

The Haskins Society Journal

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SUBMITTING YOUR PAPER

All readers of papers at the Haskins Society conference are invited to submit their papers for publication in the *Journal*. The plenary addresses and the winner of the Bethell Prize appear as of right, but all other papers are sent to anonymous referees, and the Editors accept or reject them for publication on the basis of referees' recommendations. The field of interest for the *Journal* is cast widely to cover any aspect of the history of the British Isles and continent in the central Middle Ages. If you are unsure whether your paper is likely to be of interest, please feel free to contact the Editors before submitting it.

The *Journal* also includes article versions of papers read at sessions sponsored by the Society at other conferences, including the AHA, Kalamazoo, and Leeds, and the Editors welcome the submission of essays which have not originated at any conference or sponsored session.

There is no strict lower or upper word limit, but most papers fall in the range 6,000–9,000 words (20–30 pages double-spaced), including endnotes. **Please note:** Those who have read 20-minute papers are strongly advised to revise them fully and add all appropriate supporting context and documentation before submitting, as referees commonly remark of very short papers that the argument has not been fully articulated, or the evidence has not been deployed, analysed, or contextualized in sufficient depth or detail.

WHEN SUBMITTING YOUR PAPER, PLEASE:

1. Send it as an email attachment, with a note on the word-processing program and file names, and your **full contact details** (institutional affiliation, real mail address, and e-mail address)
2. Bear in mind the attached schedule guidelines for submissions and revisions.
3. Please follow the attached style-sheet as much as possible before submitting your essay. If any questions arise regarding citations, formatting, etc., please consult the Assistant Editor. The Editor reserves the right to return accepted essays for correction that do not comply with the Haskins Journal Style Sheet.

Especially to be noted:

- Follow the format for endnotes carefully.
- The first reference to any work should provide full publication information. If abbreviations will be used for oft-cited works, please establish them in this first citation.
- When citing journals, editions, and other commonly used works, please refer to the Journal's list of common abbreviations.
- Please follow the guidelines for use of:
 - 1) spacing, hyphens, en-dash rules and em-dash rules;
 - 2) bibliographic abbreviations (e.g. for volumes, manuscript foliation, etc.)
 - 3) for all indents and in tables, spacing should be done with tabs, not with the spacing bar.

Please note: The principal aim in these guidelines is to make your submission as clear and useful to readers as possible. Adjustments to the above are acceptable if they serve the interests of clarity and scholarly utility.

4. The *Haskins Society Journal* has a limited capacity to include figures, maps, and images essential to an article's argument. Authors are responsible for preparing or obtaining all such materials **and** any permissions that are required for print and electronic publication. Also, authors wishing to use such materials should adhere rigorously to the specifications regarding image size and quality. **It is essential that these permissions be obtained in advance of the submission of the final version of accepted essays. Copies should be transmitted to the Editor.**

SEND YOUR PAPER TO:

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SCHEDULE GUIDELINES:

In order to facilitate the timely production of its volumes, the *Journal* will be aiming at a yearly schedule roughly along the following lines. If you have any questions about how your submission might fit into this schedule, please contact the Editor.

- **SUBMISSIONS** will be accepted on a rolling basis during a “Journal year” extending from **June 1 to May 31**. That is, the Editor will begin filling an issue of the *Journal* in July, and continue accepting submissions on a rolling basis until the issue is full, at which point new submissions will roll over to the next issue. Submissions before June 31, 2013 will be considered for Volume 25.
- **ANONYMOUS READERS REPORTS** for regular submissions will also be handled on a rolling basis, as expeditiously as possible after the submission of each paper, so that the Editor can inform authors quickly on the outcome of the review. The review process usually takes between 1–3 months but delays are possible.
- **THE PAPERS of FEATURED SPEAKERS** should be sent to the Editor in finished form by May 31 after the Haskins Conference where they are delivered. If more time is required to revise the paper, please contact the Editor directly to arrange an appropriate time frame.
- **BETHELL WINNERS** are announced in February/March and at that point enter into the normal schedule of Revisions (see below).
- **REVISIONS.** Should a Report (including a Bethell Report) suggest revisions, authors are asked to submit revised versions of their paper within **two months** of receiving the Report or by **June 30**, whichever comes **earlier**. In other words, the Editor wishes to have revised versions of all papers for an issue in hand by June 30.
- **FINAL EDITING.** The Editor will aim to have an issue edited and ready to submit to Boydell by the end of **November**. This should allow production of the issue such that it will appear in time for the next year’s Haskins Conference.

