

## Introduction

This Guide has been produced to assist contributors in the preparation of submissions to *Garden History*. It offers guidance for many of the questions commonly asked by contributors. It is not however a comprehensive guide, and specialist publications may be consulted for more detailed information. For referencing the Journal follows the conventions of the Modern Humanities Research Association (MHRA), whose guidelines are available to download at <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>. For punctuation and copy-editing conventions, it follows R. M. Ritter, *The Oxford Guide to Style* (Oxford: Oxford University Press, 2002) (formerly *Hart's Rules*). For grammar, it follows R. W. Birchfield (ed.), *The New Fowler's Modern English Usage*, 3rd edn (Oxford: Oxford University Press, 1998) (earlier versions of Fowler may also be usefully consulted).

## Submissions - general

*Garden History* welcomes submissions that make a significant contribution to the study of garden history in all its aspects. Papers are considered for publication on the condition that they have neither been published elsewhere, nor are currently under submission for publication elsewhere. Papers submitted for consideration should be sent electronically (i.e. by e-mail attachment) as a Word document to the Editor, Dr Barbara Simms: [journal@gardentales.co.uk](mailto:journal@gardentales.co.uk). Images should be submitted in digital form as a separate file and not embedded in the Word document. It is the sole responsibility of the author to obtain permission to reproduce illustrations and any other copyright material, and to pay for any associated reproduction or shipping fees. Copyright for published contributions rests with the Garden History Society unless specifically requested in writing by the author and agreed before publication.

All submissions should include the following:

- the title;
- the name, postal address and e-mail address of the contributor;
- an abstract (of up to 200 words);
- the main body of the article;
- captions for any illustrations;
- endnotes.

As a guide, articles should be around 6,000 words in length, excluding endnotes, although both longer and shorter articles will be considered. Short articles, including those not of central importance to garden history scholarship; reports on work in progress; letters, comments and queries may be submitted for inclusion in the **Notes & Queries** section.

## Format of submissions

Submissions should be in double line spacing throughout i.e. for the abstract, main text, quotations, endnotes and appendices and acknowledgements, where appropriate. Do not change line spacing, and do not insert additional spaces between paragraphs.

A 12 pt typeface (preferably Times New Roman) should be used throughout. Side margins should be set at approx 3 cm, the default mode for most word processing programs. Text should be left justified.

Each section (but not each paragraph) of the article should have a short descriptive heading in capitals; contributors should consult recent issues of the journal for examples. The first line of each section should not be indented. The first line of every paragraph thereafter should be indented by a single tab. (Do not indent text by inserting multiple spaces.) Do not type double spaces between words, or after punctuation. If you are using Microsoft Word, do not format using the 'Style' button.

Make sure the pages of the article are numbered consecutively throughout.

### **Illustrations, captions and tables**

Illustrations should be submitted as scanned images of at least 300 dpi, with output size (dimensions) as large as possible, so that the image can be reduced to fit the printed page without loss of quality.

References to the placement of illustrations should be included within parentheses at the end of the relevant sentence in the text, for example (Figure 1). Captions should be typed at the end of the article, and should include credits to photographers where applicable and acknowledgement of the source in the format as below.

Figure 1. Survey-plan of Houghton (1720) by Thomas Badeslade; Houghton Archives. Courtesy: Marquess of Cholmondeley.

Photographs of gardens etc. should have the date when the photograph was taken.

Tables should be formatted using the Table feature on your word processing program. They should not be typed using multiple tabs, as these cannot be converted.

### **Notes and References**

*Garden History* uses endnotes, not footnotes. To create endnotes use the automatic note feature on your word processing program. Within the text of the article, endnote reference numbers should be placed at the end of sentences after the punctuation.

References follow the guidelines of the MHRA. Information within references should follow this order:

author; title; editor / translator; series; edition; number of volumes; place of publication; publisher; date of publication; volume number; page number(s).

The following examples are offered as a guide:

#### **Books:**

Howard Colvin, *A Biographical Dictionary of British Architects 1600–1840*, 3rd edn (New Haven & London: Yale University Press, 1995), p. 89.

Geoffrey Webb (ed.), *The Complete Works of Sir John Vanbrugh*, 4 vols (London: Nonesuch, 1928), IV, pp. 137-8.

#### **Papers in books:**

Martin Elsky, 'Words, things, and names: Jonson's poetry and philosophical grammar', in Claud J. Summers and T. L. Peabworth (eds), *Classic and Cavalier: Essays on Jonson and the Sons of Ben* (Pittsburgh: University of Pittsburgh Press, 1982), pp. 31–55 (p. 41).

