Routledge historical resources guide

This is a brief guide to primary source collections and is not intended to be exhaustive. If you are unsure of any specific issues that are not covered please contact us. We will be happy to provide further guidance.

What to Submit

You will prepare PDF copies of all source documents in line with the 'Marking up the manuscript info' sheet. If you are providing transcribed material, this should be submitted in Word or a compatible program. Please contact us if you have not been sent this guide.

You will need to submit all or most of the following additional content items in Word or a compatible program:

1. Title page

2. Table of contents

3. Acknowledgements (optional)

4. General Introduction

5. Bibliography

6. Chronology (if appropriate for your edition)

7. Volume or Section Introductions (as appropriate for your edition)

8. Headnotes

9. Transcribed material

10. List of Keywords

Title Page

- Full title and subtitle of the work
- Names of the editors as you would like them to appear
- Data availability statement (if relevant)

Table of Contents

- Chapter titles and authors
- Preliminary material
- End matter

Acknowledgements

May include:

- Personal and/or professional thanks
- Credit to third-party rightsholders for permission to use material

General Introduction

- Your general introduction should make the case for the edition and draw together any general themes and strands covered by the entire edition.
- Discuss the previous publishing history of the subject matter, referring to any historical studies. Explain why there is a need for a new edition
- Briefly discuss the contents of each volume
- Explain the rationale behind the choice of texts and discuss other texts that are relevant but have not been included for reasons of space or their wide availability
- You should also set out the editorial principles that have been used in the edition. Explain the way in which texts have been edited and annotated and explain why these choices have been made
- The length of your general introduction is given in your contract. If you think it will be over or under this length, please contact us as soon as possible

Bibliography

- The bibliography should include all works cited in your introductory material (general and volume/section introductions and headnotes). It should also include any additional texts that you think are relevant further reading for the topic
- If relevant, you could add texts that you would have liked to include in the edition if there had been space or if they were not so widely available, for example
- It is not necessary to include all works cited in your editorial notes, unless you think they are particularly important to the edition
- Bibliographies can be divided into primary and secondary material if relevant. Primary material can be further divided so that manuscript material is listed as a separate section. Published works should not be further divided
- List authors alphabetically, surname first followed by initial, not full first name.
- Where several texts by the same author are listed, these should be given in order of publication date, with the earliest first
- See below for referencing format information

Chronology

- The chronology should outline the major historical events relevant to your subject during the period covered
- If important events relevant to the subject occur outside of the dates covered by the edition these should be included, within reason
- You may also wish to include important events that have an indirect bearing on the subject to give greater context

Volume Introductions

- Volumes or section introductions should focus on the specific sub-themes, authors or texts contained in that part of the edition
- Texts should be discussed in some detail and placed in the context of the volume or section, with critical and/or bibliographical commentary. See also 'Headnotes' below
- These introductions should avoid extensive overlap with the general introduction, although some of the same themes may occur
- There is no need to repeat the editorial principles of the edition
- The length of volume or section introductions is given in your contract. If you think they will be over or under this length please contact us as soon as possible

Headnotes

Unless the volume contains only one text, each text or group of texts will require a headnote to precede the text pages.

Headnotes should be approximately 450-1000 words. They may be longer if the text is of considerable length or the headnote covers more than one text.

Headnotes should include the following information:

- Details about the author, where known
- Date of original publication (as exact as possible to month or day); publisher; brief account of the copy-text's relationship to the first edition, if relevant
- After-history, if relevant: reprints, translations, etc.
- Thematic and textual relationship to other works by the author and to other contemporary works
- Sources: literary antecedents; memoirs, historical works; personal experience; real-life personalities, etc. The headnote style is not primarily interpretative but there is scope to draw attention to mythological, biblical or classical allusions etc. if you find these especially significant in the text

- Brief account of critical reception i.e. within the author's lifetime and later that century, but only if you want to draw readers' attention to particularly interesting treatment or interpretation of this text

Editorial Notes (If agreed with Commissioning Editor)

What to Annotate

Editors are expected to:

