

Please read carefully before starting to prepare your text

Submission of text

Editors should aim to submit an accurate text. Please do all checking and re-checking with the original MS before submitting the text. It may help to check the transcript with the aid of a second person.

Text should normally be submitted on a CD or memory stick, or as an email attachment, accompanied by 'hard' copy. If not using Word please check before submission that the Society's printer can cope with the software.

Format for submission

1. Set the text with a good margin, generous spacing top and bottom, and about 48 lines to a page.
2. In the introduction, the initial line of each paragraph save the first should be indented by three spaces.
3. All quotations longer than two lines should be indented. Shorter quotations should appear in single quotation marks ('...'). Double quotation marks are used for quotations within quotations.
4. Capital letters should be used sparingly and mainly in order to avoid ambiguity, e.g.:
 - 'the bishop of Winchester' but 'Bishop Gardiner'
 - 'the king of England' but 'King John'
 - 'the Crown'
 - 'the chancellor of the exchequer, the prime minister' etc.
 - 'northern England' but 'North Walsham'See further under Rules of transcription.
5. Dates in the introduction, in footnotes and in headings supplied by editors, should be given in the form '5 November 1605'. All months except March, May, June and July may be abbreviated in footnotes.
6. Numbers below 101 in the introduction and footnotes should appear in words unless they are page references or dates or accompany signs of quantity (e.g. £20, 5%). Round figures expressible in two words should usually be written in full, however large, as in 'a thousand years ago' or 'the population of England was just over four million'.
7. The page (i.e. one side of a folio) or folio numbers of the original manuscript should appear in italic, thus: *p. 201*; *f. 71v*. Where they coincide with a break in the text, place them on the left; otherwise in the text thus: [*f. 43*]. Use 'd' for the dorse of a membrane or rotulet.
8. The text transcribed from manuscript should seek to reproduce the layout of the original as far as is feasible and sensible. For example, a text set out in columns may be typed in that form, while the separate sections of a will or set of ordinances should be laid out as in the original. But such details as the number of words per line

or exact position of a signature are clearly impossible and undesirable to reproduce. See further under Rules of transcription.

9. The Society aims to make texts available to a general readership and therefore seeks to minimise the use of continuous Latin (or other foreign languages). Discuss with the general editor whether a Latin text is best treated by transcription and summary (or translation) or by simple translation.

10. There are usually two separate series of footnotes for the introduction and the text. Please use the computer facility for these rather than typing them in manually. They should be as brief as possible. Their main purposes are: a. necessary elucidation of the text and identification of persons or places mentioned; and b. provision of references for the introduction. The number of footnotes can be restricted, for example, by biographical details being set out in an appendix, while a comprehensive index is the best way of facilitating cross-referencing and avoiding unnecessary duplication of information. See further under Citation of references.

11. The index is primarily the responsibility of the editor of the text, though the general editor will also be involved in the case of joint volumes. It should be reasonably comprehensive. The indexes of *The Papers of Nathaniel Bacon* may be taken as models.

12. Uniformity of practice within a volume is essential.

Introduction

This should be as brief as is compatible with giving the reader all the background information needed to understand the text and its context. Why, when, how and by whom was it produced and with what results? Is it unique? If not, how does it compare with others of its type? What are its unusual or distinctive features? The introduction will not normally exceed one-fifth the length of the text and is not the place for the editor to write a long article based on the manuscript that he/she is editing.

Rules of transcription

The aim is to produce a text which is both accurate and readable.

1. Original spelling should normally be retained though editors may adopt the modern use of i, j, u, and v. Medievalists may keep the ‘thorn’, but modernists should normally transcribe ‘ye’ or ‘yt’ as ‘the’ and ‘that’ where appropriate.

2. Superfluous capital letters should be removed and capitalisation should be modernised as far as is practicable without destroying the flavour of the original text.

3. Punctuation should only be modernised where necessary to make the sense clear. Commas or full stops should be substituted for ‘/’, ‘:’, or ‘;’ where appropriate.

