

Preparation of articles for submission

Contributions should be double-spaced throughout, for text, extended quotations, footnotes, appendixes, etc. Right-hand margins should not be justified. Significant quotation (of both printed and manuscript material) in languages other than English should be accompanied by a translation in a footnote, followed by source (in round brackets).

The text of the article should be preceded by an abstract of no more than 250 words.

Capitals, spelling and punctuation

Initial capitals are needed within a sentence:

- For the name of a person, place, association or institution, but not usually an office or dignity. Where a common noun is in effect part of a proper name, it should have an initial capital (e.g. Mr O'Sullivan, Lord Ross, Pope John, Princess Charlotte, County Mayo, Lough Neagh, River Shannon, Navan Road; but write prince of Wales, duchess of Kent, a road in Navan).
- To indicate specific historical events or eras, e.g. the Nine Years War, the Reformation, the Restoration, the Glorious Revolution, the Enlightenment, the Famine, the Irish Revolution, the Emergency, the Troubles.
- To indicate members of groups, e.g. Catholics, Protestants, Presbyterians, Franciscans, Jacobites, Whigs, Tories (only in the sense of a political party), Methodists, Oakboys, Defenders, Orangemen, Young Irelanders, Fenians, Paisleyites, Travellers.
- To indicate official short titles of acts of parliament, viz Land Law (Ireland) Act, 1881 (but write 'the land act of 1881').
- To avoid ambiguity, e.g. an Independent congregation (i.e. a seventeenth-century religious group), the Old English, a Liberal government.

Full points should not be used after such contractions and special symbols as the following: Dr Mr Mrs MSS St (Saint, but St. for Street) bp bk nos pt vols 2nd 4th ff pp viz (videlicet). But write 'no.' (number); 'in.' (inches) to avoid ambiguity.

Possessive case of proper names: As a rule add 's' whether the word ends in 's' or not (e.g. James's, Thomas's, Louis's, Yeats's). An exception: Poynings' Law. Note too *Commons'/Lords' journals*, Nine Years War.

If a dash is used within a sentence it should be rendered as an em-rule, separated by a space from the text on either side.

Use single quotation marks for all quotations, double for a quotation within a quotation. Extracts of five or more lines, or lines of verse, should be set full out (i.e. not indented). Use three point ellipses (...) when omitting material within quotations.

When a quoted passage is incorporated in a sentence, the punctuation that is independent of the quotation should stand outside the second quotation mark.

Footnote numbers in the text should follow punctuation.

-ise or -ize, -isation or -ization: where words can be spelled with an ‘s’ or a ‘z’, the ‘s’ form is to be preferred.

Dates and numerals

Dates of occurrences in Ireland and England (or Britain) from 4 October 1582 to 14 September 1752 should be given according to the Julian (or Old Style) calendar for day and month and according to the Gregorian (or New Style) calendar for year. Dates of occurrences in continental Europe in the same period should be given according to the Gregorian calendar. If greater clarity is needed, the date should be followed by (o.s.) or (n.s.). All years should be reckoned as beginning on 1 January. For dates between 1 January and 24 March (the last day of the Old Style year) use the form ‘10 March 1714/[15]’, or, when citing a document where both years are given in the original, ‘10 March 1714/15’.

Dates should be on the model ‘20 June 1763’. Dates that are approximate should be given in the form ‘c. 1755’. A fiscal year is denoted by a slice (e.g. 1734/5), which also applies to cases of uncertainty between two years.

Months and days of the week should be spelled out in full in the text, but abbreviated in footnote references, as follows: Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.; Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

In expressing periods of time or a succession of numbers use the fewest figures necessary to convey the meaning without obscurity. For example: 242–4, 311–12, 1396–7, 1700–1, 1816–17.

For numerals under 100 use words, but use figures in passages where there is a succession of specified quantities. Numbers in sequence should be separated by an en-rule rather than a hyphen e.g. 15–51, the years 1845–9.