- Include glosses on persons (historical, legendary, and mythic)
- Specify the source of ALL allusions and quotations and indicate any significant degree of 'error'. Give the full reference and publication date of the work in question. Details felt to be significant may be added (e.g. evidence that the quotation in question was a favourite one of the author's or of recent reading etc.)
- Provide English translations for ALL foreign words, phrases, and sections of text (except established loan-phrases)
- Include glosses on obscure places, abstruse words, or words in a very unfamiliar sense
- Some references will be untraceable. Where this is the case, use the following format: not identified/ not further identified, as is most appropriate
- Do not slavishly follow a generalized dictionary or encyclopaedia type of explanation where you can furnish a more accurately nuanced and contextualized one. It will often be more relevant to point out or suggest the contemporary, personal, or emblematic significance of a choice of name, locality, or allusion
- Avoid repeating informational notes within the same volume. Cross- reference using the format: see note 12 above (within the same text or original section) or see note 12 to Volume 1, [title of different text] (to refer to a different text or original section). Avoid cross-references to pages, instead using more digital-friendly content anchors (chapter and text titles for example, or 'headnote to [title]')
- Repeat notes between volumes
- If the same words or people come up throughout the edition, consider including a glossary or biographical directory for the whole set

Keywords

Routledge undertakes the indexing of all collections at no extra cost to authors/editors. To make this possible, we do need a little help. When you submit your manuscript, please provide a list of keywords or terms in a single column of an Excel spreadsheet.

Our indexing policy focuses on names, events and institutions, less on themes. However, while our project editors will be able to identify index terms for most names, events, and institutions, we do need your help with the thematic entries.

For reset editions, please provide approximately 100 thematic terms per volume that you wish to include in the consolidated index. The number of terms needed for each collection will of course vary; if you wish to provide a more extensive list please do so.

General Style Points

Referencing Other Works

- For the bibliography, and for the initial citation within the editorial material, present each entry IN FULL
- Please treat each editorial section (introductions, headnotes, endnotes) as separate content items. For the initial citation within each content item present each reference IN FULL
- Subsequent references in each content item should be abbreviated, as shown below
- Only works cited in your editorial material should appear in your bibliography.
- Periodical articles and chapters in edited volumes should include full page numbers
- Journal and newspaper titles should not include the leading 'The'.
- Give authors' initials, NOT full first names

Examples of Referencing Style

This list aims to cover the major styles of referencing but is not exhaustive. Please contact us if you have any further queries.

- **Biblical References:** Book, chapter and verse are to be given as 2 Chronicles 9:2; Matthew 26:8. They should not be italicized
- **Books:** D. H. Bodurtha and W. B. Pope (eds), The Life of John Keats (Oxford: Oxford University Press, 1937), p. 57. (Bodurtha and Pope (eds), The Life of John Keats, p. 57).
- **Book Articles:** C. Y. Lang, 'Narcissus Jilted: Byron, Don Juan, and the Biographical Imperative', in J. J. McGann (ed.), Historical Studies and Literary Criticism (Madison, WI: Wisconsin University Press, 1985), pp. 143–79, on p. 170. (Lang, 'Narcissus Jilted', p. 170)
- **Classical Works:** Classical works with accepted standard textual divisions need not be referenced to any edition unless this is relevant. Use the format Horace, Epistles, I.19.37

