# GUIDANCE FOR EDITORS OF HAKLUYT SOCIETY BOOKS

For well over 150 years the Hakluyt Society has been publishing editions of key texts relating to historical travel and exploration. The texts are annotated and accompanied by appropriate introductory material. Volumes are handsomely designed and illustrated. The normal practice of the Society has been for the Council to consider any proposal for a fresh edition from a potential editor and, if it is willing to accept the proposal in principle, to allow the proposer considerable freedom to tackle the task in the way that seems appropriate to the subject. Naturally, however, the Society is determined to maintain its reputation for producing high-quality and scholarly editions and so insists on adherence to certain principles and practices.

One of the Society's series editors is appointed to oversee the project and to guide the volume editor (those individuals referred to as authors for the purpose of editing of the original text in the contract issued by the society). It may be necessary to seek the advice of experts on particular matters and there is an editorial advisory board ready to provide both specialized and general support for the series editor. The Society regards the close cooperation which subsists between the series editor and the volume editor as being one of the chief reasons it has been able to maintain the quality and acceptability of its publications.

In general, it may be said that four sets of considerations are taken into account when a proposal is accepted for publication and steered through to final publication. First of all, the text to be published should be intrinsically important in that it documents a key achievement in the delineation and understanding of the world and its peoples or an historically, politically, economically or culturally significant encounter of different peoples. The significance of the text should be clearly explained at an early point in the Introduction.

It will be expected, secondly, that the text itself shall be definitively established as a result of accurate transcription. Due attention must be paid to a description, at a suitable point in the introduction, of the location, history and physical condition of the sources reproduced. If originally in a language other than English, the text must be translated into English, normally with the aid of a native speaker of the original language, in such a way as to meet the needs of both linguistic and historical accuracy. The House Style Rules which follow have been issued to help editors or authors adhere to the normal conventions adopted by the Society to ensure accuracy and consistency in the reproduction of texts.

The text will be annotated in such a way as to clarify meanings, identify people and places and, where necessary, amplify the information contained. The introduction will generally provide the appropriate context for the subject of the text. Clearly, it would be impossible and undesirable to specify any rigid conditions for the nature of the introduction and notes. Nevertheless, it may be said that the third desideratum is that the editorial material be informed by appropriate scholarship of a high standard deployed in such a way as to make each Hakluyt Society edition both useful to specialists and attractive to readers with a general interest. The use of maps, diagrams and illustrations will often be an essential part of the production. Again, the House Style Rules provide technical and more general guidance on the requirements for the scholarly apparatus.

The final, but not least consideration is that the Society aims to produce volumes which are in themselves readable and attractive books which members and others will wish to have on their shelves. The House Style Rules will help to ensure that each edition meets the Society's criteria.

Will Ryan, Hon. Vice President
Gloria Clifton, Hon. Joint Series Editor
Joyce Lorimer, Hon. Joint Series Editor                                     Revised July 2018

**HAKLUYT SOCIETY HOUSE STYLE RULES FOR VOLUME EDITORS**
**(revised July 2018)**

## I. CONDITIONS

- Proposers of works for publication should complete the Proposal form provided by the Society and following acceptance of the proposal by the Council of the Society, will be asked to sign a contract in which they agree to follow the rules listed below and in which they transfer their copyright interest to the Society. The Society retains copyright on all its publications.
- Work must be original and not published or accepted for publication elsewhere. It must not contain anything of a defamatory or scandalous nature. Permission to publish any material, including illustrations and maps, must be obtained by the proposer from the copyright owner and owner (e.g. library, museum, gallery) of the physical object (e.g. manuscript, picture). ). The Society is prepared to meet the costs of obtaining illustrations and permissions to publish, provided their inclusion in the volume has been approved by the relevant series editor. Volume editors are asked to use whatever influence they have in having charges reduced or waived and to bear in mind that images can be less expensive from alternative sources (different libraries, for example, have different charges), that academic discounts are often available (the Society is a registered charity), that a volume can be offered in lieu of payment, and so on. Permission must include publication 'in all volume, electronic and analogous forms', for world-wide distribution in English. We also ask for permission to use images in announcing and promoting the volume.
- This matter must be investigated immediately after the book proposal is accepted in principle. Permissions which have no time limit should be obtained as soon as possible. Those which are granted for a limited period should be deferred until the complete text has been sent to the publishers, but should then be dealt with promptly so that publication is not delayed.
- Any requests for help with editorial expenses must be sent to the series editor in advance.
- The style rules **must** be followed. Hakluyt volumes use British English usage, spelling and style conventions. Before submitting their manuscript editors or authors should check the Society's website for the latest version of the style rules – www.hakluyt.com – the current version is given below.
- In editorial disagreements the series editors' decisions are final.
- If the style rules are not followed, the text will be returned for revision.
- Please note that after the delivery of the text to the series editor there may be a significant period of exchange of queries and redrafting. Only when the series editors are satisfied that they have a text of a suitable standard will they send the final version to the publisher. Once the text is in the hands of the publisher a further stage of copy-editing is done before the book goes to the typesetter. The time from delivery by the series editor to the publisher to actual publication is typically eight to twelve months.
- The Society for its part undertakes to offer detailed editorial guidance and, subject to its acceptance of the finished work, to produce a well printed and well bound book.


