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 anonymous peer-review. It provides a truly international and interdisciplinary 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.

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 eight keywords (separated by semi-colons). The abstract should summarise the principal aims and research questions of the article. This will also appear on the journal's website.

We use anonymous 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 broadly follows the *Chicago Manual of Style*, 18th edition, with some variations. The 18th edition differs on several points from earlier editions; please therefore note carefully the following distinctions and addenda.

Layout

Please format your piece with 1.15 line spacing, size 12, and justified align. *RSJ* publishes in Gentium Book Plus font; submissions may be in Garamond or Gentium Book Plus. Margins should be 2.54cm (1 inch). Do not use blank lines or extra space between the lines: indicate the start of a new paragraph with a tabbed indent. Indicate headings in **boldface**, and sub-headings (if needed) in <u>underlined text</u>. Leave a blank line before all headings and sub-headings, but not after. Text immediately follows a heading on a new line without indeed (as in this paragraph).

For articles, the title should be centred and in **boldface**, size 12 font. The version submitted for review should have no identifying information; if accepted, the final version sent for copyediting should include new lines with your full name (centred) and affiliation (or "independent scholar") in small caps. The "abstract" and "headings" headings should be in **boldface**, followed by a colon, beginning without a new line. This will appear as follows:

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Article Title

Author Name

Affiliation in Small Caps

Abstract: Abstract begins here.

Keywords: here; with semicolons.

The introduction should then begin with no heading or indentation.

Book reviews should begin instead with should begin with all publication information, centered and in boldface:

Title. By Author. Publisher, Year. ISBN 13. Page numbers pp. Price.

After the final line of the book review should be one empty line, followed by the author's name in _Italicized Small Caps_ and their institution on the line below.

Block quotations (of forty or more words) should be indented 1.00cm (0.4 inches) both left and right, single line spacing, font size 10. A blank line (in font size 12) should both precede and follow the block quote, as follows:

> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam rhoncus ante a risus aliquam rhoncus. Mauris euismod purus enim, imperdiet rutrum urna pellentesque id. Sed mollis quam ac tristique molestie. Praesent eleifend, augue et sodales consectetur, turpis justo pellentesque urna.

If the paragraph continues after the block quote, do not indent the first line (as here). To indicate a quote within a block quote, use double quotation marks ("like this").

When using quotations of fewer than 40 words, _RSJ_ requires the use of standard double quotes ("like this"), with single quote marks used to indicate "a quote 'within' the quote." Punctuation should be placed inside the quote marks.

Footnotes should be in size 10 font.

Languages

The readership of *RSJ* is international, and we accept articles in English, Spanish, Portuguese, French, and German. For submissions in English, British (UK) spelling is preferred, but American (US) spellings are accepted as long as it is consistent and correct throughout.

In English, titles and dignities should only be capitalised when used as a proper noun (e.g. "Matilda Plantagenet, a princess, married Duke Henry the Lion in 1168"). 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"). We prefer the word "court" to appear lowercase.

Italicise terms or quotations from languages other than the main language of the article. 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 both quotations and citations, follow capitalisation conventions of the source language, so "*ein deutsches Buch*" in German but "*un livre français*" in French. Foreign names should not be anglicised (e.g. King João I, not King John I), unless there is a clear reason for doing so (e.g. the more common form). Transcribe from languages normally written in non-Roman script according to standard field conventions (i.e. include both characters and Roman transcription for Chinese and Japanese, but only Roman transcription for Indic languages).

Quotations and inserts

Abbreviations and contractions may be extended silently. Letters or words inserted into a quotation should be placed within square brackets ([ ]). Quotations from foreign sources should be translated into the language of the article, with the original language given in the footnote. 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 "The *Royal Studies Journal* … requires truncation in [this] manner." For block quotes and use of quote marks see under "Layout" above.

Dates and Numbers

Dates within should be set out as 1 January 2014. Centuries should be spelled out in full, for instance, "the seventeenth century" (not "17th century"). Hyphenate centuries used as adjectives, e.g. "a seventh-century building." Year ranges should not be truncated (so 1625–1649, not 1625–49). Times should be consistent and appear in either the form 3.00am or 3 o'clock. Unlike in standard *Chicago* style, page 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-one years or a group of ten thousand people. Figures should be used for percentages, measurements, and

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monetary values.

