

## NOMINA: Notes for Contributors (revised September 2008)

The Editorial Board of *Nomina* will be pleased to consider for publication scholarly articles or notes dealing with topics relating to name studies in Britain or Ireland. We regret that no item in a language other than English can be considered.

Intending contributors should provide their text initially in hard copy, but are requested also to supply an electronic copy (preferably in Word).

An article should normally be less than 5,000 words long, exclusive of essential notes and appendices. It must be printed or typewritten, on one side only of A4 paper, and must be presented throughout with wide margins and double spacing. The right-hand margin should be unjustified, and the splitting of words at line-ends should be avoided. Sheets should be numbered, in a single sequence of arabic numerals, in their top right-hand corners. Maps and diagrams should be submitted with the text and should be in a finalized state capable of being reduced to the *Nomina* page-size (a little larger than A5) without loss of clarity or legibility.

### Presentation

Presentation should in general follow the *Style Book* of the Modern Humanities Research Association (MHRA), except where it conflicts with what follows here.

Primary quotation-marks should be single; secondary ones double. A quotation that occupies more than three lines should be given a paragraph of its own (and will be set as an indented block, but should not be so typed); such a block should not be enclosed in quotation-marks. Beginnings of paragraphs should be indented. Specimen names, words, elements and fragments of words should be set in italics or underlined; note that this rule does **not** apply to current forms of place-names though it does apply to historical forms (thus ‘Ecclefechan is shown by its early form *Eglesfeghan* to be derived ...’). Personal names under discussion will normally be italicised whether or not the form is a current or an early one. Note, also, that italics, not bold type, are used for place-name elements. Italics or underlining should not normally be used as a means of rhetorical emphasis. Translations given for name-elements and other items should be in roman type, and enclosed within single quotation-marks: e.g. Old English *dūn* ‘upland’, Old Norse *á* ‘river’, Old Irish *áth* ‘ford’. Care must be taken to distinguish between names quoted as specimens and those used for referring to actual people and places: e.g., ‘The continuing popularity of the Middle English name *Edmund* (Old English *Ēadmund*) probably reflected the widespread veneration of St Edmund, king and martyr.’ It is normally appropriate to supply a translation of any material quoted in a language other than Modern English.

Whenever unprinted material is transcribed, the conventions observed must be specified (e.g. whether or not abbreviations have been silently expanded). Old English and Old Norse characters are available, and these should not be transliterated by modern equivalents, but post-medieval *thorn* (y, for *th*) should be transcribed as *th* unless the argument turns upon the exact form. Phonetic transcriptions should use the International Phonetic Alphabet, and be enclosed within square brackets (or, if phonemic, between slash brackets, e.g. /ə/).

Numbers up to (and including) one hundred should be spelt out in full (unless percentages or statistical data are involved). In prose, ‘the twelfth century’ and adjectivally ‘twelfth-century’ should not be contracted; but in notes the abbreviation ‘twelfth cent.’ may be used, and in

lists of dated name-forms ‘12th c.’ should be used. In indicating approximate dates, *circa* should be abbreviated to ‘c.’, e.g. ‘c.1200’. (Note: *c* underlined or italicized; no space between *c*. and the figure.) To indicate a single date (e.g. of a charter) within known outside limits, the formula ‘1129 × 1146’ should be used (note: spaces between both figures and ‘×’). A continuing run of time between two limits should be indicated by an en-dash (double hyphen: see below): e.g. ‘reigned 1100–35’.

For hyphenated words, a single typed hyphen is adequate. Please avoid ambiguous breaking of hyphenated words at line-ends. Between figures, such as page-numbers or dates, an en-rule (–) should be used, thus pp. 268–75 (not 268-75); and as a punctuation-marker an em-rule (—) should be used—as here. These are all available in most word-processing software; but if they cannot be used, then a double hyphen may be used instead of an en-rule, and a triple hyphen for an em-rule. All of these should be used with no word-space on either side of them.

## References

The ‘Harvard system’, with parenthesized references in the form ‘Smith 1980d: 12–18’, should not normally be used. Contributors should place references, as succinctly as possible, in a series of end-notes, with number-references in the text. These numbers should be in a single sequence, not page-by-page, and whenever possible the textual reference should be at the end of a sentence (*MHRA Style Book*, pp. 31–32, §9.3). References should be presented all together as endnotes, although they will actually be printed as footnotes.