Footnotes

Each citation of sources should be punctuated as though it were a sentence. References should be separated by a semi-colon, and the footnote should end with a full point. Where it is convenient to group references together in a single footnote, care should be taken to ensure that the sequence is easily identifiable. All quotations should be referenced separately.

Citation of manuscript sources

Manuscript and other unprinted sources should be cited in roman. A full reference to a document should include the following:

- Its title or description.
- Its date. Use n.d. where no date can be ascertained or inferred.
- The repository in which it is found (abbreviated according to standard forms where appropriate; in other cases an ad hoc abbreviation may be used after the first citation).
- The call-number or volume number.
- The page or folio if numbered but without r (recto) or v (verso) unless absolutely necessary.

Examples:

‘A brief note of traitors killed by the earl of Ormond’, 20 Sept. 1571 (Bodl., MS Carte 57, f. 148).

Sir Richard Cox to Edward Southwell, 15 Dec. 1713 (BL, Add. MS 38157, f. 33).

Deborah Webb to Hanna Sheehy-Skeffington, 18 Aug. 1916 (NLI, MS 22,279/4/33).
 Viscount Midleton to Thomas Brodrick, 20 Mar. 1720 (Surrey History Centre (henceforth SHC), 1248/4, ff 441–2).
 Criminal index file of Ellen Fullerton, Jan. 1850 (NAI, CIF/1850/F/4).
 Theobald Wolfe Tone to Thomas Russell, 12 Mar. 1794 (TCD, MS 868/2, ff 299–300).
 J. K. Ingram to G. J. Allman, 6 Oct. 1899 (PRONI, D2808/36/8).
 Viscount Weymouth to — Fitch, 26 Dec. 1700 (Longleat House, Wiltshire, Thynne papers, vol. 179, f. 97).
 Indenture between James Nugent and William Fitzsimons, 27 Mar. 1617 (MS in the possession of John Murphy, of Castlepark, County Donegal).

A special convention is used for references to the great Irish codexes. The page or folio number is given without preceding ‘p.’ or ‘f.’, followed by a small letter denoting the column, followed by an arabic numeral denoting the line in the column, e.g. B.B. 186 a 49.

Citation of printed sources

In all cases give full details when the work is first cited. Subsequently use the name of the author(s)/editor(s) and an abbreviated title. In short references the ampersand should be used instead of ‘and’ for both authors/editors and titles. Where there are more than two authors/editors all names should be given in the first reference; subsequently use only the first surname with et.al. Do **not** use *ibid.*, *op. cit.*, *idem* or similar Latinisms. For journal titles use standard abbreviations, e.g. *IHS*, *Anal. Hib.*, *Proc. RIA*, *Stud. Hib.*, *Am. Hist. Rev.*, *EHR*, *Hist. Jnl*, *Jnl Brit. Stud.*, Where an ad hoc abbreviation is used it should be presented as follows: *Journal of the Cork Historical and Archaeological Society* (henceforth *JCHAS*).

The following particulars of a **book or pamphlet** should be given in the first footnote where it is cited.

- The author’s initials (a single initial is not acceptable) or forename spelled in full, and surname.
- The full title, including subtitle, of the book or pamphlet in italics, with capitalisation following the rules for ordinary text).
- The edition if more than one.
- The place (followed by a comma) and date of publication in round brackets. Where the place is outside Ireland and the UK, and there is ambiguity, further information will be needed, e.g. Cambridge, MA; Baltimore, MD; Kingston, ONT; Perth, WA. Note the form of abbreviation for American states, Canadian provinces, Australian states, etc. The name of the publisher should not normally be given in citing a printed source. However, if an edition has to be distinguished it may be helpful to do so.
- The relevant page number(s). When there are two or more volumes, the place of publication should be preceded by the number of volumes in the form ‘2 vols’ followed by a comma, and the page number(s) should be preceded by the volume number, in small roman, followed by a comma. In page references, the abbreviation ‘p.’ or ‘pp’ should be used only when the pagination is in roman numerals (usually an introduction), e.g. ii, pp lxxi-lxxii.