Other Conventions

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."

Commas and full stops appear inside quotation marks, while colons and semicolons always follow quotation marks. Exclamation points and question marks also follow quotation marks, unless they are part of the quotation (see *Chicago* 6.9 for a helpful table).

A hyphen (-) is used to connect lexical items (e.g. "socio-political factors," "the Ruprecht-Karls-Universität Heidelberg"), and in URLs. An en dash (–) is used to indicate ranges and connections, including page number spans (so: 22–24), year spans ("the 1939–1945 war"), and locations (e.g. "the north–south divide," "the London-Paris train"). 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").

The abbreviation for *circa* should be italicised, e.g. *c.* 1485–1509. Years of birth and dates of reign are abbreviated without italics (e.g., b. *c.* 1533, r. 1558–1603).

Referencing

RSJ requires both footnotes and a bibliography for all articles. Book reviews may cite pages from the book under review using inline page numbers (e.g. 10–11). If any additional works are cited, follow the article instructions below.

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), and preferably at the end of a sentence. Footnotes are numbered consecutively, using Arabic numerals, and appear at the bottom of each page. Following the *Chicago Manual of Style*, all footnote citations can be in "abbreviated" form (see examples below), with full bibliographic details to be found in the bibliography. Do not use abbreviations such as ibid. or op. cit. Please ensure that footnotes are inserted using the footnote function in Word. Do not use tabs in the footnotes. Specific page number/s must be provided: the *RSJ* does not use *passim* or *ff.*

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).

Please note that according to the 18th edition of the *Chicago Manual of Style*, **place of publication is no longer required** for any works published after 1900, unless this is necessary to

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disambiguate the publisher from others of similar or ambiguous name. Please also note that **page ranges for chapters in edited volumes are no longer required** in bibliographic entries.

Authors are expected to provide a full bibliographic entry for every source referenced in their article in this bibliography. Boldface the heading **Bibliography**, and underline any additional sub-headings for <u>Primary Sources</u> (which may be further sub-divided into published and unpublished) and <u>Secondary Sources</u> as necessary. As for regular headings and sub-headings, leave a blank line only if a subheading directly follows the Bibliography heading; leave no empty line before listing the cited entries. Individual entries in the bibliography should have "hanging" indents.

Visual Aids

Maps, tables, images, or photographs should be labelled consecutively (such as Table 1 or Figure 1). Do not abbreviate "Figure" to "Fig." A short descriptive caption, centre aligned and in **boldface**, 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. This does not need to be replicated in the bibliography.

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

Maps, tables, images, or photographs accompanying the article should be both included in the Word document at the time of submission, and uploaded as clearly labelled separate files (e.g. "Table 1.jpg," "Figure 2.jpg"). These files should be uploaded to the submissions portal as "supplemental files not for review."

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. Authors need to supply evidence to demonstrate that they have the rights to use the images supplied, either by demonstrating that they have the permission of the individual or institution which holds the image rights, or that the image is subject to fair use and in the public domain.

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Referencing Details and Examples

Example citations are given first in footnote form(s), and then in the corresponding bibliography entry. As noted above, all footnote citations should be in abbreviated form, with full bibliographic details given in the bibliography; the only exceptions are newspapers and websites, which are cited only in footnotes (and so require full bibliographic data in the first footnote). 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.

1. Garter, The *Joyfull Receyving*, sig. A3r.

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

Unpublished Primary Sources

Archives may be referred to in footnotes by common abbreviations (e.g. BL for the British Library, BNF for the Bibliothèque nationale de France), so long as there is no risk of ambiguity. Archives should be named in full in the bibliography. The country of the archive may be needed to distinguish between ambiguously-named archives, e.g. The National Archives, USA.

1. *Grandes Chroniques de France*, BNF, fol. 3v.

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

2. BL, Cotton MS Caligula B VI, fol. 424r.

British Library, Cotton MS Caligula B VI.

Edited Primary Sources

Depending on the nature of the primary source, it may be best to cite it primarily by the original author's name, the title of the document, or the modern editor(s). If multiple primary sources are cited from the same edited collection, then it is best to only list that collection in the bibliography. Otherwise, any of these options is acceptable, so long as it is clear from footnote citations where the full bibliography details can be found in the bibliography. Please note, as above, that *Chicago* no

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longer requires place of publication for books (including editions of primary sources).

