

# Notes for Editors of Academic Research Project series volumes

These guidelines are provided for the use of Editors whose proposals have been formally accepted by both the series committee and the British Academy Publishing Committee.

Last updated: June 2024

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**For any queries relating to this document, please contact the series editor or the British Academy's Publishing team: [publishing@thebritishacademy.ac.uk](mailto:publishing@thebritishacademy.ac.uk).**

## **Editorial process**

Initial proposals should first be submitted to the relevant Academic Research Project committee. Once accepted, a follow-up proposal form for the work should be submitted to the British Academy Publishing Committee for approval. The proposal form will be provided by the project and must be counter-signed by the project chair/director. Upon acceptance from the Publishing Committee, the British Academy Publishing department will send the Editor(s) a contract for the work.

Editorial conventions and the overall content and structure of the volume should be agreed with the Link Member from the project's committee. The Editor will continue to work with the Committee Link Member towards the final version of the edited text.

Manuscripts will be read for their scholarly content by the Committee Link Member and by another committee member, or by an independent reader if thought appropriate. The project committee may request changes before accepting the final version of a text.

## Preparing the work

Editors should follow the guidelines below when preparing the work for review by the project committee.

### *Text*

The text should be formatted uniformly, 1.5 or double spaced, using minimal formatting. Footnotes, rather than endnotes, should be used where needed.

Volumes should be structured as follows:

1. Prelims: Contents page, List of illustrations/Maps/Tables. Optional: Preface, Foreword by the series editor, Acknowledgements, Glossary, Abbreviations.
  - a. Any additional sections not listed above should be agreed with the Committee Link Member.
2. Introduction, followed by Note on Editorial Method if required.
3. Texts/Catalogue.
4. Appendices.
5. Bibliography.

Please ensure that chapters, figures and tables are numbered correctly throughout the volume.

The project committee will advise of any specific structure or formatting guidelines in addition to/instead of the above if appropriate.

### *Quotations*

Single quotation marks ‘ ’ should be used, with double quotation marks “ ” being reserved for quotes within quotes.

Displayed quotations; quotations which are longer than about five lines when typeset (roughly, more than 60 words) should be indented and are not enclosed in quotation marks.

### *Sub-headings*

The text may be broken up at regular and appropriate intervals by main headings and sub-headings. Sub-headings should not be numbered and should not be put into capital letters. Please avoid the use of more than three levels of heading.

For clarity in the typescript, a level 1 sub-heading should be bold centred, a level 2 sub-heading should be bold aligned left, a level 3 sub-heading should be italic aligned left. For example:

#### **Level 1 sub-heading**

#### **Level 2 sub-heading**

#### *Level 3 sub-heading*

### *Cross-referencing*

Cross-references should be given in a way that makes them useful in both the print and digital versions of your paper. Do not use 'see above' or 'see below'. Avoid instances of cross-referencing by page number alone. Cross-referencing by heading works well in both print and digital formats, for example '(see p. 24, Chateaux Inventories: Chapels)'. Cross-refer to the lowest level heading as appropriate. Avoid including cross-references in headings.

### *Lists*

Arabic numbers should be used for lists, with no parentheses around the number and no full points. Bullet-points for non-hierarchical lists are also acceptable.

### *Spelling*

The British Academy uses British spelling. Please note that the house style is to use the endings -ise/-isation in cases where an alternative in -ize/-ization exists: civilise, civilisation.

### *Numbers and dates*

- Ranges. Use an en-dash between any numerical ranges (years, page numbers, etc), not a hyphen, i.e. pages 5–7, not 5-7.
- Page-references. In page-references, elide as many figures as possible, but retain the penultimate digit for the sequence 10–19 in any hundred: 4–8, 9–15, 17–18, 19–33, 24–8, 45–56, 99–111, 112–18, 132–8, 145–56, etc.
- Numbers. It is usual to spell out numbers up to nine in continuous text, and to use figures for 10 and above. If the context is overtly statistical, or units of measurement are being given, use figures: 5 mm, 3 per cent, a 6-year-old child. Where the context is not statistical, it may sometimes be appropriate to spell out larger numbers: 'I felt a hundred times better'. Avoid beginning a sentence with figures.
- Percentages. 'per cent' should be spelt out in the text: use % in tables.
- Dates. Use the form '16 August 1979', without commas. If the day of the week is given, then a comma should be inserted after it: 'Sunday, 25 October 1953'.
- Decades. 1960s, the '60s, or (where appropriate in the context) the Sixties.
- Centuries. 5th century BC, 20th century, 17th-century literature.
- BC and AD are preferred, but you may use BCE and CE if you prefer.
- Elision of dates. Keep all the figures when the extent covers more than one century: 1820–1910. Do not elide dates BC. Otherwise elide dates according to the rules above for page-references: 23–5 December, 1826–8, 1914–18, etc.

Any deviations from the above style guidelines should be agreed with the Committee Link Member.

## **Figures**

Illustrations are included if they amplify the text; they should not be merely decorative.

All illustrations, whether line diagrams, maps or half-tones (photographs), should normally be described as Figures. Figures should be kept separate from the rest of the text. Do not embed illustrations within the Word text file; supply each illustration as a separate file. Mark the approximate location with a placeholder: [Figure x about here] and supply the figures as a separate high-resolution jpg or tiff files.

Figures and Tables should be numbered in sequence for each chapter, e.g. Figure 1.1, Figure 1.2, Table 1.1, Table 1.2, etc.

A complete list of illustrations, including the figure number, file name, caption, and any necessary permissions should be supplied along with your final text. Captions for images should include information on source and any permissions granted.

It is the Editor's responsibility to obtain permission to publish from owners, libraries or other interested parties, to pay any reproduction fees, and to ensure that all permissions and picture credits are properly recorded.

