

Société Jersiaise Style Sheets

ABBREVIATIONS

Abbreviations are shortened words from which the final letter(s) are omitted.

- Full points should be used in abbreviations.
- Gen. Maj. Capt. Esq. Hon. Rev.
- fig. p. (page) pp. (pages) ms. (manuscript) mss. (manuscripts) no. nos. (numero)
- It is preferable to use full words: ‘for example’ rather than ‘e.g.’ ‘that is’ instead of ‘i.e.’ ‘and so on’ instead of ‘etc’
- No full points should be used in upper-case abbreviations such as USA or UK
- People’s initials are spaced and followed by a full point. **For example:** R. R. Marett
- Abbreviated units of measurement do not have a full points and do not take a final ‘s’ in the plural, for example: lb, in.
- Use two-letter abbreviations for US states in references and bibliography.

For example: Cambridge, MA *not* Cambridge Mass. If in doubt, check the list in J. Butcher’s *Copy-editing*, or check with Editor. You only need to include the state abbreviation for places that might be confused with cities in the UK (Cambridge, Durham) or are obscure (Albany).

See also: *Contractions*

ACCENTS AND DIACRITICS

- Use all accents and diacritics appropriate to the language. In French, and Jèrriais, this includes accents on uppercase letters eg Écréhous, États

See also: *Special Characters*

ACTS DES ETATS /ACTS OF PARLIAMENT

- The title of the Act should have no comma between it and the year
- Use a lower-case ‘t’ for ‘the’ before the name of the Act

Example: the Copyright, Designs and Patents Act 1988

BIBLIOGRAPHY AND CITATION STYLES

Given the wide disciplinary range of Société Jersiaise publications, authors may choose between two generic systems. We suggest Author-Date for scientific writing, and Short Title for humanities writing.

AUTHOR-DATE SYSTEM [Sciences]

Citation Style

- In this style there are no numbered notes, only a single list of references in a bibliography at the end of the article or book (in multi-author works, each chapter may have its own list of references).
- In the body of the text, the reference should take the form:
 - ([Author Surname] [year of publication]: [page number])
 - Note: no comma between author and date.
For example: (Long 1977: 15; Rodwell 1990: 27)

Bibliography Style

- First author's surname must come first, followed by forename/initials.
- Subsequent authors, and editors of volumes: forename/initial(s) then surname. Further entries under the same name or author group should repeat the name(s).
- For books with three authors, all of the authors' names should be given in the full bibliographic citation.
- In citations of publications by four or more authors, use surname of first author followed by 'et al.' **For example:** Johnston, D. et al.
- Be consistent in using forenames or initials, not a mixture; though make an exception if particular authors whom you are citing always publish under name or always under initials.
- When the same author has several publications in the same year, use a, b, etc. to distinguish them.

For example: 2012a, 2012b, not 2012, 2012a, etc.

- Place (ed.) or (eds) before the date if the work is an edited collection.

EXAMPLES of bibliographic references using the Author–Date system

Full reference to books

Chambers, Paul (2008), *Channel Islands marine molluscs: an illustrated guide to the seashells of Jersey, Guernsey, Alderney, Sark and Herm*. Charonia Media.

Frigott, Derek, and Hans Nørgaard (2013), *The Dairy queen: a history of the Jersey breed worldwide*. Trinity: Royal Jersey Agricultural and Horticultural Society.

Full reference to journal article

Mourant, A. E. (1977), The use of Fort Regent granite in megalithic monuments in Jersey, *ABSJ* 22 (1): 41-49.

Sanders, C. J. et al. (2010), 'A study of potential bluetongue vectors and meteorology in Jersey'. *Weather* 65 (1): 21-26.

Full reference to book article

Scott, Becky, and Andrew Shaw (2018), 'La Cotte de St Brelade: placemaking, assemblage and persistence in the Normano-Breton Gulf', in M. Pope, J. McNabb and C. Gamble (eds), *Crossing the human threshold: dynamic transformation and persistent places during the Middle Pleistocene*. London: Routledge, pp. 123-141.

SHORT TITLE SYSTEM [Humanities]

Citation Style

- References are given in numbered notes. Citations should not be given in parentheses in the text.
- If there is a bibliography, it is not necessary to supply a full reference in the notes as the full details appear in the bibliography. The short title version, therefore, should be given in the notes for the article/each chapter.
- If there is no bibliography, the full reference should be given the first time the source is mentioned in the notes to the article/each chapter. Thereafter, the short-title version should be given.
- Use of 'op. cit.' should be avoided. 'Ibid.' can be used provided that it is unambiguous.
- See 'Notes' for further information.

