

THE DEVONSHIRE ASSOCIATION

for the

ADVANCEMENT OF SCIENCE, LITERATURE & THE ARTS

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INSTRUCTIONS FOR AUTHORS

Papers submitted for publication in the *Transactions* of the Devonshire Association must relate to the county of Devon (or a part thereof). Papers should be intelligible to the interested general reader. Besides specific items of original content, works of synthesis, summarising the results of recent new research in the fields of science, literature and the arts, will be especially welcome. All papers are sent by the Editor to an 'anonymous' referee/reader for constructive comment. However, the Editor welcomes suggestions for referees from authors. Papers more than 10,000 words in length may need special justification. Short papers are very welcome.

Publication is usually in December of each year. Authors will receive 25 offprints of their paper, free of charge. Authors of accepted papers are invited to present summaries at the Annual Meeting of the Association which is usually held over the first weekend of June (they are usually allocated at least 20 minutes).

The Editor is happy to discuss ideas for papers at any time, but an outline and estimate of length of a paper to be submitted should be sent to the Editor by early December.

Two copies of the completed typescript, in **double-spacing** on paper (each page numbered) and with all illustrations, should be sent to the Editor by **January** at the latest, if the paper is to be considered for publication that year.

A copy of the paper should also be sent on a clearly labelled (with title, operating system, word processing software and file names) **computer disk** – but this should be after the referee's comments have been received, and a final version of the paper agreed. Use Microsoft Word, if possible.

Margins – there should be a margin of at least 3 cm on the lefthand side and one of at least 2 cm on the righthand side of the page.

The **first page** should have the title of the paper, the name(s) of the author(s), followed by their letters and addresses (+ email addresses if desired).

The **second page** should contain an **ABSTRACT** of about 100 words, summarizing the paper for the benefit of the non-specialist reader and for librarians, compilers of bibliographical abstracts, etc.

The text should start on the **third page**, without a repeated title.

The **number of words** in the paper should be given on the final page.

Headings should be used to divide the text into appropriate sections.

STYLE, NOTES & REFERENCES

Authors must adhere to the Devonshire Association housestyle. This is a great help to the Editor. For examples of style, consult recent volumes of the *Transactions*.

All published bibliographical references (except anonymous newspaper items) must go in a list of **REFERENCES** at the end of the paper. The Devonshire Association follows the 'Harvard' style of referencing – in the body of the text the names and authors and the date of the publication should appear in brackets after the relevant piece of text, e.g. (Smith, 1998). Pagination can be added if appropriate, e.g. (Smith, 1998, 23-35). If more than one referenced paper was published in the same year, use 'a', 'b' etc., to distinguish them both in the text and the bibliography, e.g. (Smith, 1999a; 1999b). Multiple authorship can be referenced in the text as (Smith et al., 1997), but the names and initials of all authors should be given in full in the bibliography.

The published works should be listed in the **REFERENCES** as follows:

For a book:

Alford, D. P., **1891**. *The Abbots of Tavistock* (Brendon & Son, Plymouth).

[i.e., paying particular attention to punctuation: *author(s); initials* (add: *ed. or eds*, if appropriate; *date of publication in bold*; *full title of book in italics*; *publisher*(if known) and *place of publication* in brackets. A 2nd or later edition should be noted immediately after the place of publication, e.g. 2nd edn, 1969 *or* 1969 edn].

For an article:

Smuts, R. M., **1978**. The Puritan Followers of Henrietta Maria in the 1630s. *English Historical Review*, **92**, 26-45.

[i.e. *author; initials; date in bold; title of article in roman; title of journal in italics; volume no. of journal in bold; pages nos of whole article*. Use approved standard abbreviations for journals if you know them. If in doubt, put journal title in full. **Be consistent**. The abbreviation for the *Transactions* is: *Rep. Trans. Devon. Ass. Advmt Sci.* [NB no stop needed after Advmt].

For articles in edited monographs:

Picken, W. M., **1960**. The "Landochou" Charter, in Hoskins, W.G. & Finberg, H. P. R., eds, *The Westward Expansion of Wessex and Supplement to the Early Charters of Devon and Cornwall* (Leicester University Press, Leicester), 36-44.

Notes may be included, with consecutive superscript numbers in the text, and a separate listing [i.e. not footnotes] before the bibliography, under the heading **NOTES**. By this method all archival material should be listed (including anonymous newspaper items listed under the title of the newspaper).

Acknowledgements can be given under a separate heading at the end of the paper, before **REFERENCES** and/or **NOTES**. If required, a separate list of **Abbreviations Used** may be included before the **Notes...**

ILLUSTRATIONS

Line drawings, printed photographs or slides can all be considered. Illustration is very welcome, but must be relevant to the text, and of good quality. All illustrations are listed as *Figures* in the *Transactions*. A separate list of **captions** to Figures must be supplied. Sources for illustrations should be given (e.g. name of photographer and date of photograph). Authors must obtain copyright permissions, and pay all charges if relevant, for reproduction of illustrations. Colour illustration can be considered, but the author may be required to meet the extra cost of printing.

The printed size of the page is 17 x 10.5 cm and illustrations cannot exceed this, except by special agreement with the Editor. Line drawings are often best presented at twice the size at which they are to be printed. Two complete sets of illustrations (one set can be in the form of photocopies) must be sent with the text.

Illustrations can be submitted separately on disk as an electronic file (.eps, .tif, or .jpg formats are acceptable). If scanning from an original, please ensure that you scan at a resolution of at least 300 dpi. Computer technology is changing very fast, and requirements may change year by year, so consultation with the Editor is desirable.

Tables should be included on the same disk as the text.

Miscellaneous

- Authors must ensure that the final version of the hard copy (on paper) and the file on disk are the same and compatible.
- Indent paragraphs, except at start of paper and under headings.
- Use single quotation marks for short extracts. Longer quotations should be separated from the rest of the text by line spaces, and set in smaller type (if possible; otherwise leave for printer).
- Use 'nineteenth century' not '19th century'. Use 'nineteenth-century' with hyphen when used adjectivally, e.g. 'a nineteenth-century building'.
- No fullstop is needed after St [for Saint], Dr [for Doctor], etc, as the last letter is the last letter of the abbreviated word.
- Use 'Westcountry' not 'West Country'
- Italicise names of ships.
- For historical material keep money and measurements in imperial, but put decimal/metric equivalent in brackets.
- Use commas for large numerals, e.g. £1,300; 20,300.
- Do not use lower case letter 'l' (el) for '1' (one) or 'O' for '0'.
- Be consistent with punctuation and only insert a single space between words and after punctuation. Always type a space between initials in names: A. B. Smith.
- In runs of figures, only repeat the minimum figures: 123-4 (not 123-124), but always repeat 'teens': 113-14.

Mark Brayshay 2006.