### **Papers in journals, magazines and newspapers:**

Timothy Mowl, 'Rococo and later landscaping at Longleat', *Garden History*, 23/1 (Summer 1995), pp. 56–66 (p. 59).

Michael Schmidt, 'Tragedy of three star-crossed lovers', *Daily Telegraph* (1 February 1990), p. 14.

### **Theses/dissertations and conference proceedings:**

David Jacques, 'The Grand Manner: changing style in garden design 1660–1735'. Unpublished doctoral thesis, University of London, 1998, p. 47.

Timothy Mowl, 'Early Mediaevalism: "To have built in heaven high towers" - the castle as a theme in English architecture before the Gothic Revival', in *A Gothic Symposium at the Victoria & Albert Museum* (London: Georgian Group, 1983). The publisher and place of publication must be given for all conference proceedings unless they are unpublished.

### **Manuscripts:**

British Library, Cotton MSS, Caligula D III, f. 15.

Public Record Office, Home Office, HO 42/196.

## **Publication Procedure**

Submissions will be acknowledged by e-mail. Every paper that in the Editor's opinion makes a significant contribution to garden history scholarship will be sent to an independent referee.

The Editor reserves the right not to accept for refereeing any paper that does not make such a contribution. The referee will see the paper 'blind', and will prepare a report which may indicate changes, amendments or additions necessary before publication. On receipt of the referee's report the Editor will contact the corresponding author to ask for corrections to be made as required. Papers will only proceed to publication once these changes have been made to the Editor's satisfaction.

The Assistant Editor, Dr Cris Ratti, will send the corresponding author a proof of the paper in pdf format before publication. Proofs are sent for final checking and minor corrections only: it is not possible for authors to revise the paper substantially at proof stage, nor to add or delete endnotes or other references. After publication the corresponding author will receive a pdf of the printed version of the article.

## **Style Guide (alphabetical)**

### **Abbreviation**

Use full point for abbreviations and contractions as follows: a.m., e.g., i.e., p., pp., no., viz., vol. (but not for 'vols').

### **Dates**

Dates are written in the form: 23 April 1564. Use a comma only if the day of the week is included: Tuesday, 23 April 1564.

Dates denoting era are followed by BC, and preceded by AD.

Dates do not take apostrophes: twenties, not 'twenties; the 1920s, not the 1920's.

Ordinals are spelt in full for centuries: the seventeenth century, not the 17th century.

For approximate dates 'circa' is abbreviated to 'c.'; however, the preferred use is 'about'.

### **Hyphenation**

For hyphenation, follow the *Oxford English Dictionary (OED)*. 'Mid-' is always hyphenated.

## Measurement

Units of measure are not punctuated, but are preceded by a single space i.e. '10 cm', '20 km'.

## Names

Personal names should be capitalized and spelled according to the *OED*. Place names should be capitalized and spelled according to *The Times World Atlas*. For anglicized versions of foreign place names, usual practice is to adopt the modern English equivalent; in case of uncertainty, consult *The Oxford Guide to Style* (4.2.10). Scientific plant names should follow the latest edition of the Royal Horticultural Society's *Dictionary of Gardening*, and include authorities.

Names of organizations should be spelled out in the first instance, followed by the accepted abbreviation or acronym in parentheses without periods: International Committee on Monuments and Sites (ICOMOS); English Heritage (EH).

## Numbers

Numbers up to 100 are written in full, except in mathematical units e.g. '10 cm'.

## Punctuation

Punctuation follows *The Oxford Guide to Style*. The following brief recommendations are offered by way of guidance:

A sentence with more than one main clause should always be punctuated. Two related main clauses may be joined with a comma and a conjunction, but not with an adverbial phrase such as *nevertheless*, *therefore* or *however*, which should be preceded by a semi-colon or colon. Two unrelated main clauses may be joined with a colon or a semi-colon. Parenthetical or prepositional phrases should be separated by commas.

Use semi-colons to clarify extended lists.

## Quotations

Use single quotation marks, except for quotations within quotations, which take double quotation marks.

Use display quotations for any quotation that exceeds three lines of text (about 40 words). A display quotation should be indented, but retain the same line spacing as the main text (double spacing). A display quotation should not be placed within a sentence of the main text: the sentence should end with a colon followed by the quotation, and a new sentence should begin after.

If a short quotation is used to end a sentence, the final full point should be outside the closing quotation mark. Exceptions to this rule are provided in the MHRA Style Guide Section 8.3.

## Spelling

Spelling follows the *OED*. 'Z' spelling is used throughout. Accents and diacritics should be checked against the *OED*.