Examples:

Maria Luddy, *Prostitution and Irish society, 1800–1940* (Cambridge, 2007), 105.
 T. W. Moody and J. C. Beckett, *Queen’s, Belfast, 1845–1949: the history of a university* (2 vols, London, 1959), ii, 515.
 G. T. Stokes, *Ireland and the Anglo-Norman church* (3rd ed., London, 1892).

Edmund Burke, *Reflections on the revolution in France*, ed. Conor Cruise O'Brien (Penguin ed., Harmondsworth, 1976).

The following particulars of an **article in a periodical** should be given in the first footnote where it is cited.

- The author's initials or single forename, and surname.
- The title of the article in roman between single inverted commas, with capitalisation as in text.
- The title of the periodical in italics) **with initial capitals for all nouns and adjectives**, followed by a comma.
- The volume number in small roman, or in some cases, where the periodical has an issue number only or separate pagination for each issue within a volume the issue number in arabic preceded by a comma and 'no.'. Note that some annual or monthly magazines do not employ volume/issue numbers: in such cases use e.g. *Capuchin Annual* (1967).
- The date of publication and relevant page number(s).

Note that it is **not** necessary to give the page extent of the article as well as the relevant page number{s}.

Examples:

James Kelly, 'Scarcity and poor relief in eighteenth-century Ireland: the subsistence crisis of 1782–4', *IHS*, xxviii (1992), 40.

Norah Carlin, 'The Levellers and the conquest of Ireland in 1649', *Hist. Jnl*, xxx (1987), 270–1.

Jane Ohlmeyer, 'Eastward enterprises: colonial Ireland, colonial India', *Past & Present*, no. 240 (2018), 83–118.

The following particulars of an **essay or book chapter**, should be given in the first footnote where it is cited.

- The author's initials or single forename.
- The title of the article or essay in roman between single inverted commas with capitalisation as in text.
- The title of the collection or larger work in italics, with capitalisation as in text,
- The initials or single forename and surname of the editor or editors, preceded by 'ed.'
- The place and date of publication in round brackets; and (for a book in a single volume) the relevant page number(s). When there are two or more volumes, the date of publication should be followed by the volume number in small roman, followed by a comma and the relevant page number(s).

Examples:

Ciaran Brady, 'Comparable histories? Tudor reform in Wales and Ireland', *Conquest and union: fashioning a British state, 1485–1725*, ed. S. G. Ellis and Sarah Barber (London, 1995), 64–80.

Sybil Baker, 'Orange and green: Belfast, 1832–1912', *The Victorian city: images and realities*, ed. H. J. Dyos and Michael Wolff (2 vols, London, 1973), ii, 789–814.

Where the item is in a volume of essays by a single author, the reference should be given as follows: J. C. Beckett, 'Swift: the priest in politics' in J. C. Beckett, *Confrontations: studies in Irish history* (London, 1972), 111–22.

The following particulars of an **edition of a document**, or collection of documents, in book form should be given in the first footnote where it is cited.

- The name of the author of the document(s). where appropriate, in roman.
- The title of the book in italics, or where the edition forms part of a book or journal, the title of the edition within single inverted commas, followed by the title

of the book or journal in italics.

- The initials or forename and surname of the editor(s) preceded by ed.
- The place and date of publication in round brackets.
- The relevant page numbers.

Examples:

Edmund Campion, *Two bokes of the histories of Ireland*, ed. A. F. Vossen (Assen, 1963), 10.

Maria Edgeworth's letters from Ireland, ed. Valerie Pakenham (Dublin, 2017), 210
The correspondence of Jonathan Swift D.D., ed. David Woolley (5 vols, Frankfurt am Main, 1999–2014), iv, 137–8.

Cinnlae Amhlaobh Úi Shúileabhair, ed. Michael McGrath (4 vols, Irish Texts Society, xxx–xxxiii, Dublin, 1936–7), iii, 62.

Documents relating to Ireland, 1795–1800, ed. J. T. Gilbert (Dublin, 1893), 146.