## II. THE TASK OF THE VOLUME EDITOR

- The responsibilities of the volume editor (described as 'author' for the purpose of editing of the original text in the Society's contract) are:

1. To provide supporting editorial material for the volume. This should include text for the dust jacket; table of contents with chapter headings, and sub-headings if used;

acknowledgments; list of illustrations and maps with their captions; lists of abbreviations, tables, glossaries, and appendices where appropriate; a preface and an introduction.

2. About a year before the manuscript is likely to be completed editors or authors should send to the series editor the material required for the dust jacket of the volume, which is also used for publicity purposes. This should consist of two short pieces of no more than 300 words each. One should give the details of the original author of the text and the importance of the document. The other should give brief biographical details of the volume editor(s).

3. The preface should include a brief statement of the nature of the work, its status as a text, its original author, sources(s), location, bibliographical details of the text and any abridgment or modification of the original text. The original text is normally expected to be given unaltered and un-redacted but, if any exceptions to this have been agreed with the series editor, these should also be explained in the preface. This should be followed by appropriate acknowledgements.

4. The introduction should outline the historical background and significance of the text and the reasons for its publication. In the case of translations, the status of the source text must be indicated.

5. In preparing the original text for publication we expect volume editors themselves to undertake the work of transcription, as this is a vital tool for getting to know the text well. In cases where a typescript or printed copy is available, this may be scanned and digitized by optical character recognition, but in such cases the content of the resulting file must be carefully compared, word-for-word, with the original. Detailed instructions for the presentation of original texts is given in section V below.

6. To provide detailed annotation of the text, elucidating unfamiliar words or concepts, problematic or historically important points, and identifying in full persons and places and institutions of importance at first occurrence. In the case of translations any linguistic problems arising should also be annotated.

7. To provide a bibliography.

8. To correct the proofs.

9. To provide an adequate index, following delivery of final proofs. Please see below for more information about indexing.

10.     To observe the rules for presentation of copy given below. Occasional exceptions may need to be made to certain rules, but the series editor assigned to your volume must be consulted in advance, and it is essential to be consistent in your approach to presentation throughout the volume.
11.     To correct the proofs supplied by the publishers in a timely fashion

    Neither volume editors, nor series editors, are expected to be equally competent in all areas of knowledge – problems may arise with points of language (e.g. transliteration of words in unfamiliar languages which do not use the Latin alphabet), place names, obscure areas of the history of science or navigation, botany, zoology, ethnography, anthropology etc. Volume editors should forward all queries to their series editor in the first instance

## III. PRESENTATION OF COPY

### Computerized-generated text

- Please consult the series editor with regard to the suitability of your word-processing system before beginning work.
- Text should be sent as an editable electronic file by e-mail attachment, on CD, by FTP or any agreed file delivery system, in a recent version of MSWord or similar standard word-processing system, set to British English. Do not send as a PDF file. All files or disks must be clearly labelled so that they can readily be identified by the series editor.
- **Do not** send the whole text as one file. It should be divided into chapters or other convenient sections, clearly labelled.
- Tables and other non-standard matter should be delivered as separate files with an indication of position in the text, e.g. [Table 1 here]. Tabular material and diagrams must also be submitted as a typed or computer printout, which must be clear and on one side of the paper only. The text in files and printout should be identical.

