The Hakluyt Society

GUIDANCE FOR EDITORS OR AUTHORS 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. The choice of editor is at the Society's discretion, depending on workload and subject interests of the series editors. 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 or author as being one of the chief reasons it has been able to maintain the quality and acceptability of its publications. **Volume editors or authors should send their series editor sections of text, such as a chapter, as soon as completed, so that any issues can be identified and corrected at an early stage.**

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 an advance 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 is essential, 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, 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. Volume Editors are prohibited from using generative artificial intelligence technologies or other non-human means to write/edit or translate the Work but may use spell check and word search functions in the course of their work.

The House Style Rules which follow have been issued to help editors and 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.

Gloria Clifton, President
Joyce Lorimer, Hon. Joint Series Editor
Maurice Raraty, Hon. Joint Series Editor
Katie Parker, Administrative Editor

Updated August 2025

HAKLUYT SOCIETY

HOUSE STYLE RULES FOR VOLUME EDITORS

I. CONDITIONS

- Proposers of works for publication should complete the Proposal form provided by the Society and following acceptance of the final text 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.
- 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 cost of this, if any, must be agreed with the Society before any order is placed. This permission must include world rights, e-book and online publishing rights. This matter must be dealt with urgently and immediately after the book proposal is accepted in principle. Please note that the owner of a physical object, such as a manuscript, may not be the same as the owner of the copyright, who may be a descendant of the original author. The Society may be able to help with tracing descendants.
- Any editorial expenses must be authorized **in advance** by a series editor.
- The style rules given below must be followed. Hakluyt volumes use British English usage, spelling and style conventions.
- In editorial disagreements the series editors' decisions are final.
- 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 months.
- If the above rules are not followed, the text will be returned for correction.

II. THE RESPONSIBILITIES OF THE VOLUME EDITOR(S)

The responsibilities of the volume editor(s) are:

1. To transcribe or translate the text accurately. 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 are given in section V below.

2. It is expected that when the full text is submitted by the editor to the series editor it will be the final, accurate, version. It should include 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. The editor is expected to have the appropriate linguistic skills for this task.

3. The editor should be aware of the likely readership; the introduction and the annotations should be sensitive to the context and mores of the period under discussion.

4. To provide introductory material for the volume. This should include text for the dust jacket; a table of contents with chapter headings and sub-headings if used; acknowledgments; list of illustrations and maps with their captions; list of abbreviations, glossaries and tables where appropriate; a preface and an introduction. About a year before final completion editors or authors should send the series editor the text for the dust jacket of the volume, which is also used for advance publicity. This should consist of two short pieces, no more than 300 words each. One should give details of the original author of the manuscript and the importance of the document, the other should give brief biographical details of the volume editor(s) or author(s). The editor(s) should also complete the Boydell & Brewer questionnaire promptly once it has been sent.

5. To provide a bibliography.

6. To provide index headings at the same time as the main text, and to add page numbers following delivery of final proofs. This work should be completed by the editor(s) as it provides a means of checking for inconsistencies.

7. To correct the proofs promptly.

8. To respond in a timely manner to comments and suggestions made by the series editor.

9. To observe the rules for presentation of copy given below. If style rules are not followed the text will be returned for revision

- The Preface should include a brief statement of the nature of the work, its status as a text, its author, sources(s), location, bibliographical details of the text and any abridgment or modification of the original text. This should be followed by appropriate acknowledgements.
- 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.
- 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

- Text should be sent as an electronic file by e-mail attachment, by FTP or any agreed file delivery system, in a recent version of MSWord or rich text format, set to British English. Do not send as a PDF file.

  Files must be clearly labelled. A printout is essential for tabular matter and diagrams. It will be assumed by the Society that the volume editor has retained an identical copy.
  Do not send the whole text as one file. It should be divided into chapters or other convenient sections.

- 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 should also be submitted as a typed or computer printout, which must be clear and on one side of the paper only.

Computer-generated text

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.

Please consult the series editor with regard to the suitability of your word-processing system before beginning work.