Style Guidelines for the *Haskins Society Journal*

LAYOUT

Heading (first page)

- Title of article in roman, with initial capitals, bold and centered;
- One-line space;
- Author's name (in form preferred by author), in italics and centered;
- Two-line space;
- Text begins left justified (left justified, ragged right).

Text

- In 12 point font (Times New Roman is preferred);
- Double spaced;
- No extra spaces between paragraphs;
- New paragraphs (except the first, and the first after any subheading) indented one tab (do not use the spacebar to indent);
- Wide margin (at least 1") all round; preferably 1" top and bottom, 1.25" sides;
- Author's last name and page numbers top centered, 1/2" from top.

Subsections

- Avoid subsections/sub-titles, if at all possible, especially in short articles;
- Where they do occur they should have either a number (in roman capitals: I, II, III, etc.) or subheadings, **but not both**;
- Leave a two-line space after the previous subsection; centre the subheading or roman numeral; and a one-line space before the text starts again

Illustrations, maps and tables

- Please bear in mind the small size of the printed page, which is only 4 5/8 inches wide by 7 1/2 inches high, when thinking about the specific role of the image in the essay.
- Image scans should be done at least 300 dpi at a size of 12 x 18cm. Higher resolution/larger size will allow for greater flexibility in production.
- Tables should use tabs for all spacing.
- **Authors are responsible for securing publishing permissions for any maps and illustrations they intend to use. Copies of the photo permission should accompany the submission of the article. When asking for rights, please seek "worldwide reproduction English-language rights for print and digital formats of the Haskins Society Journal". The print run for the Haskins is 450. Obtaining permissions for images and materials can take significant time and effort. Authors are encouraged to pursue permissions as soon as possible. Back issues of the HSJ will also be available through providers like JSTOR. The Boydell Press permissions form can be found on the Haskins Society website or by contacting the HSJ editor.**
- The Journal has the ability to absorb the costs of a limited number of photographic images; if many illustrations are needed, the author should contact the editor to discuss the specifics. Black and white images are considerably LESS expensive than color. Maps, diagrams, and charts are much less costly but authors must procure high-quality versions of maps, etc. so that their sharpness will be maintained in reproduction.

Quotations

- Short quotations (less than about three lines of text) within **single** quotation marks, running on within the body of the text. Complete sentences have the final full stop **within** the closing quotation mark, otherwise punctuation goes after the closing quotation mark
- Use double quotation marks for quotations within quotations
- Longer quotations will be set as displayed quotations, that is, they should be typed as a separate paragraph with an extra line space above and below, not indented either side, without surrounding quotation marks, and in a smaller font than the main text (e.g., main text in 12, display quotation in 11)
- Quotations from languages other than English are treated in the same way as quotations from English (i.e. they don't need italics as well as quotation marks), except for single words or short phrases used as technical terms, which will be in italics

End Notes

- Notes should be for references only and should not include extensive historiographical discussion, debate, or supplementary text (though very modest comment is acceptable). If such materials are relevant to the article's argument, they should be included in the main body of the text, and omitted if not.
- Double spaced;
- Note number stands alone (**no brackets or full stops**), superscript and not indented. MS Word's end note function should format the note number automatically.
- Only a single space should separate note number and the body of note's text;
- Full stop (period) at the end of each note;
- No extra spaces between notes;
- Same margins as for body text.

FORMATTING AND TECHNICALITIES

Spellings and hyphens

- In general, use either American or British spellings **consistently** throughout, but please use -ize, -izing, -ization (rather than -ise, -ising, -isation)
- Minimum hyphens: most compound nouns do not need one
- Do *not* use hyphens between number ranges (see en-rules, below)
- Follow *Oxford Mini-dictionary of Spelling* or Webster's for spellings and hyphens unless there are compelling reasons not to do so.