## 1. Formatting:
- In general do not attempt your own page layout – the simpler your text the easier it will be for the typesetter to use your files.
- **Avoid formatting commands** as far as possible; switch off hyphenation, full justification, automatic paragraph spacing, etc.
- **Remove any default codes** for special fonts which you may use in your other work
- **Set language** to British English, page size to A4 portrait.
- **Do not change fonts** or font size in mid-text.
- **Do not use automatic** paragraph or list numbering.
- **Do not use the space bar** to achieve indents or spacing within the line. Use the tab key.
- **Do not use headers or footers**, other than page numbering, which should be at the foot of the page and centred.
- **Do not use bold or underlining**, unless part of the original text.
- **Use italic** for all cases specified below
- **Do not use automatic indexing programs** on the file sent to the series editor. Automatic indexing programs can be used on the volume editor's own backup copy as an aid to indexing at proof stage.
- **Automatic footnoting should** be used – to avoid confusion between editors at the editing stage use a single sequence. Notes will normally appear as footnotes numbered from 1 on each page in the final product. If notes are presented in a separate file the position of the footnote numbers in the text should be clearly marked.
- **Tabular matter** will normally be set by the printer from the editor's typescript or printout. Simple tabular matter may be supplied on disk but it must be set vertically, column by column and not across the page in multiple columns.
- **Exotic characters** should be identified by a marginal note in the printout.
- **Cross-references**: Use a triple question mark ??? to mark cross-reference page numbers which are to be inserted at page-proof stage.
- **For degrees**, minutes and seconds use Unicode 000B0, 2032 and 2033 respectively. If you do not understand this at least be consistent in the characters you do use so that we can make the replacement easily.

## 2. Spacing
- The text *and notes* are to be spaced at 1.5 lines on computer files and printout. There should be ample margins.
- Use a single space between sentences, and normally after all stops (exceptions: e.g., i.e., q.v.), commas, colons, semicolons.

- The spacing of names should be: A. N. Other.
- A space should follow p., f., col., no., etc., in references.
- A comma in multiple thousands is not followed by a space: 10,000. Commas in other numerical sequences are followed by a space: pp. 23, 26, 30.
- Do not leave line spaces between paragraphs. Do not use automatic paragraph spacing.
- Indent first line of new paragraphs using the tab key.
- Textual dashes – type as an en-rule with a space either side, or as a double hyphen.

**3. Page numbering**
- Pages of text both in computer files and in hard copy must be numbered with page and file number. Please start a new series for each section in the initial stages.

## IV. PRESENTATION OF ILLUSTRATIONS

Good photographs, preferably 6" x 4" or metric equivalent (150 x 100 mm), or good-quality digital files are required for illustrations. Digital images need to be supplied as high-resolution images (i.e. not less than 300 ppi for photographs, and 1200 ppi for line images) at the size desired for reproduction (or larger). TIF files are preferred, but consult the series editor before ordering scans or photographs. Please consult your series editor at an early stage if you wish to include colour images, as they require specific funding.

- Avoid using images photographed or scanned from modern books. They have usually been 'screened', i.e. converted into a series of tiny dots. Re-screening causes a grid effect and considerable loss of clarity. If art work is submitted in the form of scanned graphics files, consult the series editor in advance about the suitability of file formats.
- Clean artwork or photocopies are often sufficient for line illustrations in the text. The printer will determine the reductions which may be made, so do not mark instructions on the copy.
- The production of maps and charts will be done by a professional cartographer as advised by series editors. Volume editors must <u>not</u> commission maps or charts but should discuss their cartographic requirements at the initial stage of the project with their series editor. Please see also the separate guidelines for maps at the end of these rules.
- All art work sent as hard copy should be identified lightly in soft pencil on the back with the plate or figure number, with the top indicated by an arrow.
- Numbered captions should be provided on a separate sheet and word-processed file.
- Volume editors or authors are responsible for obtaining permission to publish all illustrations (see I above). In cases of difficulty a series editor may be able to assist. Please note that libraries and archives vary considerably in their charges and sometimes the same image can be found elsewhere at a lower cost.

## V. PRESENTATION OF ORIGINAL TEXTS

**1. English-language texts**
- We do not aim for facsimile appearance. Nevertheless, the text should be presented literally in respect of spelling, capitalization, and punctuation. This rule may have to be relaxed in certain cases but only after consultation with the series editor.
- Proper names in particular are to be preserved as in the original, with either the standard modern spelling or the standard English form provided in square brackets or footnotes. Consult with the series editor on how best to approach this.
- If a word or name is consistently or frequently misspelled, provide a footnote at the first

occurrence saying so, with a list of any other variants used by the original author, then there is no need to put '[*sic*]' on subsequent occasions.