References should be kept to a minimum; and the notes should be used only for documentation and ancillary explanation of an extremely functional type, not for general bibliographies or for tangential discussion. Acceptable notes, other than references, are of the form, ‘Emphasis [or ‘italics’] mine’, or ‘The date for this form is that suggested by ...’. One beginning, e.g., ‘Whether this sound-change occurred before or after the Norman Conquest is a difficult question. Personally I believe that ...’ is not acceptable.

For printed materials, the forms of references at first mention are as follows:

A. Scholar, English Naming, 2nd edn, 3 vols, *Onomastica Anglica*, 22–24 (Barchester, 1981–83), III, 105–07, 116–17 and 166–69.

[*Note: initials only for authors of books and articles, however they appear in the work (exceptions may be made in cases of common surnames such as Smith or Jones); title of series is not italicized; volume numbers in series in arabic numerals, but volume numbers of a multi-part work in roman numerals; volume and part-numbers are not part of the title of a book and should not be italicised; do not cite publisher, only the place of publication; ‘p.’ or ‘pp.’ is omitted after volume numbers, whether those are volumes in a periodical or volumes of a multi-volume work; in a series of page-references, the last is preceded by ‘and’.*]

Three Twelfth-Century Basset Surveys, edited by A. N. Editor and A. Collaborator, Publications of the Barchester Record Society, n.s. 41 (Barchester and London, 1985), pp. 123–27 (cf. pp. lxi–lxix).

[*Note: volumes ‘edited by’ have title before editor’s name; ‘edited by’ is not abbreviated; spaces between initials of authors or editors; single-volume works have*

*'p.'* or *'pp.'* for the page-references. A number of a volume in a series does not count as a 'volume number' for this purpose, as it is simply part of the description of the book.]

A. Student, 'The Place-Names of Barsest' (unpublished doctoral dissertation, University of Barchester, 1987), p. 27.

A. Scholar, 'Thoughts upon English naming', Barchester Journal of Onomastics, 11–12 (1984–85), 6–17 (pp. 14–15).

[*Note: capital letters in article-titles are used only for words which require it in normal prose, not for all significant words of a title; as before, no 'p.'* or *'pp.'* after volume numbers (here of a journal); full page-numbers of the article, then (in brackets) the particular page(s) to which reference is being made.]

A. Scholar, 'Further thoughts on English naming', in Festchrift for John Honorand, edited by A. N. Editor, Barchester Studies, 3 (Barchester, 1985), pp. 12–19 (p. 15).

[*Note: title of book before the name of its editor; full page-numbers of the article, as before; 'pp.'* before page-numbers because it is a single-volume book.]

An item in a language other than English should be cited in accordance with the conventions of capitalization, etc., normal in the language concerned; titles of books, series, periodicals and articles must be given in the original form. Names of places of publication may be spelt either according to usual English usage or as they appear on the title-page, but consistency within a given article is desired. Except for books under review, and in the annual bibliography, names of publishers should not be given.

For references after the first citation, short-titles should be given that combine brevity with transparency: e.g., for the examples above: *Barsest Surveys*, edited by Editor, p. 34; Scholar, 'Further thoughts', p. 17.

## Abbreviations

Apart from short-titles, contributors are asked to avoid abbreviations as much as possible. This is because *Nomina* has a readership which is exceptionally wide in its fields of interest, and in the nationalities of its readership and of works cited. For the same reason, the 'standard' abbreviations listed in *Nomina*, 10 (1986), and the supplementary list of Scottish abbreviations given in *Nomina*, 11 (1987), are no longer used. Please give all references, even to works very well-known among one section of the scholarly world, in the form requested above. In the case of county surveys of place-names, whether of the English Place-Name Society or other, the short-title on second and subsequent citations may take the form 'PN [space] county name (which may be abbreviated if a transparently self-evident county abbreviation is readily available and in common use): e.g. 'PN *Lincs*'; but 'PN *Aberdeenshire*'. Grammatical and other linguistic abbreviations should be eschewed; abbreviations for languages (e.g. OIr., MIWe.) should similarly be avoided, unless they are used very frequently in an article, in which case they may be used but must be explained on the first occasion (e.g. 'Old English (OE) *dūn*').

References to manuscript material should follow normal conventions, giving first the place of the deposit (if necessary: this may be omitted in second or later references to very well-known repositories such as the National Library of Wales or the Bibliothèque Nationale),

then the repository, followed by 'MS' and the call-number.

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Contributions, prepared in accordance with the above guidelines, should be sent to:

Dr Maggie Scott,  
Editor, *Nomina*,  
English Subject Group,  
ESPaCH,  
Crescent House,  
University of Salford  
Salford M5 4WT