- **Collections or Modern Editions:** The Letters of William and Dorothy Wordsworth, ed. E. de Selincourt, rev. C. L. Shaver, 2nd edn, 3 vols (Oxford: Clarendon Press, 1967), vol. 1, p. 296. (The Letters of William and Dorothy Wordsworth, vol. 1, p. 296).
- **Dictionary of National Biography:** You should now be using the new edition, the Oxford Dictionary of National Biography, the acronym for which is ODNB to differentiate it from the old DNB. Please make sure you use the correct acronym.
- **Journal Articles:** C. Clarke, 'Recollections of Keats', Atlantic Monthly, 7:4 (1816), pp. 26–9, on p. 27. (Clarke, 'Recollections of Keats', p. 27).
- **Newspaper Articles:** 'President Greets Belgian Mission', New York Times, 17 May 1934, p. 27.
- **Manuscripts:** Laud Misc. 45, MS Oxford, Bodleian Library (hereafter Laud Misc. 45), fols 99–100.
- **Archive Documents:** Lauchlin Currie to Franklin D. Roosevelt, 10 September 1937, National Archives, Kew, Surrey, Home Office papers (hereafter NA HO), 42/196, fol. 4.
- **Plays and Poems:** Titles of plays and long poems should be in italics e.g. King Lear, The Faerie Queene. Short poems should be in roman in single quotation marks e.g. 'Ode to a Nightingale'. Act, scene and line or stanza and line should be abbreviated:
- **Plays:** III.iv.45 (act 3, scene 4, line 45).
- **Poems:** IX.ii.45–7 (book 9, stanza 2, lines 45–7).
- **Theses:** Titles of unpublished theses should be roman in quotation marks, in the format Author, 'Title' (PhD dissertation, Cambridge University, 1987).
- **Websites - Official Papers:** Cabinet Conclusions 6 & 7. Consultation with the Dominions and India (Imperial Conference). 23 December 1916, at http://filestore. nationalarchives.gov.uk/pdfs/small/cab-23-1-wc-16-16.pdf [accessed 12 May 2009].
- **Websites - Journal Articles:** G. Budge, 'The Hero as Seer: Character, Perception and Cultural Health in Carlyle', Romanticism and Victorianism on the Net, 52 (November 2008), at http://www.ravon.umontreal.ca [accessed 30 June 2009].

Spelling and Punctuation

- Use English, not American, spelling. Use -ize and not -ise where both spellings are in use in English.
- For problem words, hyphenated words, and preferred forms such as role/rôle, follow the latest edition of *Hart's Rules for Compositors and Readers*, published by Oxford University Press
- Use commas sparingly. For lists, use commas thus: red, white and blue (i.e. omitting the final comma before and)

- Round brackets should be used within round brackets where necessary. Square brackets should normally be confined to editorial comment

Abbreviations

- Use a stop where the last letter of an abbreviation is not the last letter of the word, e.g. Prof., Co., vol., pp. Where the last letter of the abbreviation is the final letter in the word, it should not have a stop, e.g. Dr, St, fols, vols.
- Where initials are given for people's names, e.g. T. S. Eliot, stops should be used and there should be a space between letters
- Use English, rather than Latin, where possible, e.g. 'see above' rather than supra.
- Do not use stops in names of institutions, countries, academic degrees, decorations, etc. For example, USA, BL, PhD, DSO
- Do not use stops after abbreviated units of measurement, e.g. cm, mm.
- Book and journal title abbreviations are italic e.g. OED, ODNB

Cross-References

Avoid cross-references to pages. Use digital-friendly content anchors instead. Use the format: 'see headnote to [title]', 'see Introduction to Volume 1', 'see note 2 above', 'see Volume 4, [title]', 'see note 4 to [title]'.

Names

- Give full names at the first mention (they can be abbreviated thereafter, but ensure the abbreviation is consistent)
- Use capitals for titles or ranks preceding names, e.g. Lord Elgin, King Arthur, the King of Spain
- Names ending in -s, -z, -x take the possessive 's' e.g. John Stephens's
- Names of institutions and movements should be in capitals: e.g. Christianity, Marxism, Church of England (but lower case 'church' for building/general sense)

Directions

Use lower case for north, north-east, northern, etc.

Numerals and Dates

- Use the maximum abbreviation for inclusive numerals, e.g. 78–9, 120–4, 325–67. Numerals in teens should not be abbreviated, e.g. 11–13, 316–18

- Spell out numerals in the text when under 100, hyphenating if necessary, e.g. twenty-one. Use arabic numerals for numbers over 100, e.g. 134 books
- Use commas for numbers of four digits or more, e.g. 1,000 or 200,000
- For exact measurements or cross-references, use the numerical form. Figures should also be used with a measurement, e.g. 5 per cent, 60 mm
- Roman numerals are used for names of monarchs, e.g. Charles II
- Dates should be presented without punctuation in the style 10 April 1825.
- Do not abbreviate day or month names
- Use BC and AD in small capitals without stops. Note that dates should come before BC and after AD
- Dates where they are part of a book or journal title should appear ad literam.
- Use c. 1749 rather than 1749? in questionable dates
- Use b. 1903; d. 1988; fl. 1879