- Apostrophes should not be added to possessives if they are not used in the original.
- Contractions: these should usually be expanded. The interpolated letters should be given in italic, e.g. m*er*chant*es*. Y^e and y^t should be amended to 'the' and 'that', stating in the textual section of the Introduction that this has been done.
- Initial and medial u and v: amend to modern usage, e.g. *vniuersal* becomes *universal.*
- i and j: modern practice is followed where the original text uses i,I for both i,I and j,J, e.g. *maiestie* becomes *majestie.*
- Roman numerals: follow modern practice, e.g. xiij and iiij become xiii and iv.
- Long and short s are both printed as s.
- Capitalization: follow the original, but capitals may be supplied for the initial letter of the first word of a sentence, following a full stop, and for proper names.
- Italics: where these are used for single words or phrases in a printed text these should be retained, but extended passages and proper names (except ships) should be changed to roman.
- Punctuation: follow the original as far as possible. Full stops may be supplied where essential to the sense of the text.
- Chapter and paragraph divisions may be supplied by the editor but this fact should be made clear in the Introduction or notes.
- **Page or folio numbers in the original text should be indicated at the appropriate point in the text in square brackets**.
- **Marginal notes:** these may be reproduced in the margin, inserted in square brackets at the appropriate point in the text, e.g. [*margin:* First sight of land], or presented as footnotes. The series editor should be consulted on this at an early stage.

**2. Translated texts**

- Translators should adopt an approach which respects the style and linguistic usage appropriate to the historical period of the text, while making the grammatical adjustments necessary to make the work accessible to the modern reader. The series editor should be consulted on the editing of translated texts at an early stage. Please send the series editor a sample of a piece of original text and the proposed translation.
- Translations of original texts should follow the same rules as for English texts above or, if appropriate, those for editorial material given in section VI below. In case of doubt the series editor should be consulted at an early stage.

## VI. PRESENTATION OF EDITORIAL MATERIAL

1. **Abbreviations and contractions**
- Use a stop only if the last letter is not the last letter of the word: e.g. Dr, St, vols, but Co., p., vol.
- In names of institutions, countries, books, journals, academic degrees etc., do not use stops: e.g. USA, USSR, BL, PRO, PhD.
- Standard reference work title abbreviations are italic: *NOED, ODNB.*
- Abbreviations for states in place names in the USA, when they appear in footnotes or other editorial text, or in bibliographical references, should follow the practice of the University of Chicago Press *Manual of Style* which now recommends the use of postal zip codes, i.e. CA not Calif.
2. **Brackets and parentheses**
- Secondary parentheses (round brackets) may if necessary be used within parentheses.

Square brackets are normally used only for editorial material or comment.

3. **Numerals**

- In continuous text normally use Arabic numerals for numbers above one hundred but spell out if less: e.g. ten men, sixteenth century, 120 miles, 4,000 soldiers (but keep hundred, thousand, million, billion if they appear as whole numbers: e.g. 'a thousand years ago'). In passages containing lists or statistical information this rule is relaxed and numerals may be used.
- In footnotes, however, for brevity use the numerical form, e.g. 16th century, a 16th-century manuscript.
- Inclusive numerals do not repeat digits common to both numbers: e.g. 123–5, 325–67, except in the 'teens, e.g. 15–17, 1914–18, or where the last digit of the first number is 0, e.g. 100–101, 140–42.
- Ranges of numbers and dates should be linked by an en-rule – (Control key and minus key together in MSWord), not hyphen.

4. **Roman numerals**

- Use in capitals for names of monarchs etc. (e.g. Henry VIII); for major subdivisions of the text; for volume numbers of multi-volume books (but not journals). See also section VI below.
- Lower case roman numerals are reserved for enumeration in lists or for numbering the preliminary pages.

5. **Measurements, quantities, money**

- Obsolete or local measurements of distance, time, volume, weight etc., or monetary units, should be quoted in the form in which they occur in the text with a footnote at the first occurrence giving the modern equivalent, or some other appropriate explanation of the measurement's use. Where there are many such terms the best solution is to provide a table in the introductory material.

6. **Directions and coordinates**

- Use lower case for north, north-east, western, etc., but caps without stops for abbreviations N, SE, WSW, N by E. etc.
- Coordinates should not have spaces or punctuation: 20°30′20″N
- Decimal minutes in coordinates should be rendered as 52°6′.7.
- For degrees, minutes and seconds use Unicode 000B0, 2032 and 2033 respectively. If you do not understand this at least be consistent in the characters you do use so that we can make the replacement easily.