En-rules and em-rules

- *en-rules* are the width of a letter N.
 - En-rules between all figures, dates, and **page ranges** both in text and in the endnotes (e.g. 1066–87);
 - En-rules also in place of the word 'to', as in 'the Hastings–Battle road';
- *em-rules* are the width of a letter M. Em-rules may be used (sparingly) as an alternative to parentheses, joined up—like this—to the words on either side.

Abbreviations

- Use *c.* (in italics, and with a space before the date or number) for *circa*
- Use St for Saint (except in French place-names, when it will be spelled out in full); do not place a period after 'St';
- Use per cent or percent (i.e. in words, not %), except in tables;

Spacing & Punctuation

- All punctuation marks are followed by a single space *except* after periods between initials in names.

STYLE ELEMENTS

Emphasis

- There should preferably be no italicizing for emphasis, except to emphasize part of a quotation, and no exclamation marks.

Capitals

- Use capitals minimally and only for proper names and titles used with names, e.g., in ‘King Richard’ but not in ‘Richard, king of England’;
- Use capitals when needed for recognized historical periods (e.g., the Middle Ages or Late Antiquity) and recognized political entities and regions, for example, the Empire (meaning any of the Roman ones); the East (meaning Greek Christendom); the West (meaning Latin Christendom); and the Latin East.

Centuries

- Use the plural only for continuous periods of two centuries or more, so ‘in the twelfth and thirteenth centuries’ but ‘in the late tenth and early eleventh century’
- As in the last example, use the words, not figures to designate

Place-names

- Place-name spellings need to be checked in a reliable and up-to-date atlas or gazetteer. This is the responsibility of the author.
- Unidentified place-names should be in single quotation marks, e.g. ‘Mundingedene’

Numbers

- Numbers up to and including ninety-nine should normally be written out as words; numbers 100 and above as numerals (though there may be exceptions);
- Measurements and sums of money are normally in numerals;
- Examples: 500 miles; £50; fifty men. An exception might be: ‘Five miles from the mill, the monks of Evreux possessed four fields’.

ENDNOTES

General Guidelines for Endnotes

- Authors’ names: as on the title-page of the book or at the head or foot of the article
- Book titles: as on the title-page, including any subtitle unless it is very long
- Article title: as at the head of the article
- Place of publication: normally give only the main place of publication
- No publisher, just place of publication.
- Published in USA: use two-letter abbreviations for states.
- French, Italian, and Spanish: initial capitals only for proper nouns.
- In a series: volume number in arabic numerals. Example: MGH *Scriptores in folio* 11
- Avoid *passim*: use definite page ranges where possible.
- Avoid *ibid.*, *idem*: repeat short reference instead.

Endnote reference styles

Editions & translations found in the abbreviations

Abbreviation, volume (if appropriate), page range.

Example:

OV ii, 12–37.

Note: Orderic's book and chapter references are **not** included.

Editions & translations not found in the abbreviations

Volume Title, Editor or translator, (Place, Date), page range.

Or, when it is a multi-volume edition

Volume Title, Editor, (vols., Place, Date), volume (in lower-case Roman numerals), page range.

Examples

First reference: *Vegetius: Epitome of Military Science*, trans. N.P. Milner (Liverpool, 1993), 22.

Subsequent references: *Vegetius*, 76.

First reference: *Historia Ecclesie Abendonensis. The History of the Church of Abingdon*, ed. and trans. J. Hudson (2 vols., Oxford, 2002–2007), ii, 56.

Subsequent references: *Historia*, ed. Hudson, i, 134–137; or author's may specify their own abbreviation, e.g. in this case, *HEA*.

Monographs

Author, *Volume Title* (Place, Date), page range.

Or, when it is a multi-volume edition:

Author, *Volume Title* (vols., Place, Date), volume (lower-case Roman numerals), page range.

If there is a translator, this person should be named after the title (see example below).

Examples

First reference: David Crouch, *The Image of Aristocracy in Britain 1000-1300* (London, 1992), 68–70.

Subsequent references: Crouch, *Image of Aristocracy*, 69.

First reference: Marc Bloch, *Feudal Society*, trans. L.A. Manyon, (2 vols., London, 1961), ii, 59–71.