Bibliography Style

- First named author's surname comes first, followed by forename/initials in the bibliography (as opposed to the notes).
- Subsequent authors: forename/initial(s) then surname. Further entries under the same name or author group should repeat the name(s).
- Be consistent in using forenames or initials, not a mixture; though make an exception if particular authors whom you cite always publish under name or always under initials.
- Where the author is citing a modern version of an older text, give the original date of publication in square brackets

For example: Falle, Richard. *An account of the Isle of Jersey* [1694] (1837)

EXAMPLES of bibliographic references in books using the Short Title system:

Full reference to a book

Thornton, Tim, *The Channel Islands 1370-1640: between England and Normandy*. Woodbridge: Boydell Press, 2012.

Full reference to a journal article

Bois, F. de L., 'Parliamentary supremacy in the Channel Islands', *Public Law*, Autumn 1983 pp. 385-393.

Full reference to a book article

Everard, Judith, 'Wace: the historical background: Jersey in the Twelfth Century' in Gyn Burgess and Judith Weiss (eds), *Maistre Wace: a celebration*. Jersey: Société Jersiaise, 2006, pp. 1-15.

Reference to Archival material

Will of Richard Lane, late Groom of His late Majesty's King Charles the Second. The National Archives (TNA): PROB 11/384/97.

Subsequent references

- After the first reference in the chapter, further references in the notes consist of the author's surname, the title or short title, and the page number(s)
For example: Thornton, *Channel Islands 1370-1640*, p.62
- Other shortened versions are acceptable provided that they are clear and consistent.

See also: *Notes*

CAPITALISATION

- Keep capitals to a minimum.

When to use capitals

- Full caps for acronyms, for example g. EU, BBC, USA, TV.
- Small caps are only used for BC and AD
- Capitalise prehistoric the initial letters of prehistoric, archaeological and traditional time periods
For example: Ice Age, Bronze Age, Middle Ages
- For time periods which incorporate proper names, capitalise the name only For example: the Elizabethan era, the Viking age
- Capitalise 'Medieval' only when referring specifically to the period.
- Wars: World War I, World War II, German Occupation
- Capitalise 'Chapter' for internal cross references.

- Capitalise to distinguish specific titles from general terms
For example:
‘She is a professor at the University of Exeter.’
‘She is Professor of Archaeology at the University of Exeter.’
- See also: *Jersey Usages*

CAPTIONS

Supply a list of captions if there are any tables, figures, maps or other illustrations. Captions should be consistent and clear.

Captions usually take the form:

Figure x.x [space] The title of the figure, taking initial capital for the first word and any proper nouns.
(Source: give details)

For example

Figure 2 A ‘snowflake crystal’ in a pebble from Archirondel. (Julian Overnall)

CONTRACTIONS

Contractions ending with the same letter as the original word do not take a full stop:

Mr Mrs St (street) Dr Col Lieut Mme Mlle Messrs ft yd cwt Ltd hr

DATES

Please use the following forms:

- Write full dates as Arabic numeral, followed by the full name of the month, followed by full year in figures For example: Monday, 9 November 1996
- In the 1930s (not '1930's')
- 'in the twentieth century' or 'twentieth-century literature'. See also: *hyphenation*
- 1899–1901, 1900–1, 1900–10, 1910–18, 1923–4, 1989–9. See also: Spaces: *en and em dashes*

AD and BC

- BC follows the date, AD precedes the date.
- Use small caps for BC and AD. See also: *Capitalisation*.
- Do not use AD from the year 500 onwards (unless it is important in the context). For example: 43 BC, AD 499, 632, 1984
- If the date is approximate, indicate this with 'c.' [space] ; AD and BC both follow the date
For example: c. 353 AD.

DEFINITE ARTICLE

- Normally use lower-case ‘t’ before names of associations, companies and other bodies
- For newspapers and periodicals, follow the use of ‘the’ in the title
 - Use the following: *the Jersey Evening Post*, *the Daily Telegraph*, *the Daily Express*, *The Times*, *The Guardian*, *The Independent*, *The Scotsman*, *The Economist*.

