



ROYAL STUDIES JOURNAL

Author Instructions and Style Guide

The *Royal Studies Journal* (*RSJ*) is an online and fully open access publication that adheres to the highest standards of academic double-blind peer-review. It provides a truly international and inter-disciplinary forum for scholars whose research is connected to monarchy in any aspect, period, or geographical setting.

Articles should have an optimal length of 6,000-10,000 words, including notes. Maximum length is subject to negotiation, but should not normally exceed 20,000 words including notes. Shorter items, conference reports, and notices may be sent to the journal for inclusion in the journal's accompanying blog.

An abstract of 150-250 words must be provided and should appear at the head of the text under the article's title, with four to six keywords. The abstract should summarise the principal aims and research questions of the article. This will appear on the journal's website.

We use a double-blind peer review: thus you will not know the identity of the person reviewing your article, and the reviewer will not know yours. Please remove any identifying markers from the manuscript. Self-quotation is best avoided, and the author should be always referred to in the third person.

Style Guide

RSJ follows broadly the *Chicago Manual of Style*, 16th edition (known as Chicago 16A), at <http://www.chicagomanualofstyle.org/home.html>, but please note the following distinctions and addenda.

Layout

- Please double space the text using Garamond font, size 12, and left align. Do not use blank lines or extra space between the lines: indicate the start a new paragraph with a tabbed indent.
- Quotations of more than fifty words (or thereabouts) should be indented left (1.00cm) and right (1.00cm) on a separate line, with the addition of an extra blank line before and after the quotation and without quotation marks. Single spacing should be applied, and the typeset should be in Garamond font size 10. Do not use Italics.
- When using quotations of fewer than 50 words, *RSJ* requires the use of standard double quotes (“ ”), with single quote marks used to indicate a quote within the quote. Punctuation should be placed inside the quote marks.
- *RSJ* stipulates that the serial (or Oxford) comma should be used for all lists. This comma is used before the word ‘and’ at the end of a list to clarify the meaning of a sentence. For example: “These items are available in black and white, red and yellow, and blue and green.”
- Articles must be divided into sections, using sub-headings (not just section numbers) to guide the reader. There should be no more than seven sections within one article.
- Italics may be used for terms in a foreign language, book or journal titles and other writings, titles of films, musical compositions and works of art, and titles of exhibitions. The abbreviation for *circa* (‘c.’), should be italicised, e.g. *c.1485-c.1509*.



Languages

The readership of *RSJ* is international, and while English is the most common and preferred language for submissions, we also accept articles in Spanish, Portuguese, French, and German. Alternative spellings, such as British to American or Brazilian to European Portuguese, are accepted.

In English, titles and dignities should be capitalised: when appearing in full or, immediately preceding a name, or when used specifically (e.g. Matilda Plantagenet, a princess, married Duke Henry the Lion in 1168; or, the King of England). In other cases, capitalisation is not used, such as with ad hoc mentions of kings, duchesses, etc. (e.g. “the kings of Spain have always been erratic”). The word “court” can appear in both upper and lower case providing the context is clear, and the usage is consistent.

According to established practice, accents are required for upper-case letters in Spanish and in Portuguese, but not in French. It is left to the author whether to adopt the new Portuguese orthography. In articles in German, names are capitalised, but adjectives referring to places are not (e.g. “ein deutsches Buch”).

Preferably foreign names should not be anglicised (e.g. King João I, not King John I), unless there is a reason for doing so (e.g. the more common form).

Quotations and inserts

Abbreviations and contractions may be extended. Letters or words inserted into a manuscript quotation should be placed within square brackets ([]). Quotations from foreign sources should be given in the original language first, followed by a translation in the language of the article. Ellipses within the body of a quotation should be inserted without square brackets, separated by three dots with a fixed space on either side of the quotation, thus:

Dashes

The following practice is required:

- An en dash (–) is used for numerical spans, including page numbers, with *no* space on either side (e.g. the 1939–45 war, or page numbers 2–4).
- A hyphen (–) is used to represent the linking of two lexical items (e.g. the north–south divide).
- An em dash (—) is used to indicate parenthetical statements, and is used without spaces on either side (e.g. Some people—an ever increasing number—deplore this practice).

