents.

57 Significant quotation (of both printed and manuscript material) in languages other than English should be accompanied by a translation in a footnote, followed by source (in round brackets).

58 Matter intended for italicisation may be indicated by single underlining.

59 Acknowledgements of a general nature should appear at the end of the article in a numbered footnote. They should be brief and discreet. An acknowledgement for help with a particular point should appear as a footnote or as part of a footnote, e.g. 'I am grateful to Kevin B. Nowlan for helping with the dating of this document.'

60 Although references to sources and any brief explanatory or incidental matter are to be printed as footnotes, they should be presented as endnotes in the typescript or printout submitted to *I.H.S.*

61 Review articles, articles intended for the series 'Historical revisits', or 'Select documents' should be identified as such. In 'Historical revisits' details of the work being revisited are given in an asterisked footnote at the beginning of the article. In 'Review articles' details of the works under review are usually given in an asterisked footnote at the beginning of the article; subsequent references (to these or other works) are numbered in the usual way.

XII Reviews

62 The heading of a review must give the following particulars:

- (a) the full title of the work reviewed (in capitals); and, if it is in more than one volume, the number and (where appropriate) the title of the volume concerned;
- (b) the author or editor;

- (c) the edition, if other than the first;
- (d) the number of volumes and pages; or, if the subject of the review is an article in a periodical, or is part of a larger work, its precise location in the periodical or larger work;
- (e) the presence of maps or illustrations;
- (f) the place of publication and the publisher;
- (g) the year of publication;
- (h) if a paperback edition, a reference to that fact, together with the date of the edition;
- (i) the price;
- (j) the series title, if any, in round brackets.

For example:

- REBELLION IN KILDARE, 1790-1803. By Liam Chambers. Pp 173. Dublin: Four Courts Press. 1998. €39 hardback; €13 paperback.
- BOOKS BEYOND THE PALE: ASPECTS OF THE PROVINCIAL BOOK TRADE IN IRELAND BEFORE 1850. Edited by Gerard Long. Pp xiv, 154. Dublin: Rare Books Group of the Library Association of Ireland, 1996. €14.
- THE PLIGHT OF THE MONAGHAN PROTESTANTS, 1912-1926. By Terence Dooley. Dublin & Portland, Oreg.: Irish Academic Press, 2000. €1 (Maynooth Studies in Irish Local History, 31).
- MEMOIRS OF LAETITIA PILKINGTON. Edited by A. C. Elias, jr. 2 vols. Pp lxii, 845, illus. Athens: University of Georgia Press. 1997. \$95.
- COLLECTANEA HIBERNICA: SOURCES FOR IRISH HISTORY, nos 36-7. General editor Benignus Millett. Pp 335. Killiney: Collectanea Hibernica. 1955. €3.
- A NEW HISTORY OF IRELAND, VOL. VI: IRELAND UNDER THE UNION, II: 1870-1921. Edited by W. E. Vaughan. Pp lvii, 917, illus. Oxford: Clarendon Press. 1996. €15.
- THE IRISH QUESTION: TWO CENTURIES OF CONFLICT. By Lawrence J. McCaffrey. Second edition. Pp x, 225. Lexington: University Press of Kentucky. 1995. \$15.95 paperback.

63 Reviews should normally be of from 450 to 900 words in length, and short notices should not exceed 450 words. Reviews are intended primarily for books on Irish history, other publications being treated in short notices, but this rule is flexibly interpreted, and any work of marked historical interest may be reviewed at length.

Reviewers should note that reviews and short notices do not carry footnotes; page references to any substantial or significant quotations and allusions should be supplied in the text. For *review articles* see above, § 61. Reviewers are reminded that the text of reviews should be presented in exactly the same way as an *I.H.S.* article. In particular, the typescript must be double-spaced, and the font of a reasonably large size. All contributors should supply their precise academic designation (if any); exact title or description of post; department, faculty or school; institution and location.

XIII Proofs and offprints of articles to be published in *I.H.S.*

64 Page proofs of articles will be sent for checking to contributors.

65 Contributors should check their proofs for sense and accuracy, and return corrected proofs to the copy-editor as soon as possible.

66 Contributors may be charged for alterations and additions in the proofs made as afterthoughts.

67 Twenty-four offprints in respect of each article are given free to its contributor(s). Those wishing to purchase additional copies must apply to the copy-editor when returning their proofs.