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

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

1. Heaton, "Queen Elizabeth's Entertainment," 208–209.

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. Oxford University Press, 2014.

1. Kauṭīlya, *Arthaśāstra*, 14:17–28.

Kauṭīlya. *Arthaśāstra*. Edited by R. P. Kangle. University of Bombay. 1969.

1. Arber, *A Transcript*, 2:397.

Arber, Edward, ed. *A Transcript of the Registers of the Company of Stationers of London: 1554-1640 AD*. Two
volumes. 1875; repr. Peter Smith, 1950.

1. "Queen Elizabeth to James VI of Scotland, *c.* 1585," in Marcus et al., *Elizabeth I*, 261–262.
2. "James VI of Scotland to Queen Elizabeth," in Marcus et al., *Elizabeth I*, 265.

Marcus, Leah S., Janel Mueller, and Mary Beth Rose, eds. *Elizabeth I: Collected Works*. University of
Chicago Press, 2000.

Authored Books

Please note, as above, that *Chicago* no longer requires place of publication for monographs.

1. Watkins, *Representing Elizabeth*, 38.

Watkins, John. *Representing Elizabeth in Stuart England: Literature, History, Sovereignty*. Cambridge
University Press, 2002.

1. Lambert, *Medieval Heresy*, 100.

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

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1. Austen, *Persuasion*, 61.

Austen, Jane. *Persuasion*. Edited by James Kinsley. Oxford University Press, 2004.

<u>Chapters in Books</u>

Please note, as above, that *Chicago* no longer requires page ranges for chapters. Encyclopaedia entries are treated as book chapters.

1. Bianchi, "Cleopatra VII," 1:274.

Bianchi, Robert Steven. "Cleopatra VII." In *The Oxford Encyclopedia of Ancient Egypt*, edited by Donald B. Redford. Oxford University Press, 2001.

1. Doran, "Elizabeth I," 100.

Doran, Susan. "Elizabeth I: An Old Testament King." In *Tudor Queenship: The Reigns of Mary and Elizabeth*, edited by Alice Hunt and Anna Whitelock. Palgrave Macmillan, 2010.

If many individual chapters from a single book are cited, it may be more concise to include that book as an entry in the bibliography under the editor's name, and mention it only in abbreviated form.

1. McBride, "King Chinhŭng," 17.
2. Bryson, "Images," 102–3.

Balkwill, Stephanie, and James A. Benn, eds. *Buddhist Statecraft in East Asia*. Brill, 2022.

Bryson, Megan. "Images of Humane Kings: Rulers in the Dali-Kingdom Painting of Buddhist Images." In Balkwill and Benn, *Buddhist Statecraft*.

McBride, Richard. "King Chinhŭng Institutes State-Protection Buddhist Rituals." In Balkwill and Benn, *Buddhist Statecraft*.

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Journal Articles

Seasons and months are given in full. Where available, include both the issue number and the month/season. If available online, please include an abbreviated and hyperlinked DOI rather than a URL; no date of access is necessary.

1. Green, "'I My Self,'" 423.

Green, Janet M. "'I My Self': Queen Elizabeth I's Oration at Tilbury Camp." *Sixteenth Century Journal* 28, no. 2 (Summer 1997): 421–445. [doi.org/10.2307/2543451](doi.org/10.2307/2543451).

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.

1. Colbert, "The Daughter of Time," 191.

Colbert, Carolyn. "The Daughter of Time: The Afterlife of Mary Tudor, 1558–1625." PhD thesis, Memorial University of Newfoundland, 2009.

Newspapers and Magazines

Cite newspapers and magazines only in footnotes. The first citation should contain full bibliographic details; subsequent references may be in abbreviated form. 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. Specific page numbers are not always necessary; full publication date always is. A URL may be provided if consulted online, but is not necessary if the newspaper also appeared in print.

1. 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.
2. Kennedy, "Richard III."
3. "Queen Opens Parliament," *The Sydney Morning Herald*, 14 April 1954, 1.

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<u>Online Sources</u>

As for newspapers and magazines, cite online-only sources (i.e. webpages and blogs) only in footnotes. Include the full URL, and either a publication or access date.

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

2. "Elizabeth I," *The British Royal Family*.