Dates and Numbers

Dates within the body of the text should be set out as 1 January 2014, but may be abbreviated to 1 Jan 2014 in footnotes. Centuries should be spelled out in full, for instance, “the seventeenth century” (not “17th century”). Year ranges may be shortened within the body of the article, such as 1625–69, except for dates within the article’s title. Times should be consistent and appear in either the form 3.00am or 3 o’clock. Pages ranges in footnotes should not be truncated, so 210–215, not 210–15.

All numbers below 100 should be spelled out, but 100 and above should be in figures. Words may be used to indicate a person’s age or a group of numbers, for instance, forty years or a group of ten thousand people. Figures should be used for percentages, measurements, and monetary values.



Visual Aids

Maps, tables, images, or photographs accompanying the article should be included in the Word document at the time of submission, and labelled consecutively (such as Table 1, or Fig. 1 for images). A short descriptive caption must be inserted in the article near the appropriate location of each visual aid, and include the following: Name of the artist/maker (when known), title (*italicised*), date, material, size. City, collection, manuscript collocation/inventory number, folia range.

E.g. Fig. 1. *Bramimonde before Charlemagne at Saragossa*, last quarter of the twelfth century, parchment, 207 x 147 mm. Heidelberg, Universitätsbibliothek, Codex Palatinus Germanicus 112, 123 fols, fol. 117r.

Colour images should be at least 300 dpi (dots per inch), halftones should be between 350-400 dpi, simple line images should be 800 dpi, and fine line images at 1200 dpi. Please ensure that files are of suitable quality for publication. Authors are required to obtain permission to reproduce previously copyrighted materials from other sources in both print and electronic form and pay for any fees associated with their use.

Referencing

RSJ requires both footnotes and a bibliography for all articles. All references in the body of an article must be footnotes (not endnotes or in-text citations). Footnotes are set after the adjacent punctuation (e.g. after a comma or a full stop). Footnotes are numbered consecutively, using Arabic numerals, and appear at the bottom of each page. The first footnote should be a full reference, and subsequent references should be abbreviated (see referencing examples below). Titles must be abbreviated accordingly, instead of using *ibid.* and *op. cit.* Please ensure that footnotes are inserted using the footnote function in Word. Similarly, do not use tabs in the footnotes.

Author names should be provided in full, and capitals should be used for major words in English titles. Titles in Romance languages should be written according to their national usage (e.g. the nouns in French titles are *not* capitalised, while in German they are). The place of publication should be followed by a colon, then the publisher, and then the year of publication.

The bibliography is not submitted as part of the article, but is inputted separately as part of the initial submission process. Authors are expected to provide a full bibliographic entry for every source referenced in their article in this bibliography. Bibliographies should be divided between primary and secondary sources.

Referencing Examples: Footnotes

Where these examples diverge from the *Chicago Manual of Style*, please follow the style provided below.

Published Primary Sources:

[Do not include a publisher for works published before 1900, but do include (if available) a bibliographic/catalogue number. Express all signature numbers as Arabic numerals, and include the sig. abbreviation. It is permissible to regularise the spelling in titles.]

Bernard Garter, *The Joyfull Receyving of the Queenes most excellent Majestie into hir Highnesse Citie of Norwich* (London, 1578), sig. A3r. *STC* 11627.



Garter, *The Joyfull Receyving*, sig. A4v.

Unpublished Primary Sources:

[Archival sources when first referenced should be given in full, e.g. The National Archives. For subsequent reference abbreviate, e.g. TNA.]

Grandes Chroniques de France, Bibliothèque nationale de France, Département des Manuscrits, Français 2813, fol. 3v.