## **Submission**

Once the final version of the text has been accepted by the project committee, the work can be submitted to the British Academy's Publishing team to enter production. Upon submission of the final text, the Publishing team will ask that the Editor complete a marketing form, provide illustration information, and abstracts and keywords for the volume. Templates for these will be provided.

The Editor will be asked to provide an appropriate cover image where the series requires it. Permission for this image to be used on the cover of the volume must be granted by the copyright holder.

## **Production**

You have the option of providing the manuscript to the British Academy for typesetting, or arranging the typesetting the volume yourself and providing the British Academy with print-ready files. Please liaise with the project committee to determine the which route your volume will take. You will be asked to confirm this when submitting your proposal to the Publishing Committee.

## **Providing print-ready files**

If you plan to provide print-ready files to the British Academy, please notify us as soon as possible ahead of submission of the files. Without advance notice, we may have to delay publication of the volume to allow time for pre-publication marketing.

Please see the appendix for formatting guidelines for typesetting.

## **Providing the text for typesetting**

Please provide the text in Microsoft Word. This can be one single document for the whole manuscript, or multiple documents (i.e. separate chapters). Please also provide PDF versions of any sections which contain non-standard characters.

Tables should be submitted as separate Word files.

Images should **not** be embedded in the text. They should be provided as separate high-resolution JPEG or TIFF files. You may include figures markers in the text to indicate where images should be placed (**[Figure 1.1. here]**). Please provide captions in a separate document, including any credit/copyright acknowledgement.

**Volumes will not be copy-edited** after submission to the British Academy. Responsibility for the accurate and consistent application of agreed editorial conventions rests with the Editor. Please ensure that a thorough proof-read has been conducted prior to submitting the work for production.

Upon submission, you will be provided with a schedule for the upcoming stages of production. This will include when you can expect to receive proofs for checking. Please let the British Academy know as soon as possible if there are any times where you will be unavailable for checking proofs.

If it is agreed that an index is required, indexing the work is the Editor's responsibility and is expected to be done at second proof stage. You may find it beneficial to begin making a list of index terms during your pre-submission proofread, but please **do not** take note of page numbers until second proofs have been supplied. You may have separate indexes for place names/people/etc if deemed appropriate by the series editor.



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# Appendix: Typesetting guidelines for providing print-ready files

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**Typesetting guidance for the following series should be requested directly from the series editor:**

- Corpus of Anglo Saxon Stone Sculpture
- Corpus Vasorum Antiquorum
- Corpus Vitrearum
- Early English Church Music
- Sylloge of Coins of the British Isles
- Sylloge Nummorum Graecorum

**The below guidelines are for use in the following series only:**

- Auctores Britannici Medii Aevi
- English Episcopal Acta
- Fontes Historiae Africanae
- Records of Social and Economic History

If you wish, you may send a sample of the typeset manuscript to the Publishing team to check that the formatting is correct prior to typesetting and proofing the full work.

## **Set-up**

If you will be working in InDesign, you can contact the British Academy for a template file which will be set to the correct trim size and margins for the series.

Otherwise, settings are as follows:

Trim size - 234mm x 156mm.

Margins - Top: 25mm; Bottom: 28mm; Inside: 17mm; Outside: 25mm.

## **Front matter**

The first page of the print-ready file should be the **Contents**, which should be labelled page **v**. The first four pages (pp.i-iv) will be created and inserted by the British Academy once the files are submitted, and so you do not need to prepare these.

- i – half-title [BA to create]
- ii – blank [BA to create]
- iii – full title [BA to create]
- iiii – copyright [BA to create]
- v – contents

All text should be in Times New Roman, justified with the last line aligned left unless otherwise stated.

Page numbers – 15.5mm from the top of the page, left aligned, size 9pt. There should be no running heads or page numbers on the first page of a chapter. Front matter pages should be numbered in roman numerals. Arabic numbering should start after the front matter, at the Introduction or first chapter.

Running heads – 15.5mm from the top of the page, centred and italic, size 10pt. There should be no running heads or page numbers on the first page of a chapter. Running heads should state the chapter title on both sides.

Chapter headings – 18pt font, 20pt line spacing, all caps, three lines from the top, two lines before text starts.

Text body – 10pt font, 12.5pt line spacing, new paragraph indented 5mm (except for first paragraph of a new chapter/section), no spaces between paragraphs.

Widows and orphans – try not to have a new paragraph begin with only one line at the end of the page, or end with only one line on the beginning of a page. This can be avoided by adjusting the kerning of the preceding text.

Subheadings – Level 1: bold, centred, 12pt font size, 14pt line spacing; Level 2: bold, left-aligned, 11pt font size; Level 3: italic, left-aligned, 10pt font-size. Two lines beneath preceding text (if there is any), and one line before the text that follows, except for Level 3 headings, which should have only 2mm space before the text.

Footnotes – 8pt font, 9pt line spacing. Minimum 7mm space before starting footnotes. Footnote numbering starts anew at each chapter. Footnotes that continue onto a second page should have a thin line above them to indicate continuation. Please ensure referencing style is consistent.

Quotes – any quotes longer than 5 lines should be indented 10mm, with 2mm spacing above and below, font size 9pt, 11pt line spacing

Captions – Figure or table captions should be 9pt font, in the format “**Figure 1** Caption text”.

Bibliography – 10pt font, 12.5pt line spacing, justified with anything over one line indented 5mm.

Index – 9pt font, 10.5pt line spacing, two columns with 5mm between them, justified with anything over one line indented 5mm, sub entries separated by semi-colon, footnote references indicated by ‘n’ after the page number (i.e. 68n), line break between each letters’ set of entries.