‘Robert Jameson’s Irish journal, 1797’, ed. J. M. Sweet, *Annals of Science*, xxiii (1967), 97–126.

‘Clonmel corporation records 1657–8’, ed. Bríd McGrath *Archiv. Hib.*, lxxi (2018), 49.

‘Diary and letters of Patrick Lynch’, *Annals of the Irish harpers*, ed. Charlotte Milligan Fox (London, 1911), 227–58.

For a chapter contributed to a **multi-volume work of corporate editorship**, where each volume has its own subtitle and combination of editors, use e.g. Mary Ann Lyons, ‘The onset of religious reform: 1460–1550’, *The Cambridge history of Ireland*, i: 600–1550, ed. Brendan Smith (Cambridge, 2018), 498–522.

The following particulars of a **thesis** should be given in the first footnote where it is cited.

- The author’s initials or single forename, and surname.
- The title of the thesis in roman between single inverted commas.
- The number of volumes, if more than one, the awarding institution, the class of thesis and year, all in round brackets. Care should be taken, where the name of the awarding institution may have changed, to give the name as it was when the thesis was completed.
- The relevant page number(s), with volume if necessary.

Examples:

Sean Murphy, ‘The Lucas affair: a study of municipal and electoral politics in Dublin, 1742–9’ (UCD, MA, 1981), 123.

Mary Caroline Gallagher, ‘Bishop Thomas Lewis O’Beirne and his church-building programme in the diocese of Meath 1798–1823’ (NUI Maynooth, PhD, 2009), 96.

Rowena Dudley, ‘Dublin parishes 1660–1729: the Church of Ireland parishes and their role in the civic administration of the city’ (2 vols, TCD, PhD, 1995), i, 90–1.

J. J. Wright, “‘The natural leaders’: the Tennent family and the political and intellectual life of Presbyterian Belfast c. 1801–1832” (QUB, PhD, 2009), 84–6.

J. D. McCafferty, ‘John Bramhall and the reconstruction of the Church of Ireland, 1633–1541’ (Cambridge Univ., PhD, 1996), 50–1.

Richard Ansell, ‘Irish Protestant travel to Europe, 1660–1727’ (Oxford Univ., DPhil, 2013), 110–12.

Citation from **newspapers and magazines** must give full day/month/year date, but without page number(s), e.g. *Irish Times*, 6 Oct. 1968; *Freeman’s Journal*, 2–4 Nov. 1773.

In general, the definite article is omitted from newspaper titles, except where the title consists of the definite article and a single word, e.g. *The Times* (but *Irish Times*), *The Nation*, *The Cross*.

The use of abbreviated references does not change this format (e.g. The *Boston Pilot* remains The *Pilot*).

Calendars and record series:

In citing material from calendars of government documents or the publications of the Historical Manuscripts Commission it is not necessary to describe the document, Page numbers are sufficient. Standard abbreviated titles are employed. For calendars the relevant volume should be indicated by its covering dates, not a volume number, e.g.

Cal. SP Dom., 1703–4, p. 205.

Cal. Treas. Bks, 1660–1667, p 341–3.

HMC, *Ormonde MSS*, new ser., viii, 171–2.

HMC, *7th Rep.*, p. 19.

HMC, *Various Collections*, vi, 79.

The names of organisations or societies which publish primary material must be included where the publication forms part of series.

Examples:

The letters of Katherine Conolly 1707–1747, ed. Marie-Louise Jennings and G. M. Ashford (IMC, Dublin, 2018).

Select pleas in the court of admiralty, ed. R. G. Marsden (2 vols, Selden Soc., vi, xi, London, 1892–7).

The admiralty court book of Southampton, 1565–1585, ed. Edwin Welch (Southampton Rec. Ser., xiii, Southampton, 1968).

An Irish astronomical tract, ed. and trans, Maura Power (Irish Texts Soc., xiv, London, 1914).

The citation of **parliamentary papers** presents some challenges. A clear explanation is given in Hugh Shearman, ‘The citation of British and Irish parliamentary papers of the nineteenth and twentieth centuries’ in *IHS*, iv (1944–5), 33–7.