Grandes Chroniques de France, BNF, Français 2813, fol. 6r-7v.

Edited Primary Sources:

Germaine Warkentin, ed., *The Queen's Majesty's Passage and Related Documents* (Toronto: Centre for Reformation and Renaissance Studies, 2004), 79.

Warkentin, *The Queen's Majesty's Passage*, 100-102.

Gabriel Heaton, ed., "Queen Elizabeth's Entertainment at Bristol, 14-21 August 1574," in *John Nichols's The Progresses and Public Processions of Queen Elizabeth I: A New Edition of the Early Modern Sources, Volume II: 1572-1578*, eds. Elizabeth Goldring, Faith Eales, Elizabeth Clarke, and Jayne Elisabeth Archer (Oxford: Oxford University Press, 2014), 208.

Heaton, "Queen Elizabeth's Entertainment at Bristol," 208-209.

Edward Arber, ed., *A Transcript of the Registers of the Company of Stationers of London: 1554-1640 AD* (1875; repr., New York: Peter Smith, 1950), 2:396.

Arber, *A Transcript of the Registers of the Company of Stationers of London*, 2:397.

"Queen Elizabeth to James VI of Scotland, Circa June or July 1585," in *Elizabeth I: Collected Works*, eds. Leah S. Marcus, Janel Mueller, and Mary Beth Rose (Chicago: University of Chicago Press, 2000), 261.

"Queen Elizabeth to James VI of Scotland," 261-262.

Authored Books:

[If identifying a state that is not clear from the publisher's name, use the two-letter abbreviation without punctuation]

John Watkins, *Representing Elizabeth in Stuart England: Literature, History, Sovereignty* (Cambridge: Cambridge University Press, 2002), 36-37.

Watkins, *Representing Elizabeth in Stuart England*, 38.



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Malcolm Lambert, *Medieval Heresy: Popular Movements from the Gregorian Reform to the Reformation*, 3rd ed. (Malden, MA: Blackwell Publishing, 2002), 92.

Lambert, *Medieval Heresy*, 100.

Jane Austen, *Persuasion*, ed. James Kinsley (Oxford: Oxford University Press, 2004), 63.

Austen, *Persuasion*, 61.

Chapters in Books:

[Encyclopaedia entries are treated as book chapters.]

Robert Steven Bianchi, “Cleopatra VII,” in *The Oxford Encyclopedia of Ancient Egypt*, ed. Donald B. Redford (Oxford: Oxford University Press, 2001), 1:273.

Bianchi, “Cleopatra VII,” 1:274.

Susan Doran, “Elizabeth I: An Old Testament King,” in *Tudor Queenship: The Reigns of Mary and Elizabeth*, eds. Alice Hunt and Anna Whitelock (New York: Palgrave Macmillan, 2010), 96.

Doran, “Elizabeth I: An Old Testament King,” 100.

Journal Articles:

[Seasons and months are given in full. Where available, include both the issue number and the month/season.]

Janet M. Green, “I My Self: Queen Elizabeth I’s Oration at Tilbury Camp,” *Sixteenth Century Journal* 28, no. 2 (Summer 1997): 422.

Green, “I My Self,” 423.

Theses and Dissertations:

[‘Thesis’ may be replaced with ‘dissertation’ if that is the university’s practice. No punctuation should appear in the abbreviation of the degree.]

Carolyn Colbert, “The Daughter of Time: The Afterlife of Mary Tudor, 1558-1625,” (PhD thesis, Memorial University of Newfoundland, 2009), 190.

Colbert, “The Daughter of Time,” 191.



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Newspapers:

[Do not include details of the database where the newspaper article was located. The country, state, or province of publication may need to be included to avoid confusion]

Maev Kennedy, “Richard III: DNA confirms twisted bones belong to king,” *The Guardian*, 5 February 2013, <https://www.theguardian.com/science/2013/feb/04/richard-iii-dna-bones-king>.

