

GUIDELINES FOR CONTRIBUTORS

General points

1. The typescript should be presented on A4 or (US) letter size paper, with left and right margins of at least one inch (2.5 cm) and top and bottom margins of at least one and a half inches (3.75 cm). **An electronic copy must also be submitted**, either on CD/'memory stick' or via email, preferably in Word.
2. The main text should be double-spaced in full-size (12 pt) type.
3. Tables should be single-spaced at a size of at least 10 pt. **Use the TABLE function in Word.** Please **do not use tabs or Excel** to create tables. It is helpful if you can construct tables that will readily fit into the normal portrait format of *BNJ*.
4. Please avoid using bullet points or automatically numbered lists.
5. **Use the INSERT or REFERENCE function** in Word to create footnotes. Please do not type them at the end of the article in plain text. Footnotes will appear at the foot of each page in the published volume.
6. **Illustrations, maps and graphs should not be embedded in the document, but should be supplied digitally as separate files.** Include only a cue (e.g. 'Figure 1 near here') in the text.
7. **Plates should be supplied as digital files.** If you do not have the means to do this, please consult the Editor.
8. **It is the author's responsibility to ensure that they have the necessary copyright permission for all illustrations.** Submission of an article to the *BNJ* will be taken as confirmation that such permissions have been obtained.

House style: spelling, language and punctuation

9. Preferred spellings are recorded in the *New Oxford Spelling Dictionary* (OUP, 2005).
10. American spellings and expressions will normally be anglicized by the editor.
11. If you are quoting passages from other texts, keep to the original spelling and punctuation; do not change it to make it consistent with your own text.
12. The apostrophe is not used in dates or in the plural of abbreviations: 'the 1960s', rather than 'the 1960's'.
13. Use single quotation marks, reserving double ones for quotes within quotes: 'The noun "guerrilla" is variously spelt.'
14. Most of the common Latin denominations are kept in normal type, e.g. denarius, quinarius, but *as* may be italicized to avoid confusion. Other Latin and non-English words, e.g. *officinae*, are italicized. For abbreviations, see section 26.

15. Insert only *one* space after punctuation marks and none before colons, semi-colons, commas or full stops.

16. Insert one space after a figure and before the common units of measurement, e.g. 47 km, 5.67 g (See also section 25).

House style: numbers and dates

17. It is usual to spell out numbers below 100 in words, unless the context is overtly statistical or scientific, or units of measurement are being given (e.g. '45 km', '50 per cent'. However, if there is a great deal of numerical information, it may be better to use figures more frequently.

18. Spell out numbers where they form the first word in a sentence ('One hundred and twenty-two coins were struck') or rearrange the sentence to avoid starting with a number.

19. Use commas, rather than spaces, in numbers with four or more digits: '1,254', '3,500,000' (although not in dates: the year 1254).

20. Use the least number of figures in ranges of numbers: '66–7', '100–2', '465–8', except for the group '10–19' in each hundred: '216–19', not '216–9'. Other exceptions are for age groups, which are written as e.g. '35–39', not '35–9', and years, which are written as e.g. 1223–25, not 1223–5. Do not elide figures when the date covers more than one century: '1563–1605'.

21. Insert a zero before the decimal point for all numbers less than one: '0.75', not '.75' (with the exception of e.g. '.925 silver' for fineness). You may use fractions, such as $\frac{1}{2}$ or $\frac{1}{4}$, in some circumstances, such as discussion of weights ('22½ gr') or payments ('£3 4s. 6½d.').

22. Use the form '27 May 1966' for dates, without commas; do not turn months into numbers, to avoid English/American confusion.

23. BC follows the date, AD precedes it (but write 'second century AD').

House style: abbreviations

24. Do not insert full stops after headings, in abbreviations made up of capital letters (*EMC*, *SCBI*), or after Dr, Mr, Mrs, Ms, Revd, St (Saint), eds (editors), edn (edition), nos (numbers). Full stops *should* be inserted after no., p., pp., ed., Prof., fig., pl., vol., n. (note). There is no space after n. for note, e.g. 'see n.2'.

25. Do not insert full stops after units of measurement, e.g. 25 km, 4½ gr, with the single exception of 'in.' for inch, to avoid confusion with 'in'. Note that the abbreviation for grains is 'gr' and for grams 'g'.