7. **Dates**

- Use the style: 10 April 1780. If Old Style add (OS). Note: 55 BC but AD 1066. For *anno mundi* and *anno Hegirae* dates use AM and AH respectively, preceding the numerals. Normal Hakluyt Society style uses BC and AD, but if the nature of the text seems to require it, you can use CE and BCE (Christian era and before Christian era), which both follow the date. BC, AD, AM, AH etc., will all appear in small caps in the printed volume (BC).
- Approximate dates use the abbreviation *c.*1600 (italic, no space), especially in notes. Sometimes it is better to use 'about' in discursive text. Where both the date of birth and the date of death of a person are approximate, the *c.* is repeated, and is followed by a space if AD is used [Philo Judaeus (*c.*15 BC–*c.* AD 50)].

8. **Spelling**

- In the introduction, notes etc., and in translations of foreign works, usage is British not American. Use -ize, not -ise except in: *advertise, advise, arise, chastise, comprise, compromise, demise, despise, devise, disguise, enterprise, excise, exercise, franchise,*

*improvise, incise, merchandise, supervise, surmise, surprise, televise.*
- For problem words, hyphenated words, and preferred forms in cases such as role/rôle, editors should normally follow the latest edition of the *New Oxford Spelling Dictionary* and may also find useful the *New Oxford Dictionary for Writers and Editors.*

9. **Personal names**
- Give full names (and title or rank if appropriate) at first mention, and dates if known.
- Titles and ranks preceding names are capitalized and not italicized, even if they are in a foreign language.
- Names ending in -s, -z, -x have possessives in -'s

10. **Ship names**
- These are italicised in all editorial material, unless they appear in italicized book titles when they should be given in roman.
- In original texts, normally follow the style used by the author. However, if it is decided to harmonize usage for the sake of clarity, this should be explained, either in the Introduction or a footnote.

11. **Place-names**
- In editorial material and bibliographical references, and in translated texts, use standard English forms if they exist (e.g. Rome, Belgrade, Cologne, Cape Horn).
- Place-names within an English historical text should be given as in the original, with the modern form following in parentheses or explained in a footnote.

12. **Non-English words**
- Italicize single words or short phrases (unless in common use in English, e.g. elite, genre). If frequent, italicize first occurrence only. Where necessary give a translation of the word in single quotes, e.g. *izba* 'hut'.
- Quotations in foreign languages should not be italicized but follow the same rules as English quotations.
- Foreign ranks and names of institutions are not italicized: e.g. Pasha, Rathaus.
- Single words or phrases in Cyrillic, Greek, Arabic, Hebrew etc. should be transliterated and italicized.
- The choice of transliteration system for non-roman alphabets should always be discussed in advance with the series editor.

13. **Quotations**
- Use single quotation marks for short quotations; for a quotation within a quotation use double quotation marks. Note that the full stop precedes the quotation mark only when the quotation is a complete sentence, or ends with a complete sentence.
- Quotations longer than two lines are indented, left and right by 5 mm, without quotation marks (except in footnotes), and with one line space above and below.
- Any quotation in a language other than English should be accompanied by a translation either following it or in a footnote.
- Sources of quotations must always be given.


## VII. REFERENCES

1. **Within the text**
- Titles of books, journals, plays, long poems, are in italic (underlined if typescript or handwritten emendation).
- Titles of articles and of short stories and short poems are in roman in single quotation marks.
2. **In notes and bibliography**

**(i) To books**

- Notes to both introductory matter and the original text normally will be footnotes. In some cases the nature of a text may make endnotes more appropriate. This should be discussed at an early stage.
- Give the full reference in the bibliography following the main text: Quinn, D. B., *The Roanoke Voyages*, 2 vols, London, Hakluyt Society, 2nd ser. 104–5, 1955.
- In footnote references, including the first, give the author's surname and short title: Quinn, *Roanoke Voyages,* II, p. 204. In some works the author and year system may, exceptionally, be preferable, but this must be agreed in advance.
- When there is an edited edition of an original author, the original author comes first: Faujas de Saint Fond, Barthélemi, *A Journey through England and Scotland to the Hebrides in 1784. A revised edition of the English translation* [of 1799], ed. Sir Archibald Geike, 2 vols, Glasgow, 1907. Here 'ed.' stands for 'edited by' so the same form is used even if there is more than one editor.
- If there are multiple authors or editors, give up to three in full in the bibliography. For example: for two authors: Bloggs, F., and Jones, A., *Voyages*, 1966; for three authors: Bloggs, F., Jones, A., and Smith, F., *More Voyages*, 1968. For more than three, 'et al.' or 'and others' can be used: Bloggs, F., Jones, A., Smith, F., et al., *Travels,* 1970. Multiple authors or editors should be given in the order in which they appear on the title page of the work.