British parliamentary papers consist of (i) sessional papers of the House of Commons and of the House of Lords, and (ii) command papers. They are now most commonly accessed through online databases.

For *sessional papers*, give

- The title of the paper taken from its title-page
- The page reference to the printed pagination
- HC (or HL), followed by the sessional date
- The sessional number of the paper, in round brackets

e.g. *Report of the comptroller and auditor general ... 1874*, 3, HC 1875 (252).

For *command papers*, give

- The title of the paper taken from its title-page
- The page reference to the printed pagination
- The command number of the paper, in square brackets
- HC (or HL), followed by the sessional date

e.g. *Report of the commissioners appointed to inquire into the working of the penal servitude acts*, ii, 17 [C 2368–I], HC 1878–9.

For authors consulting the **hard-copy, ‘bound set’** of parliamentary papers, two additional details are required:

- the number, in lower-case roman, of the volume in which the paper appears; and

- the page reference to the manuscript pagination should also be included
e.g. *Report of the comptroller and auditor general ... 1874*, 3, HC 1875 (252), xx, 135.

Northern Ireland command papers should be identified by the addition of NI in square brackets after the command series number, e.g. *Report of the ministry for education for 1950/51*, Cmd 313 [NI], 35.

The Irish Free State/Republic of Ireland adopted a similar succession of seriesnumbers for official papers from 1927.

In citing acts of parliament, use the following method. (Note that the year-date of a statute must be the year in which it was enacted.)

- 12 Chas II, c. 11 [Eng.] (1660).
- 14 & 15 Chas II, c. 18 [Ire.] (1662).
- 14 Geo. III, c. 83 [GB] (1774).
- 12 & 13 Geo. V, c. 5 [NI] (1933).
- 1933/25 [IFS] (1933).
- 1 & 2 Geo. VI, c. 25 [UK] (1938).
- 1939/13 [Éire] (1939).
- 1958/1 [RI] (19 Feb. 1958).

Private acts of parliament (called ‘local and personal’ acts after 1797) are identified by using italicised arabic numbers, e.g. Naturalisation of Sir John Le Bon, 1744 (18 Geo. II, c. 1 [Eng.]).

Local and personal acts from 1798 on are identified by the use of lower case roman numerals, e.g. An act for making a railway from the town of Killarney in the county of Kerry to the harbour of Valentia in the same county, 1847 (10 & 11 Vic., c. lxiii).

Statutory Rules and Orders (from 1948 called Statutory Instruments) are ministerial orders made using statutory powers. Citations should include the name and number of the Order or Instrument and the date on which it was made, e.g.

- Irish Free State, before 1948: Rules for the Government of Prisons, 1947 (1947 no. 320) (16 Sept. 1947).
- Republic of Ireland, after 1948: Prohibition of Storage of Rabbits Order, 1950 (63/1950) (11 Mar. 1950).
- UK, before 1948: The Labelling of Food (Amendment) Order, 1947 (1947 no. 757) (25 Apr. 1947).
- UK, after 1948: The Police (Promotions) Regulations, 1979 (1979 no. 991) (2 Aug. 1979).
- Northern Ireland: Royal Ulster Constabulary Pay Order, 1961 (1961 no. 200) (11 Oct. 1961).

Debates in the British/UK parliament and Oireachtas Éireann may be cited in digitised form. If using the original printed version they are abbreviated as follows:

English/British/UK parliament:

Until 1820: *Cobbett’s parliamentary debates* (vols i–xxii, London, 1804–12); continued as *The parliamentary debates from the year 1803 to the present time* (vols xxiii–xli, London, 1812–20), as e.g.

Hansard 1, i, 242.

From 1820 to 1909: *Hansard*, 2nd–4th ser., as e.g.
Hansard 2, iii, 117–18.

From 1909: Hansard, 5th–6th ser., as e.g.
Hansard 5 (Commons), ii, 787.
Hansard 5 (Lords), cxx, 166.