26. Most of the common Latin abbreviations are kept in normal type (cf., e.g., *ibid.*, *id.*, *i.e.*, *loc. cit.*, *op. cit.*, *q.v.*, *viz.*), but *c.* (circa), *et al.*, *passim*, *sic* and *in situ* are italicized. There is no space after *c.*, e.g. *c.*1500.

27. *s.* and *d.*, in the context of £3 4s. 6d., are italicized and followed by a full stop.

28. If you use any abbreviations specific to your paper (e.g. 'wnr' for 'weight not recorded') ensure that these are clearly explained either in a list of abbreviations or in a footnote at the first use.

29. 'per cent' is usually spelt out in the main text, but the symbol % may be used in notes and tables, and in the text itself if it occurs very frequently.

House style: headings

30. The editor will specify fonts for each level of heading in the Journal, so you should type only normal text throughout. However, the hierarchy of sections and subsections needs to be clear; if they are not, it is helpful to label up to three levels of subheading ('A', 'B' and 'C') in the margin.

House style: quotations

31. Quotations longer than about four lines are indented from the main text. In your text leave a line space above and below, and type them double-spaced to the full width of the page. These long quotations are not enclosed by quotation marks.

House style: tables

32. Tables in *BNJ* do not include framing lines. Captions for Tables go above the table, in normal text, in this format:

TABLE 1. Summary of principal hoards containing coins of Æthelred I

House style: figures

33. Captions for Figures go below the Figure, in normal text, in this format:

Fig. 1. The coinage of Æthelred I: classification of corpus by reverse type

References

BNJ uses an author/date system for references to publications.

34. Insert a numbered footnote in the text. The cues to the notes should fall outside any punctuation in the text.

35. In the footnote itself, use the author/date (Harvard) system: e.g. 'Allen 1960', with no comma between author and date. If you are referring to a particular page or pages, use 'Allen 1960, 297–8', without a 'p.' or 'pp.', unless you give a spread of pages and then refer to one in particular: e.g. 'see Allen 1960, 112–19, especially p. 117'.

36. If an author has more than one reference in a particular year, use 'a', 'b' etc., e.g. 'Burnett 1986a; 1986b, 12–17'.

37. If you refer to specific coins rather than page numbers, use 'no.' or 'nos' to make this clear, e.g. 'North 1994, nos 622–4'. Similarly, if you refer to coins on a plate, do so in the form 'Allen 1960, pl. xiv.1'.

38. Please use standard abbreviations such as *MEC* or *BMC* which are on the list of abbreviations in the back of the *BNJ*, but you must include the volume number, or otherwise indicate which volume is intended, so that the reference is clear for the non-specialist: e.g. *BMC Celtic II*, no. 474, or *BMC Norman Kings*, Stephen no. 1 (see also the following section).

39. You must supply a complete bibliography of works referred to, at the end of the paper. This should list references alphabetically by author, and chronologically from earliest to latest where an author has more than one entry. Entries should take the following formats. Note the method of referring to volumes in the *BMC* and *SCBI* series.

Book:

BMC Norman Kings. See Brooke 1916.

Brooke, G.C., 1916. *A Catalogue of English Coins in the British Museum. The Norman Kings*, 2 vols (London).

Gunstone, A.J.H., 1971. *SCBI 17. Ancient British, Anglo-Saxon and Norman Coins in Midlands Museums* (London).

SCBI 17 (Midlands). See Gunstone 1971.

Van Arsdell, R.D., 1989. *Celtic Coinage of Britain* (London).

Article:

Pagan, H.E., 1966. 'Coinage in the age of Burgred', *BNJ* 34, 11–27.

Paper in edited volume:

Bibire, P., 1998. 'Moneyers' names on ninth-century Southumbrian coins: philological approaches to some historical questions', in M.A.S. Blackburn and D.N. Dunville (eds), *Kings, Currency and Alliances* (Woodbridge), 155–66.

Note that if you are citing several papers from the same volume, you may give the reference as '... in Blackburn and Dunville 1998, 155–66' and then give the full reference to the volume as a separate entry. Where there are three or more authors you may cite the reference as e.g. Smith *et al.*, but please include a full list of authors in the bibliography.

40. If you make significant use of abbreviated sale references (e.g. 'Mossop 299'), for example in an appendix to the main text, please provide a full list of the relevant sales (e.g. 'H.R. Mossop, Glendining's, 6 November 1991') at the earliest convenient point.