Subsequent references: Bloch, *Feudal Society* ii, 81–90.

Articles in Journals or Essay Collections

Author, 'Article Title', *Journal Title* Volume (Date), page range.

Note: Use Arabic numerals for the volume of the journal, irrespective of that journal's usage.

or

Author, 'Article Title', in *Volume Title*, ed. A.N. Other (Place, Date), page range.

Examples

First reference: M.W. Thompson, 'The Military Interpretation of Castles', *Archaeological Journal* 151 (1994), 439–45.

Subsequent references: Thompson, 'Military Interpretation', 440.

First reference: John Gillingham, 'William the Bastard at War', in *Studies in Medieval History Presented to R. Allen Brown*, ed. C. Harper-Bill, C. Holdsworth and J. Nelson (Woodbridge, 1989), 141–58.

Subsequent references: Gillingham, 'William the Bastard', 145–146.

Manuscript References

City, Library, Manuscript Collocation, folia range.

Example: London, BL, Additional MS 40,000, fols. 1v–21r.

Internal references

chapter/–s (in medieval works)	c./cc.
chapter/–s (in modern books)	chapter/chapters [<i>not abbreviated</i>]
column/–s	col./cols.
figure/–s	fig./figs. [<i>not capitalized as Fig./Figs.</i>]
folio/–s	fol./fols. [<i>not f./ff.</i>]
line/–s	line/lines [<i>not abbreviated to l./ll.</i>]
note/s	note/notes [<i>not abbreviated n./nn.</i>]
plate/–s	plate/plates [<i>not capitalized as Plate/Plates</i>]
table/–s	table/tables [<i>not abbreviated or capitalized as Table/Tables</i>]

To designate a page or page range within a monograph or article, please use the following format:

Example: Gillingham, 'William the Bastard', 141–158 at 141.

Author-devised abbreviations

When a regularly cited work is not among the standard Haskins abbreviations, authors may introduce abbreviations of their own specific to the article. They should be introduced after the first reference to the work, which should be a full reference. E.g.

Grado Merlo, *Il cristianesimo medievale in Occidente* (Bari, 2012), 12–16 (hereafter Merlo, CMO).

Standard Abbreviations used by the *Haskins Society Journal*

Please use the following throughout essays. Where an abbreviated title is available for an edition, please use it throughout the article. For example, when citing Orderic Vitalis' history, use 'OV' throughout. Further abbreviations will be devised by the Editors as necessary.