“Queen Opens Parliament,” *The Sydney Morning Herald*, 14 April 1954, 1.

On-line Sources:

[When a DOI is provided, date of access is not required]

Raphael Lyne, “Churchyard, Thomas (1523?-1604),” *Oxford Dictionary of National Biography*, doi:10.1093/ref:odnb/5407.

Lyne, “Churchyard, Thomas.”

“Elizabeth I (r.1558-1603),” *The British Royal Family*, accessed 6 April 2017, <https://www.royal.uk/elizabeth-i-r1558-1603>.

“Elizabeth I (r.1558-1603),” *The British Royal Family*.

Referencing Examples: Bibliography

Primary Sources:

Garter, Bernard. *The Joyfull Receyving of the Queenes most excellent Majestie into hir Highnesse Citie of Norwich*. London, 1578. STC 11627.

Grandes Chroniques de France. Bibliothèque nationale de France. Département des Manuscrits. Français 2813.

Heaton, Gabriel, ed. “Queen Elizabeth’s Entertainment at Bristol, 14-21 August 1574.” In *John Nichols’s The Progresses and Public Processions of Queen Elizabeth I: A New Edition of the Early Modern Sources, Volume II: 1572-1578*, edited by Elizabeth Goldring, Faith Eales, Elizabeth Clarke, and Jayne Elisabeth Archer, 197-221. Oxford: Oxford University Press, 2014.

“Queen Elizabeth to James VI of Scotland, Circa June or July 1585.” In *Elizabeth I: Collected Works*, edited by Leah S. Marcus, Janel Mueller, and Mary Beth Rose, 261-263. Chicago: University of Chicago Press, 2000.

Warkentin, Germaine, ed. *The Queen’s Majesty’s Passage and Related Documents*. Toronto: Centre for Reformation and Renaissance Studies, 2004.



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Secondary Sources:

- Arber, Edward, ed. *A Transcript of the Registers of the Company of Stationers of London: 1554-1640 AD*. 5 vols. 1875. Reprint, New York: Peter Smith, 1950.s
- Austen, Jane. *Persuasion*, edited by James Kinsley. Oxford: Oxford University Press, 2004.
- Bianchi, Robert Steven. "Cleopatra VII." In *The Oxford Encyclopedia of Ancient Egypt*, edited by Donald B. Redford, 1:273-274. Oxford: Oxford University Press, 2001.
- Colbert, Carolyn. "The Daughter of Time: The Afterlife of Mary Tudor, 1558-1625." PhD thesis, Memorial University of Newfoundland, 2009.
- Doran, Susan. "Elizabeth I: An Old Testament King." In *Tudor Queenship: The Reigns of Mary and Elizabeth*, edited by Alice Hunt and Anna Whitelock, 95-111. New York: Palgrave Macmillan, 2010.
- "Elizabeth I (r.1558-1603)." *The British Royal Family*. Accessed 6 April 2017.
<https://www.royal.uk/elizabeth-i-r1558-1603>.
- Green, Janet M. "I My Self: Queen Elizabeth I's Oration at Tilbury Camp." *Sixteenth Century Journal* 28, no. 2 (Summer 1997): 421-445.
- Kennedy, Maev. "Richard III: DNA confirms twisted bones belong to king." *The Guardian*, 5 February 2013. <https://www.theguardian.com/science/2013/feb/04/richard-iii-dna-bones-king>.
- Lambert, Malcolm. *Medieval Heresy: Popular Movements from the Gregorian Reform to the Reformation*. 3rd ed. Malden, MA: Blackwell Publishing, 2002.
- Lyne, Raphael. "Churchyard, Thomas (1523?-1604)." *Oxford Dictionary of National Biography*. doi:10.1093/ref:odnb/5407.
- "Queen Opens Parliament." *The Sydney Morning Herald*, 14 April 1954.
- Watkins, John. *Representing Elizabeth in Stuart England: Literature, History, Sovereignty*. Cambridge: Cambridge University Press, 2002.