- For edited works, add 'ed.' or 'eds' (no stop for the plural) after the names: Strayer, Joseph R., and others, eds, *Dictionary of the Middle Ages*, 13 vols. New York: Scribner, 1982–89, VI, 1985. In footnotes, use Bloggs and Smith, *Voyages*, p. 1 if there are two authors. If there are more than two authors or editors, the first name and 'et al.' or 'and others' is sufficient in footnotes, unless there might be confusion between works with similar groups of authors. In consultation with your series editor, decide whether you prefer 'et al.' or 'and others' and use it consistently in both notes and bibliography.

- For articles in the online *Journal of the Hakluyt Society* which have a final list of works cited, follow the rules for printed volumes; for articles which have no list of works cited give the full reference in the first footnote citation, and author and short title in subsequent citations. For works with multiple authors follow the style given for books.
- Where you quote from a series where each volume has a different editor, list it under the name of the editor, with the series title in Roman following: Smith, Alan, ed., *English Literature 1450–1580*, London, 1999, vol. 2 of The History of English Literature, 7 vols, London, 1999–2003. If there is an overall series editor, that can be added.
- For standard reference works in notes use italicized abbreviations: *ODNB, NOED.* In the bibliography dictionaries and encyclopaedias are normally listed under the title.
- For transliteration of names in languages which do not use the Roman alphabet, please consult your series editor in advance.
- Normally do not use op. cit., but ibid. may be used for a repeated reference immediately following the first reference, and loc. cit. for an immediately repeated reference to the same page. These are not italicized.
- Use 'See ...' or 'See also ...' not 'Cf. ...' unless you really mean 'Compare ...'.

**(ii) To articles in books**
- In the bibliography at the end of the text: Webb, J. W., 'The Van Deutecum Map of Russia and Tartary' in John Parker, ed., *Merchants and Scholars: Essays in the History*

*of Explorations and Trade,* Minneapolis, 1965, pp. 153–67. Use 'eds' without a stop for multiple editors.

- In footnote references, including the first: Webb, 'The Van Deutecum Map', p. 159.

### (iii)    To articles in journals

- In the bibliography: Thrower, N. J. W., 'The Discovery of Longitude', *Navigation*, 5, 1957–8, pp. 375–81.
- In footnote references: Thrower, 'Discovery of Longitude', p. 377.

### (iv) To classical works

- Most classical works have standard editions with generally accepted textual divisions. These should be used. E.g. Pliny, *Historia naturalis,* XVIII, 341–65.

### (v) To books of the Bible

- Book, chapter and verse are to be given as: II Chronicles 9:2; Matthew 26:8. They are not italicized. For abbreviations of books of the Bible follow *The New Oxford Dictionary for Writers and Editors.*

### (vi) To MSS and archives

- To a manuscript use: MS Oxford, Bodleian Library, Laud Misc. 45 (hereafter Laud Misc. 45)
- To an archive document use: London, The National Archives: Public Record Office, Home Office, HO 42/196 (hereafter TNA: HO 42/196) followed by the title in single quotation marks or details of the document, e.g. Letter of A to B, 10 May 1900; Draft report, 6 May 1907, ff. 1–4

**NB** use f. and ff. for folio numbers, except in Russian texts, where fol. and fols should be used; r (recto) and v (verso) are not superscript. Inclusive folio numbers should be given in full, e.g.: ff. 78–79v (*not* ff. 78–9v).

### 3. Capitalization in references

- In references to English titles and English works with non-English titles (e.g. *Apologia pro Vita Sua)* capitalize all principal words.
- In German titles capitalize all nouns.
- In Dutch titles capitalize all proper nouns and adjectives formed from them.
- In French titles capitalize the first word and proper nouns but if the first word is the definite article then the first noun and any intervening adjective is also capitalized: e.g. *Histoire de la peinture en Italie* but *Les Petits Riens.*
- In titles in other languages normally capitalize the first word and proper nouns and the first word of names of institutions.
- Capitals in all languages are to be accented as if they were lower case except for the French word *à* which loses its accent when capitalized.