4. Suspensions and contractions should normally be expanded and modernised, except where the extension is in doubt or where the abbreviation is continued into modern usage (e.g. etc., gent.). Otiose contraction signs in early-modern documents may be ignored.

5. The editor should write briefly, in the editorial notes, on any problems which are peculiar to the text transcribed and should explain changes in layout or sequence where these have been introduced to make the original text more comprehensible.

Symbols and editorial conventions

*	*	words which have been inserted
**	**	words inserted within an insertion
(if insertions are frequent or lengthy, it is worth considering the use of other symbols to show where the insertion begins and ends)		
<	>	words which have been deleted
<<	>>	words deleted within a deletion
/italics/		marginal entry or annotation
<i>italics</i>		editorial comment or elucidation outside the text. e.g. <i>undated, signed, endorsed</i>
[italics]		editorial remarks within the text
[word illegible], [word inserted], [word deleted]		words which cannot be read
[?]widow		doubt about the transcription of a word
[the other]		words missing through damage to the manuscript which have been supplied
[?the other]		as above, but there is doubt about the first word
[? the other]		as above, but there is doubt about both words
[? two words]		missing words which cannot be supplied
[and] a larg[e]		words or letters omitted in the manuscript which have been supplied

Citation of references in footnotes

1. Printed books

In one volume:

D. MacCulloch, *Suffolk and the Tudors: Politics and Religion in an English County 1500-1600* (Oxford, 1986), p. 153

In several volumes:

J.H. Wylie, *The Reign of Henry V* (3 vols, Cambridge, 1914-29), i, p. 9

Edited volumes:

J.J. Cartwright, ed., *The Wentworth Papers* (1883), pp. 106-8

Note: place of publication is not given if it is London.

or, if published by a society:

A. Hassell Smith and Gillian M. Baker, eds, *The Papers of Nathaniel Bacon of Stiffkey III, 1586-1595* (Norfolk Record Society, liii, 1987 and 1988), p. 77

Note: 'eds' takes no full stop because the 's' is the final letter of the abbreviated word, but in 'ed.' the stop is needed.

2. Periodical articles and collections of papers

G.W. Bernard, 'The Church of England c.1529-c.1642', *History*, 75 (1990), pp. 183-206

S. Muthesius, 'Nineteenth-Century Housing in Norwich' in C. Barringer, ed., *Norwich in the Nineteenth Century* (Norwich, 1984), p. 94

3. Manuscripts and unpublished theses

British Library, Cotton MS Claudius E iii ff. 161-2
Norfolk Record Office MC 2015/10 904X8

P.A. Slack, 'Some Aspects of Epidemics in England, 1485-1640' (Oxford University D. Phil. thesis, 1973)

4. Abbreviations and shortened references

If a source, periodical or repository is cited frequently, a drastically abbreviated form of reference may be set out in a preliminary key. For example: *Bacon Papers*

Some commonly used abbreviations are:

Bodleian Library	Bod. Lib. (to avoid confusion)
British Library	BL
<i>Calendar of Close Rolls</i>	<i>CCIR</i>
<i>Calendar of Patent Rolls</i>	<i>CPR</i>
<i>Dictionary of National Biography</i>	<i>DNB</i> (for the printed version)
	<i>ODNB</i> (for the online version)
<i>English Historical Review</i>	<i>EHR</i>
<i>Norfolk Archaeology</i>	<i>NA</i>
Norfolk Record Office	NRO
The National Archives	TNA

Even if not set out in a preliminary key, an abbreviated form may be used after the first citation as long as it enables the source to be identified easily, e.g.:

MacCulloch, *Suffolk*, p. 153

Bernard, 'Church of England', p. 184

It is not a good idea to refer to a work by author's name alone. The abbreviations '*loc. cit.*', '*op. cit.*' or '*ibid.*' should not be used.

Acknowledgements

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It is impossible to cover all eventualities. Volume editors should consult with the general editor responsible for their volume on any points not covered by these notes. Please discuss with him/her any doubtful points before submitting the finished typescript.