<i>AASS</i>	<i>Acta Sanctorum</i> (67 vols., Antwerp/Brussels/Paris 1643–1884)
<i>AHR</i>	<i>American Historical Review</i>
<i>ANS</i>	<i>Anglo-Norman Studies</i> (formerly <i>Proceedings of the Battle Conference on Anglo-Norman Studies</i>)
ASC	Anglo-Saxon Chronicle; normally cited from <i>Two of the Saxon Chronicles Parallel</i> , ed. Charles Plummer (2 vols., Oxford, 1892–9), with year and MS
<i>ASE</i>	<i>Anglo-Saxon England</i>
<i>BEC</i>	<i>Bibliothèque de l'École des Chartes</i>
Bede, <i>EH</i>	Bede, <i>Ecclesiastical History of the English People</i> , ed. and trans. B. Colgrave and R.A.B. Mynors (Oxford, rev. ed. 1991)
<i>Bk. of Fees</i>	<i>Liber feodorum: the Book of Fees, commonly called Testa de Nevill</i> (3 vols., London, 1920–31)
BL	British Library, London
<i>Bracton</i>	<i>Bracton on the Laws and Customs of England</i> , ed. and trans. Samuel E. Thorne (4 vols., Cambridge, MA, 1968–77)
<i>Bracton's Note Book</i>	<i>Bracton's Note Book: a Collection of Cases decided in the King's Courts during the Reign of Henry the Third</i> , ed. F.W. Maitland (3 vols., London, 1887)
<i>CCM</i>	<i>Cahiers de Civilisation Médiévale</i>
<i>Cal. Chart. R.</i>	<i>Calendar of the Charter Rolls, 1226–1516</i> (6 vols., London, 1903–27)
<i>Cal. Docs. France</i> , ed. Round	<i>Calendar of Documents preserved in France illustrative of the History of Great Britain and Ireland, I: A.D. 918–1206</i> , ed. J.H. Round (London, 1899)
<i>Cal. Lib. R.</i>	<i>Calendar of the Liberate Rolls preserved in the Public Record Office</i> (6 vols., London, 1916–64)
<i>Cal. Pat.</i>	<i>Calendar of the Patent Rolls preserved in the Public Record Office</i> (London, 1891 and in progress)
<i>Camb. Hist. Jnl.</i>	<i>Cambridge Historical Journal</i>
<i>CCSL</i>	Corpus Christianorum, series latina (Turnhout, 1953–)
<i>CCCM</i>	Corpus Christianorum, continuatio mediaevalis (Turnhout, 1971–)
<i>Close R.</i>	<i>Close Rolls of the Reign of Henry III preserved in the Public Record Office</i> (14 vols., London, 1902–38)
<i>Complete Peerage</i>	G.E. C[okayne], <i>The Complete Peerage of England, Scotland, Ireland, Great Britain, and the United Kingdom, Extant, Extinct, and Dormant</i> , new edn. by V. Gibbs and others (12 vols. in 13, London, 1910–59)
<i>Cur. Reg. R.</i>	<i>Curia Regis Rolls preserved in the Public Record Office</i> (17 vols., in progress, London, 1922–)
DB	<i>Domesday Book, seu liber censualis Wilhelmi primi regis Angliae</i> , [ed. Abraham Farley] (2 vols., London, 1783)
<i>DNB</i>	<i>Dictionary of National Biography</i> , ed. Leslie Stephen and Stephen Lee
Dudo, <i>History</i>	Eric Christiansen, trans., <i>Dudo of St Quentin: History of the Normans</i> (Woodbridge, 1998)
<i>EcHR</i>	<i>Economic History Review</i>
<i>EHD</i>	<i>English Historical Documents, I: c. 500–1042</i> , ed. Dorothy Whitelock (2nd edn., London, 1979); <i>II: 1042–1189</i> , ed. David C. Douglas and George W. Greenaway (2nd edn., London, 1981); <i>III: 1189–1327</i> , ed. Harry Rothwell (London, 1975)
<i>EHR</i>	<i>English Historical Review</i>
<i>EME</i>	<i>Early Medieval Europe</i>
<i>EYC</i>	<i>Early Yorkshire Charters</i> , ed. W. Farrer and C.T. Clay (13 vols.: vols. i–iii, Edinburgh, 1914–16; index to vols. I–iii, and vols. iv–xii, Yorkshire Archaeological Soc. Record Ser. Extra Ser. 1–10 [1935–65])
<i>FSI</i>	<i>Fonti per la Storia d'Italia</i>