DRAMA

- Write ‘Act II, scene i, line 234’ as ‘II, i, 234’.

ELLIPSIS

- Show ellipses by three evenly spaced dots on the same line, preceded by a character space and followed by a character space or by a closing quotation mark (or a closing parenthesis)

- Avoid following ellipses with a full stop or a comma.

See also: *Quotations*

EMPHASIS

- Emphasis should be achieved by the phrasing and grammar.
- It should not be necessary to use italics or bold to show emphasis.

EXTRACTS

- Extracts are all quotations of more than 40 words; numbered lists; verse extracts of one or more lines.
- All extracted quotations should begin full out left within the indented block.

See also: *Tables*.

FONTS

- The designer will decide upon fonts when the typescript has been copy-edited.
- Attach a separate note if you want particular attention to be paid to the design of a specific section.

FRENCH

- If writing in French, follow French rules for character spacing and quotation marks (guillemets)
- Use the French spelling for place names in France. Note that in French, Saint /Sainte is usually spelt out and followed by a hyphen .

For example : Saint-Malo; Mont-Saint-Michel

HEADINGS AND SUB-HEADINGS

- The hierarchy used should be as simple as possible
- Use a maximum of 3 levels of heading.

HYPHENATION

- Hyphenation should be kept to a minimum.
- Hyphens are normally used for compound adjectives eg ‘A nineteenth-century building’
- Hyphens are not used for adverbs 'An early century building'

INTERNET

General

- Do not underline web address
- Include access dates for all internet citations

Note citation

Available at <<https://www.youtube.com/watch?v=GSy4ZFkFavU>>(last accessed 11 May 2018)

Bibliography citation

de Carteret, John (2018), ‘Jersey Asian hornet diary’, *YouTube*, May 2018, <https://www.youtube.com/watch?v=GSy4ZFkFavU>> >(last accessed 11 May 2018)

ITALICS

- Italics should be used for non-English words, EXCEPT
 - French and Jèrriais (these are not ‘foreign’ languages in Jersey)

- when part of a foreign-language quotation
- when the word has been assimilated into the English language eg post mortem
- Italicise titles of books, newspapers, journals, plays, films, works of art, names of ships
- Only italicise what is necessary – do not italicise surrounding punctuation.
- ‘See’ and ‘see also’ should be italicised only in the index, and not if they appear in the bibliography.
- Do not italicise for emphasis. See also: *Emphasis*.

JERSEY USAGES

- Parishes named for saints may be written as ‘St’ or spelt out, but be consistent.
For example: St Brelade, St Peter OR Saint Helier, Saint Peter
- If referring to the saint in person, use Saint. For example: the life and times of Saint Helier
- If the word ‘parish’ is to be used in a specific context, capitalise it.
For example: Parish of Trinity, Grouville Parish, but ‘parish boundaries’
- Use the definite article in place names. For example: La Hougue Bie, Les Minquiers
- Use *Jersey Place Names* by C. and J. Stevens and J. Arthur as the guide to place names. Note that there may be traditional exceptions eg Rosel Manor, which the Editor can clarify.
- Capitalise ‘Island of Jersey’ and use ‘the Island’ when a shorter version is desired
- Use ‘in Jersey’ and ‘outside Jersey’ rather than ‘on’ and ‘off’
- Do not capitalise the de/du /des in place names. For example: Le Clos de Malershe
- Capitalise ‘Field’, if referring to field numbers. For example: Field 351
- Capitalise the names of fiefs. For example: Fief de la Reine
- Capitalise personal names beginning with Le. For example: Le Brocq, Le Masurier
- Do not capitalise personal names beginning with ‘de’. For example: de Carteret, de Gruchy

LEGAL ISSUES

- If there is any danger of text being interpreted as libellous, err on the side of caution
- Do not make personal criticism of living individuals or families without very careful consideration of the possible legal consequences.