En and Em Dashes

- Use en dashes (–), rather than em dashes (—), as parenthetical dashes, set with a space on either side
- En dashes should also be used between numbers
- Em dashes are only used to indicate a deliberately obscured word, e.g. 'Mr T—'

Quotes Matter

- Sources of quotations should ALWAYS be given
- When quoting material, the punctuation should follow the quotation marks rather than within them – except where the text quoted is a full sentence.
- Use single quotation marks; for a quotation within a quotation use double quotation marks within single
- Quoted matter in a foreign language should ALWAYS be accompanied by a translation either following it in brackets, or in an editorial note
- Quotations of more than 40 words should be set as a separate indented paragraph. Note that we do not indent the first paragraph after an inset quote

Preparing and Submitting Documents

When preparing any keyed texts within the XML system, please do not attempt your own page layout beyond left-alignment, justification, and right-alignment, and please keep formatting to a minimum. The typesetter will apply standard formatting to the layout of all documents.

Plain Text and Introductions

- Main headings should be styled as Heading 2 in title case (capitalize significant words only)
- Sub-headings should be as styled Heading 3 in title case
- Do not indent the first lines of paragraphs
- If a paragraph is to be set as an indented quote or poem within plain text, inset the whole paragraph by 1 cm
- Ellipses should be three closed dots with a space on either side … Do not include punctuation before or after ellipses
- Use single quotation marks; double inside single if necessary
- Use spaced en dashes (–) as parenthetical dashes. Only use em (—) dashes to indicate a deliberately obscured word
- Use the Word endnote function

Poetry

- For large sections of poetry, the typesetter will indent the poem appropriately, please submit it left aligned.
- If the poem has some indented lines please use ONE tab space.
- If there are two levels of indentation, please use TWO tab spaces for the second (and so on for more levels).
- If a line should be right aligned, use the 'align right' function in Word. DO NOT use multiple tab spaces.
- If you would like line numbers to appear next to the poem, please insert ONE tab after the text of that line and type the number. We will align the numbers appropriately when setting the poem.

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If you plan to use any material from a third-party that was not created for this publication, you must obtain permission from the rightsholder by the date of manuscript submission. Please see the main T&F Author Publishing Guidelines for further details, as well as the Artwork and third-party material permissions log, and Permissions declaration form, which are mandatory components of your final submission.

How to Submit

Electronic Files

Please use Microsoft Word (if possible, please save files as .docx) or a compatible program. You should either email your files to your Commissioning editor (for large files we are happy to use a file sharing site). Please ensure all files are named for easy recognition.

- If there is any unusual formatting, such as mathematical formulae or poetry with complicated indentation, please include a word document detailing anything to which we should pay particular attention
- Please number all pages

Original Texts for Resetting

If you are transcribing and supplying electronic versions of all textual matter you will need to have proofread the material against the original before submitting it

The Production Process

1. We will ask you to submit editorial material and copies of the source texts to us by certain dates set in your contract. The work submitted should be as complete as possible – transcriptions of original texts should have been proofread and editorial annotation should be complete.

2. When we have received the material, we will edit it and raise any queries with you. If you have any changes or additions to make to your work this is your last opportunity. Once the material has been set it is much more difficult to make substantial changes and we may refuse to do so.

3. We will then prepare first proofs, which we can make available to you in electronic copy. You should check the typesetting, proofread the manuscript for mistakes and fill in any missing information, e.g. cross-references - you should not rewrite or make substantial additions. A careful check of the proofs against the original texts is also necessary at this stage. Errors can creep in when texts are scanned or keyed in, and it is your responsibility to ensure that these are eliminated.

4. Once you have returned your corrected proofs, we will carefully check through them in-house, and the typesetters will take in your corrections. We will not send a second set of proofs.

5. All volumes of an edition are sent to the printer at the same time. Approximately six weeks after this will be the official publication date.