## VIII. BIBLIOGRAPHY

- An alphabetical list of all works cited in the volume should appear immediately after the main text. Entries should be in the form:

(for books) Parker, John, ed., *Merchants and Scholars: Essays in the History of Explorations and Trade,* Minneapolis, 1965.

(for articles) Thrower, N. J. W., 'The Discovery of Longitude', *Navigation*, 5, 1957–8, pp.

375–81.

- The publisher normally need not be given. For references to websites use book or article style if appropriate but in all cases give the full web page reference.

- In general, where there is more than one work by the same author they should be listed in date order and an em-rule should be used instead of repeating the name, using the following format:

—, *Title,* London, 2000. If there are many works by the same author, they may be listed alphabetically, but please be consistent and use the same system throughout the bibliography with an explanatory note at the beginning

- Dictionaries and encyclopaedias are normally listed under the title in the bibliography, with an abbreviation in footnotes such as *DSB, ODNB*. Such abbreviations should also be listed with the prefatory matter.
- Where you have a series in which each volume has a different editor, list it under the name of the editor, with the series title in Roman following:
  Smith, Alan, ed., *English Literature 1450-1580*, London, 1999, vol. 2 of The History of English Literature, 7 vols, London, 1999-2003. If there is an overall series editor, that can be added.

## IX. INDEXES and GLOSSARIES
- A single comprehensive index is preferred, but sometimes there may be reasons for a separate index of, for example, ship names, manuscripts, or flora. The index should take the form: Smith, Captain George, ix, 9, 21, 233n, 301–2. Capitalize names only. Note numbers are not given.

- Where there are many page references for one heading, these should be subdivided. For example, in the case of a person, sub-headings for 'Early life', 'Naval career', 'Voyage in the *Argos*' might be supplied.
- Normally it is better if the index is compiled by the volume editor, especially where thematic headings as well as names are appropriate. However, if the volume editors feel that they will need some professional help with this they should consult the series editor at an early stage, so as to avoid last-minute delays. Volume editors may not appoint their own indexer, though the Society is willing to consider names they suggest, especially if they have worked well with that person on an earlier book.
- Volume editors will find it useful to consult the Society of Indexers website: http://www.indexers.org.uk/
- Glossaries may be an appropriate way of dealing with frequently repeated technical or non-English terms, foreign military or naval ranks, obsolete or foreign measures, coinage etc. Glossaries will normally appear at the end of the editorial matter or immediately before the index as appropriate.

## X. HAKLUYT SOCIETY GUIDELINES ON MAPS FOR VOLUME EDITORS

### 1. General Points

There should always be maps where the nature of the book requires it, but they must be genuinely necessary. As a minimum, a map showing the route of a journey or journeys

described in the volume should always be included, together with the names of key places mentioned in the text.

As soon as feasible after a text has been accepted in principle by the Hakluyt Society, volume editors should draw up a list of the maps and illustrations which will be required and send them to the series editor for approval.

## 2. Reproductions of historical maps

These have to be assessed individually, bearing in mind the size of the original and how it is likely to appear when reduced to the size of Hakluyt Society volumes. Unless there are overriding reasons for providing a general impression of the original, important details and lettering must remain legible and it may be better to reproduce a portion containing key details rather than the entire original map.

Once the series editor has agreed that particular maps or charts should appear in the volume, suitable copies and permissions for publication in both printed and electronic formats must be obtained by the volume editor and forwarded to the series editor. Normally this should be done as early as possible in the project, but occasionally permissions are for a specific number of years, in which case it is wise to wait until the text is almost complete before obtaining them. Nevertheless enquiries should be made at an early stage to establish what the procedures and costs will be.

Maps and permissions will then be forwarded to the publisher and the contract manager to check, so that any difficulties can be dealt with well before going to print.

The series editor's approval is required at an early stage for fold-out maps or colour, as they are very expensive to produce. If the volume editor can find outside sponsorship that is a great help.

## 3. Maps which need to be drawn

The Hakluyt Society will arrange for new maps showing routes and locations to be drawn from a clear sketch. Editors should not attempt to produce a final version or arrange for a final version to be produced themselves.