NOTES

- All notes should appear as foot notes, unless discussed with the Editor
- Indicate notes with superscript numerals, without parentheses, outside any punctuation.
- Do not put sequential in-text notes into tables or figures as their position may change
- Label notes to tables and figures a, b, c and so on, and present them with the table or figure
- Avoid notes to headings
- Please avoid ‘op. cit.’, ‘loc. cit.’, ‘idem’ and ‘eadem’.
- ‘ibid.’ (note full point and no italics) can be used to refer to the **immediately** preceding reference, or part of it, indicated by the page number (Ibid. p. 32).
- Do not use ‘ibid.’ if there are two references in the preceding note as this is too confusing
- For clarity, please give a page number each time you use ‘ibid’

See also: *Bibliography*

NUMBERING

- Number all figures, photographs and tables decimally by chapter, even in multi-author books
For example: the first table in Chapter 3 would be 3.1
- Do not use letters or Roman numerals for numbered lists
- All numbered lists should be numbered '1.', '2.' and so on

NUMBERS

- Ranges of numbers: omit any digits that are not necessary to understanding
- Any number in the 'teens should show both digits
Examples: 3–6, 15–17, 23–4, 37–43, 44–101, 100–9, 105–6, 111–13, 115–17, 123–4, 137–43, 144–244.
- In normal and literary texts, spell out cardinal and ordinal numbers up to 20 in full. For 21 and higher, write as figures.
- For technical texts, except in tables and diagrams, spell out single digit numbers only.
- Use commas, not spaces or full points, for large numbers. For example: 6,000, 10,000.

PARAGRAPHS

- Do not use lines of asterisks or other symbols to separate text
- Do not indent the first paragraph under a heading
- Do indent subsequent paragraphs

PLACE NAMES *see Jersey usages and French*

QUOTATION MARKS

- Use single quotation marks throughout, with double quotes for an inner quote
For example: 'Others were "well dug into the black market" according to an Islander who was debriefed by British Intelligence after escaping from Jersey in 1944.'

- Extract quotations have no quotation marks.
- Any quotes within an extract quote will have single quotation marks.

See also: *Quotations*

- If you are using quotation marks for different, specialist purposes (eg linguistics), please indicate.
- Be consistent in the use of curly or straight quotation marks.

See also: *French*

QUOTATIONS

- Quotations of more than 40 words should be with a line space above and below.
- Introductory ellipses should be avoided; concluding ellipses are acceptable.
- Use original spellings. Add [sic] if necessary.
- Capitalise quotations on an *ad hoc* basis according to sense. If a quotation starts a new sentence, then use a capital. If it continues as part of a sentence, use lower case
- Sources should be indicated using superscript note indicators after the quotation, outside full stops. The source itself should then be given in a numbered note at foot of the page.

- Alternatively, if the source of the quote is given at the end of the quote under the Author-Date system, the positioning of the source details should be immediately after the quote. If the quote is in verse form, the source details should be on the line below the quote, ranged right.

NON-PRINT MEDIA

Reference films and CDs as follows:

[Title in *italic*], [media], [director/ composer as appropriate]. [Place]: [producer], [date]

Example: *Triple Cross*, film, directed by Terence Young. France: Cineurop, 1966.

SEXIST USAGE

- Try not to overuse 'he and she'. Reword to avoid using pronouns if possible
- If rewording is not possible, it is preferable to use 'he or she', not 's/he' or 'he/she'. Consider using the plural 'they' if it seems appropriate.
- Avoid using the word 'Man' to refer to the species: use 'human', 'humankind', 'prehistoric peoples' as appropriate.

SPACES

- Use one character space between sentences (after the full stop).
- Close up figures and abbreviated measurements. For example: 20km, not 20 km.

En and Em dashes

- Use an un-spaced en dash between dates: 1900–1, 1900–10, 1910–18, 1923–4.
- Use an un-spaced en dash wherever the dash can be interpreted as 'to'.
- Spaced em dashes are used for parenthetical dashes

SPECIAL CHARACTERS

- List all unusual or non-standard typographical features in a file entitled Instructions to Typesetter, showing exactly how they should appear.

See also: *Accents and diacritics*

SPELLING

- Use British spellings. Use -ise, -our endings. For example: specialised; harbour
- We favour the following: judgement, focused, connection, premise, medieval.

TABLES

- If created in Excel, send the Excel file
- Should not contain anything that cannot be set up using a keyboard.
- Present tables as separate files, numbered decimally
- Indicate in the text the ideal location of a table, but please note that the typesetter may not be able to place it exactly where indicated.
- If the table has any notes, they should be indicated in the table by superscript a, b, c and so on. Do not use asterisks, daggers or other symbols. Supply the notes under the table together with source information.
- Please check carefully that the tables tally exactly with the text in the use of abbreviations, units of measurement and content.

See also: *Notes*