

SNSBI Exploring Names: Guide for Contributors

We welcome contributions to the to the [Exploring Names website](#), especially [the Name Stories](#) section of the website, which is a space where all kinds of topics, individual names or groups of names can be explored in attractive ways. If you would like to contribute content, please get in touch with the website editors (exploring-names@snsbi.org.uk) to discuss your idea before preparing material. The website editors (currently Keith Briggs, Ellie Rye and Diana Whaley) will consider your idea and let you know if it is something they would be interested in publishing on the website.

Writing your text

When writing your text, please try to make it as readable for the non-specialist reader as possible. We encourage you to:

- divide your text into sections with sub-headings; see the [name stories](#) for examples.
- divide long and very complex sentences into shorter sentences than you might use in academic writing.

Note that materials on the website do not include in-text citations or footnotes. However, we encourage you to include a selection of the sources you have used (or would recommend) at the end of your text. Format reference lists following the [Nomina style-sheet](#). You may choose to attribute ideas to particular authors by referring to the author in the text.

Specialist terminology

Use of specialist terminology will often be necessary, and for this reason we have a [glossary of terminology](#) on the website which we can link to from other webpages. If your submission includes specialist terminology which is not already listed in the glossary, please include a brief explanation of the term in parentheses in your text.¹

Images

We strongly encourage the inclusion of images to accompany material – whether material already published on the website or new content that you have produced yourself. If you are sending images that relate to your new draft content, please send them as separate files when you submit your text, and include captions in your text document so we know approximately where to place the images.

We can only use images which we can legally reproduce. If you are using maps or photographs you have found online, please check copyright restrictions when you save the images. If images are in the public domain or have any kind of [Creative Commons License](#), we should be able to use them. We will also need to credit the creator of the image in many

¹ The website editors may decide to add the term to the glossary, but will not do this for terms that are unlikely to be repeated elsewhere.

cases. [Wikimedia Commons](#) and [Geograph](#) are excellent sources of images we can reproduce.

Please provide the following information so that the website editors can ensure we do not breach copyright restrictions and include appropriate credits:

- the URL of the page the image was taken from (where an image was found online).
- information about the creator of the image where known (including for images you have created yourself, such as photographs).
- if someone known to you has provided an image for you to use, please check that they are happy for us to publish the image on the website, and state this explicitly when you submit the image.

Creative commons license types

Restrictions	CC0 ²	CC BY	CC BY-SA	CC BY-NC	CC BY-NC-SA	CC BY-ND	CC BY-NC-ND
Credit creator	not required	required	required	required	required	required	required
Distribute	Y	Y	Y	Y	Y	Y	Y
Remix / adapt	Y	Y	Y	Y	Y	N	N
Build upon	Y	Y	Y	Y	Y	N	N
Share alike ³	not required	not required	required	not required	required	not required	not required
Commercial use	Y	Y	Y	N	N	Y	N

Presentation

Numbers and dates

Write numbers up to and including one hundred and use arabic numerals for numbers greater than one hundred **except** in the following cases, when arabic numerals should be used:

- when presenting measurements, percentages or statistical data
- presenting data in a table

Dates should be given in the form '23 April 1564'.

Write centuries ('the twelfth century', 'twelfth-century spellings') out in full unless presenting a list of dated name-forms.

² Allows creators to give up copyright and put works in the worldwide public domain.

³ However you use or adapt the content, the new content must be shared under the same licence type

Era abbreviations should be given in capitals, thus AD and BC. AD precedes the year ('AD 654'); other era indicators follow the year ('654 BC').

An en-dash ('–') should be used for a continuing run of time between two limits (1100–50).

Italics

We will italicise early spellings, and specimen names/words/elements/morphemes. Please underline anything that should be italicised in the final version of the text.

Do not underline current forms of place-names or names of actual people (historical or modern), thus 'the Middle English name Edmund' but 'St Edmund, king and martyr'.

Quotations and quotation marks

Use single quotation marks ('...') for primary quotations and translations; use double quotation marks ("...") for secondary quotations (i.e., quotations within quotations).

For long quotations (40 words or more), present the extract as a separate indented paragraph without quotation marks.

Hyphens and dashes

An en-rule ('–') should be used for a continuing run of time between two limits (1100–50 CE) or continuous run of page numbers.

An em-rule ('—') should be used as a punctuation marker (without spaces on either side).