- Gesta Stephani* *Gesta Stephani*, ed. K.R. Potter and revised R.H.C. Davis (Oxford, 1976)
- Glanvill* *The Treatise on the Laws and Customs of the Realm of England commonly called Glanvill*, ed. and trans. G.D.G. Hall with guide to further reading by M.T. Clanchy (Oxford, rev. ed. 1993)
- GND, ed. van Houts *The Gesta Normannum Ducum of William of Jumièges, Orderic Vitalis, and Robert of Torigni*, ed. and trans. Elisabeth M.C. van Houts (2 vols., Oxford, 1992–5)
- Henry of Huntingdon, *Historia* Henry, Archdeacon of Huntingdon, *Historia Anglorum: the History of the English People*, ed. and trans. Diana Greenway (Oxford, 1996)
- Hist. Res.* *Historical Research* (formerly *Bulletin of the Institute of Historical Research*)
- HSJ* *Haskins Society Journal*
- JMH* *Journal of Medieval History*
- JEH* *Journal of Ecclesiastical History*
- John of Worcester, *Chronicle* *The Chronicle of John of Worcester*, ed. and trans. R.R. Darlington, P. McGurk, and J. Bray (3 vols., Oxford, 1995–)
- MGH
AA *Auctores Antiquissimi*
Epp. *Epistolae*
LdL *Libelli de Lite*
SS *Scriptores in folio*
SSRG *Scriptores Rerum Germanicarum, separatim editi*
SSRG, n.s. *Scriptores Rerum Germanicarum, nova series*
- MS./MSS. Manuscript/Manuscripts
- NA The National Archives, Kew, London
- OV *The Ecclesiastical History of Orderic Vitalis*, ed. Marjorie Chibnall (6 vols., Oxford, 1969–80)
- PP* *Past and Present*
- PBA* *Proceedings of the British Academy*
- Pipe R.* *The Great Roll of the Pipe* (Pipe Roll Society), with regnal year
- PL* *Patrologia latina cursus completus*, ed. J.-P. Migne (221 vols., Paris, 1844–64)
- Rec. Com. Record Commissioners
- Recueil*, ed. Fauroux *Recueil des actes des ducs de Normandie de 911 à 1066*, ed. M. Fauroux (Caen, 1961)
- Regesta* *Regesta regum Anglo-Normannorum, 1066–1154*, ed. H.W.C. Davis and others (4 vols., Oxford, 1913–69)
- RHC
Doc.Arm. *Documents arméniens* (2 vols., Paris, 1869–1906)
Gr. *Historiens Grecs* (2 vols., Paris, 1875–1881)
Lois *Lois* (2 vols., Paris, 1841–43)
Occid. *Historiens Occidentaux* (5 vols. in 6, 1844–95)
Or. *Historiens Orientaux* (5 vols., Paris, 1872–1906)
- RIS* *Rerum Italicarum Scriptores*
- Rot. de Lib.* *Rotuli de liberate ac de misis et praestitis, regnante Johanne*, ed. T.D. Hardy (London, 1844)
- Rot. Hund.* *Rotuli hundredorum temp. Hen. III & Edw. I*, ed. W. Illingworth and J. Caley (2 vols., London, 1812–18)
- Rot. Litt. Claus.* *Rotuli litterarum clausurarum in turri Londinensi asservati, 1204–27*, ed. T.D. Hardy (2 vols., London, 1833–44)
- Rot. Litt. Pat.* *Rotuli litterarum patentium in Turri Londinensi asservati (1201–16)*, ed. T. D. Hardy (London, 1835)
- RS Rolls Series
- Sawyer, *Charters* P.H. Sawyer, *Anglo-Saxon Charters: an Annotated List and Bibliography* (London, 1968), with charter number
- s.a. (no italics) *sub anno/annis* [under the year/–s]
- ser. series
- Settimane* *Settimane di Studio del Centro Italiano di Studi sull'Alto Medioevo*
- Soc. Society
- Stubbs, *Charters* *Select Charters and Other Illustrations of English Constitutional History from the*

s.v. (no italics)	<i>Earliest Times to the Reign of Edward the First</i> , ed. William Stubbs (9th edn., revised H.W.C. Davis, Oxford, 1913)
Symeon, <i>Opera</i>	<i>sub verbo</i> <i>Symeonis monachi opera omnia</i> , ed. Thomas Arnold, RS 75 (2 vols., London, 1882–5)
TRHS	<i>Transactions of the Royal Historical Society</i>
Univ.	University
unpub.	unpublished
VCH	<i>The Victoria History of the Counties of England</i> (in progress), with name of county
William of Malmesbury, <i>GP</i>	William of Malmesbury, <i>Gesta Pontificum Anglorum</i> , ed. and trans. R.M. Thomson and M. Winterbottom (2 vols., Oxford, 2007)
William of Malmesbury, <i>GR</i>	William of Malmesbury, <i>Gesta regum Anglorum</i> , ed. and trans. R. A. B. Mynors, R.M. Thomson, and M. Winterbottom (2 vols., Oxford, 1998–1999)
William of Malmesbury, <i>HN</i>	William of Malmesbury, <i>Historia novella</i> , ed. K.R. Potter and E. King (Oxford, 1998)
William of Poitiers, <i>Gesta</i>	William of Poitiers, <i>The Gesta Guillelmi of William of Poitiers</i> , ed. and trans. R.H.C. Davis and M. Chibnall (Oxford, 1998)

QUESTIONS?

No Style Sheet can be complete and address the needs of all authors and subjects. If questions arise as you finalize your essay, please email your editor: laura.gathagan@cortland.edu.