Illustrations

Illustrations in the *BNJ* can appear either in the text, or in the separate plates section at the rear of each volume.

Illustrations in the text

41. All non-photographic illustrations – maps, diagrams, graphs, drawings of coins, etc. – will be incorporated into the text. However, please submit these illustrations as separate items rather than embedding them in the text yourself. They should be supplied electronically, preferably at a minimum quality of 600 dpi. If your paper includes a relatively small number of photographic illustrations – fewer than *c.*15 coins, for example, or one or two photographs of a larger size – these will also be included in the body of the article. If in doubt, please consult the Editor at an early stage. [indicate position in text]

Coins should normally be illustrated at 1:1, unless otherwise specified in the caption. If not to scale, this should be stated and their size clearly indicated in the text.

Maps should have a scale.

Plates

42. The plates at the rear of the volume are best suited to the illustration of large quantities of coins, for example from hoards or for corpus-type articles. In this case the author should provide the plates in electronic form.

43. Please try to avoid submitting poor-quality line drawings, images in the form of slides (transparencies), compressed jpg files, or slides from Powerpoint presentations. The Editor reserves the right to return substandard artwork to the author for improvement.

If you have any queries about any of these points, or other questions which are not answered here, please do not hesitate to contact the Editor:

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Abbreviations

<i>ABC</i>	E. Cottam, P. de Jersey, C. Rudd and J. Sills, <i>Ancient British Coins</i> (Aylsham, 2010)
ANS	American Numismatic Society
BAR	British Archaeological Reports
BL	British Library
BM	British Museum
<i>BMC</i>	<i>British Museum Catalogue</i>
BN	Bibliothèque Nationale, Paris
<i>BNJ</i>	<i>British Numismatic Journal</i>
BNS	British Numismatic Society
<i>BSFN</i>	<i>Bulletin de la Société Française de Numismatique</i>
CCI	Celtic Coin Index

<i>CH</i>	<i>Coin Hoards</i>
<i>CHRB</i>	<i>Coin Hoards from Roman Britain</i>
<i>CNS</i>	<i>Corpus nummorum saeculorum IX-XI qui in Suecia reperti sunt</i>
<i>CTCE</i>	C.E. Blunt, B.H.I.H. Stewart and C.S.S. Lyon, <i>Coinage in Tenth-Century England</i> (Oxford, 1989)
<i>EcHR</i>	<i>Economic History Review</i>
<i>EHR</i>	<i>English Historical Review</i>
<i>EMC</i>	Corpus of Early Medieval Coin Finds
<i>MG</i>	K.F. Morrison and H. Grunthal, <i>Carolingian Coinage</i> , ANS Numismatic Notes and Monographs 158 (New York, 1967)
<i>MEC</i>	<i>Medieval European Coinage</i>
<i>NC</i>	<i>Numismatic Chronicle</i>
<i>NCirc</i>	<i>Spink's Numismatic Circular</i>
<i>NNA</i>	<i>Nordisk Numismatisk Årsskrift</i>
<i>NNM</i>	<i>Numismatic Notes and Monographs</i>
<i>NNUM</i>	<i>Nordisk Numismatik Unions Medlemsblad</i>
<i>ODNB</i>	<i>Oxford Dictionary of National Biography</i>
<i>PAS</i>	Portable Antiquities Scheme
<i>PATAR</i>	<i>Portable Antiquities and Treasure Annual Report</i>
<i>PSAS</i>	<i>Proceedings of the Society of Antiquaries of Scotland</i>
<i>RBN</i>	<i>Revue Belge de Numismatique</i>
<i>RIC</i>	<i>Roman Imperial Coinage</i>
<i>RN</i>	<i>Revue Numismatique</i>
<i>RNS</i>	Royal Numismatic Society
<i>SCBI</i>	<i>Sylloge of Coins of the British Isles</i>
<i>SCMB</i>	<i>Seaby's Coin and Medal Bulletin</i>
<i>SNG</i>	<i>Sylloge Nummorum Graecorum</i>
<i>TAR</i>	<i>Treasure Annual Report</i>
<i>TNA: PRO</i>	The National Archives: Public Record Office
<i>VCH</i>	<i>Victoria County History</i>