Northern Ireland parliament as e.g.
Hansard N.I. (Commons), i, 455.
Hansard N.I. (Senate), ii, 450–1.

Oireachtas Éireann as e.g.
Dáil Éireann deb., i, 333.
Seanad Éireann deb., ii, 43–4.

Citation of oral sources

Citation of oral sources should include name and address of interviewee and the date on which the interview was conducted. , e.g. Interview with Patrick Murphy of Glenamoy, Co. Mayo (16 Oct. 1973).

Where the interview was consulted on tape, further details are necessary, e.g. Interview with Brian O’Mahony, 10 June 1991 (BL, National Sound Archive, National Life Story Collection, C468/10).

Citation of internet sources

Citation of internet sources, including blogs etc., must include a website address, the date of consultation and other necessary relevant information.

Examples:

‘A map of Idough’ (www.brennansonline.com) (accessed 13 Sept. 2002).
 Ulster Historical Foundation, ‘Distribution of surnames in Ireland in 1890’ (www.uhf.org.uk) (2 Jan. 2003).
 Register, Commonwealth War Graves Commission (<http://www.yard.ccta.gov.uk/cwgc/register.nsf>) (accessed 5 July 1999).
 Andrew Sneddon, ‘Toil and trouble: Ireland’s last witch trial’, *Social History Society Research Exchange*, https://socialhistory.org.uk/shs_exchangearea/research-exchange/page/9/ (accessed 25 Mar. 2025).

Printed works of which photographic images have been made available through the internet (e.g. by EEBO, ECCO, HathiTrust, Archive.org, British History Online, etc) do **not** require a web reference. Citation should be to the original.

In the case of **biographical dictionaries which are available online**, and intended to be routinely revised, such as the *Dictionary of Irish Biography*, the *Oxford Dictionary of National Biography*, or the volumes of the *History of Parliament* (Lords and Commons), use the internet version rather than the printed version, giving the generic website address rather than the full URL, and the date when the entry was consulted. The title of the biography should be included and the author’s name, if given, e.g.

Senia Pašeta, ‘Markiewicz, Constance Georgine’, <http://www.dib.ie> (accessed 1 Apr. 2025).

Non-Textual Sources:

Museum Collections, use e.g.

‘Witch-stone, Islandmagee’, donated 1972 (Ulster Folk and Transport Museum [UFTM], Collection Number 186).

Exhibitions, use e.g.

'Wild Ireland: past, present and future', Ulster Museum (accessed 26 Mar. 2025).

Films, use e.g.:

Michael Collins, directed by Neil Jordan (1997; London, Warner Home Videos, 1998), DVD.

Television programmes, use e.g.

Derry girls, season 2, episode 6, 'The president' created by Lisa McGee (aired 9 Apr. 2019, Channel 4).

Podcasts, use e.g.

Bad Bridget podcast, season 1, episode 4, 'The demon drink!' (9 Dec. 2020).

Editing of documents and quoted matter

In transcribing documents from the eighteenth century onwards, contributors may modernise spelling (other than in proper names) and normalise use of capitals, but must indicate that this has been done. Even when the text has not been modernised, superior letters must be lowered and contractions such as thorns extended silently. Editorial interpolations, including the indication of doubtful readings, or gaps in the original, must be indicated by square brackets. Otherwise only round brackets may be used.

If in a language other than English, such material should always be accompanied by a complete translation.

Miscellaneous

Amounts in euro and cents should normally be indicated in the form €4.15. Amounts of less than one euro should be indicated as 0.41. Pounds, shillings and pence should be indicated in the form £5 2s. 6d.

In the text names of places should be given in the way in which they were referred to at the time but with spelling modernised, e.g. Edward McCabe was parish priest of Kingstown until appointed archbishop of Dublin in 1879 [not 'Dunleary', 'Dún Laoghaire' or 'Dún Laoire']; at the 1880 general election Richard Lalor was returned for Queen's County [not 'Leix' or 'Laois'].

A special case is 'Derry' (for the city and bishopric) but 'Londonderry' for the county.