The sketch, which should indicate the position of the places which are to be included, must be accompanied by a separate typed list of the geographical names to be shown, grouped under headings such as seas, islands, rivers, regional names, towns etc., as appropriate to the subject. If historical place names now disused are to be included the modern name should be provided in brackets.

Please provide a typed caption for each sketch map.

## XI. REFERENCE WORKS

### Essential

- *The New Oxford Dictionary for Writers and Editors,* Oxford University Press. Current edition. We normally follow usages recommended here.
- *The New Oxford Spelling Dictionary,* Oxford University Press. Current edition. Essential for hyphenation, place and personal names and word-breaks at proof stage. We normally follow usages recommended here.
- *The New Hart's Rules for Compositors and Readers at the University Press Oxford*, Oxford University Press. Current edition. This includes chapters on compiling a bibliography and on indexing.

### Useful (but rules given above take precedence)

- Judith Butcher, *Copy-editing. The Cambridge Handbook for Editors, Authors and Publishers,* Cambridge University Press. Current edition.
- *MHRA Style Book: Notes for Authors, Editors and Writers of Dissertations,* Modern Humanities Research Association. Current edition.
- *A Manual of Style,* University of Chicago Press. Current edition. Very comprehensive. Useful on abstruse points not dealt with elsewhere and on differences between British and US practices.
- M. D. Anderson, *Book Indexing*, Cambridge Authors' and Publishers' Guides, Cambridge University Press.

**Reference Works for Nautical Terms and Toponymy**

Published Hakluyt Society volumes should be consulted for useful glossaries e.g. the edition of Malaspina for Spanish terms and the French voyages edited by John Dunmore.

Publications of national hydrographic offices contain glossaries e.g. NP 100 *The Mariner's Handbook* published by the UK Hydrographic Office, which also lists the world-wide coverage of Sailing Directions or Pilots, all of which contain geographical glossaries. The equivalents published by the US can be downloaded at:
https://msi.nga.mil/NGAPortal/MSI.portal?
_nfpb=true&_pageLabel=msi_portal_page_62&pubCode=0010

These official sources should also be consulted for present day toponomy.

Toponymy at the time of the creation of the edited text can be established using contemporaneous publications such as John Purdy's *Memoirs* which can be accessed on-line using a search engine. Major archives and libraries are digitising their collections of charts and maps e.g. the National Library of Scotland at https://maps.nls.uk/ . Catalogues of early British Admiralty charts can be accessed at:
http://webarchive.nationalarchives.gov.uk/20131001164920/http://www.ukho.gov.uk/
AboutUs/Pages/UKHO-Archive.aspx .

The following sources should be available in major libraries or from second hand booksellers. Most of the older sources are accessible on-line through archive.org or Google books.

*The Admiralty Manual of Seamanship,* Volume 1, HMSO, any edition – early chapters give RN terminology.

Bailey, C. H., *Translations of Marine Technical Terms in English, German, French, Spanish and Norwegian*, Newport (Mons), c1900.

Blake, Nicholas, *Steering to Glory, A Day in the Life of a Ship of the Line*, London, 2005 – excellent explanation of routines, procedures and terminology.

Delbos, Leon, *Nautical Terms in English and French and French and English*, London, 1896 – a superb source available in several reprints.

Falconer, William, *An Universal Dictionary of the Marine*, facsimile reprint, Newton Abbot, 1970 – first published in 1780.

*Guide des termes de marine*, Armen, 1997 – handy format published by Chasse Marée.

Harland, John, *Seamanship in the Age of Sail*, London, 1987 – comprehensive description of all aspects of ship-handling.

Kemp, Peter, (ed), *The Oxford Companion to Ships and the Sea*, Oxford (various reprints since 1976).

Lavery, Brian, *The Arming and Fitting of English Ships of War*, London, 1987.

Martinez de Espinosa y Tacón, Juan José, *Diccionario marino inglés-español para el uso del Colegio Naval,* Madrid, 1849 – available in reprints and accesible on-line through the Biblioteca digital hispánica

Smyth, W. H, *The Sailor's Word Book*, London, 1867 – a classic, comprehensive source, available in several reprints.

Whitlock, Peter, et al. (eds.), *The Country Life Book of Nautical Terms under Sail,* London, 1978 – comprehensive, accessible and well-illustrated.

Seaforth Press publish a series of books giving information on the ships, men and organization of the Navy in Britain at different periods and another series of books which provide comprehensive listings of ships of several navies e.g. Britain, France and Russia.'