- **Avoid formatting commands** as far as possible; switch off hyphenation, full justification, etc.
- **Remove any default codes** for special fonts which you may use in your other work
- **Remove any hyperlinks which computer systems may add automatically. The relevant text can be lost when transferred to typesetting systems. This is most likely to happen with references to websites in notes and bibliography.**
- **Set language** to <u>British</u> 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.
- **Do not use bold or underlining**, unless part of the original text.
- **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 for each chapter. 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 as computer file 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 editors are not familiar with unicode they should be consistent in the characters they do use so that they can easily be replaced by unicodes subsequently.

Spacing

- The text *and notes* are to be spaced at 1.5 on computer 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., c., 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.
- Indent first line of new paragraphs using the tab key.
- Textual dashes – type as an en-dash with a space either side, or as a double hyphen.

Page numbering

- Pages of text both in computer files and in hard copy must be **numbered with page and file number.**

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.

The cost of colour illustration normally means that only a limited number can be included in Hakluyt Society volumes, unless outside sponsorship can be found. Please consult your series editor at an early stage if you wish to include colour images, as they require specific funding.

- If possible, 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.
- Maps normally will be redrawn from the editor's copy if a suitable graphic file is not available. Volume editors or authors 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.
- 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.
- 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, so editors should seek the best value. Some sites allow free use of images in exchange for acknowledgement.

V. PRESENTATION OF ORIGINAL TEXTS
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.
- If a word or name is consistently or frequently misspelled, provide a footnote at the first occurrence saying so, 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*erchant*es. Y^e and y^t should be amended to 'the' and 'that', with a note in 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 should be changed to roman (except for ship names)

- 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.
- Explain the conventions you have used in your transcription in the Introduction.

Translated texts

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.

- Proper names should generally be preserved as in the original text 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.
- Contractions: these should usually be expanded. The interpolated letters should be given in italic.
- 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 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.
- Roman numerals: follow modern practice, e.g. xiij and iiij become xiii and iv.

VI. PRESENTATION OF EDITORIAL MATERIAL
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.
- Book and journal title abbreviations are italic: *OED, DNB.*
- Abbreviations for states in place names in the USA, when they appear in the introductory material, notes, 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.

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.

Numerals

- In continuous text normally use arabic numerals for numbers above one hundred but spell out if less: e.g. ten men, 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.

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).
- Lower case roman numerals are reserved for enumeration in lists or for numbering the preliminary pages.

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.

Directions and coordinates

- Use lower case for north, north-east, western, etc., but caps without stops for abbreviations N, SE, WSW, etc.
- Coordinates should not have spaces or punctuation: 20°30′N
- 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.

Dates

- Use the style: 10 April 1780. If Old Style add (OS). Note: 55 BC or BCE but AD 1066. For *anno mundi* and *anno Hegirae* dates use AM and AH respectively, preceding the numerals. BC, AD, AM, AH will all appear in small caps.

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.*

Personal names

- Give full names (and title or rank if appropriate) at first mention.
- 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.

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.

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.

Quotations

- Use single quotation marks; 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, without quotation marks (except in footnotes).
- Any quotation in a language other than English or French should be accompanied by a translation either following it or in a footnote.
- Sources of quotations must always be given.

VII. REFERENCES

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.

In notes and bibliography

- 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 'List of Works Cited' following the main text: Quinn, D. B., *The Roanoke Voyages*, 2 vols, London, Hakluyt Society, 2nd ser. 104–5, 1955.
- In footnote references 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.
- For standard reference works use abbreviations: *NDNB, NOED*.
- 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 ...'.

To articles in books

- In the 'List of Works Cited' 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.

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

To articles in journals
- In the 'List of Works Cited': Thrower, N. J. W., 'The Discovery of Longitude', *Navigation*, 5, 1957–8, pp. 375–81.
- In footnote references: Thrower, 'Discovery of Longitude', p. 377.

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.

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.*

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 title in single quotation marks or details of document, e.g. Letter of A to B, 10 May 1900; Draft report, 6 April 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). In volumes citing Russian or other archives which use 'fond' as an archival unit and f. or F. as its abbreviation, use the full word, not the abbreviation. This is to avoid confusion with folio numbers.

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. LIST OF WORKS CITED/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. Ensure that this has not been converted into a hyperlink.

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.

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
- 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 introductory editorial matter or immediately before the index as appropriate.

X. 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.

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.
- *The New Hart's Rules for Compositors and Readers at the University Press Oxford*, Oxford University Press. Current edition.

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 digitizing 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.

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