

REVIEW OF SCOTTISH CULTURE: GUIDE FOR CONTRIBUTORS

Contributions for possible publication in the *Review of Scottish Culture* should be sent to:

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Length and Topics

The editors are pleased to consider papers of between 1,000 and 12,000 words long on topics relating to the ethnology, material culture and social and cultural history of Scotland. Illustrations are welcome.

Presentation

- ~ Text should be on A4 paper, single-sided, with wide margins, and justified both sides. One-and-a-half line spacing throughout.
- ~ Font New Times Roman, 12 point.
- ~ Pages numbered consecutively bottom right.
- ~ No indent on first paragraph under heading or sub-heading, indent paragraphs thereafter.

Dates and periods of time

- ~ Give dates in full (e.g. 17 September 1995).
- ~ Express periods of time in words (e.g. seven years, the eighteenth century).
- ~ Give periods of time as 'from 1826 to 1850' or 'in 1826-50' but use one or the other consistently.
- ~ Decades are stated as 'the 1880s', for example.
- ~ Use World War I and World War II.

Numbers and money

- ~ Give figures up to one hundred in words; for over one hundred give numbers (e.g. seven books; 107 books).
- ~ Use words for 'one hundred', 'two hundred', 'a million', etc.
- ~ Use figures in measurements (e.g. 6 inches, 88 feet, 20 metres).
- ~ Give figures from the original source for measurements, with the metric equivalents in brackets where appropriate (e.g. 23 feet (7.01m)).
- ~ Numbers in a sequence are 10-13, 21-6.
- ~ Express '%' as 'per cent'.
- ~ For sums of money of over a thousand expressed in numbers (as in a graph), use a comma (e.g. £24,549).

Capitals

- ~ Keep optional capitals to the minimum (e.g. the king of Scots, but King James; the bishop of Glasgow, but Bishop John; the duke of Gordon, but Duke William).
- ~ Nouns and adjectives which denote periods and movements, and their followers, should not be capitalised except to avoid confusion (e.g. baroque, classical, but the Enlightenment).

Spaces

- ~ One space only between sentences.

Quotations

- ~ Quotations of forty words or more are separated from the text and indented on the left side.
- ~ Leave one space between text and quotations (above and below).
- ~ No inverted commas to be placed around indented text quotations.
- ~ Short quotations are indicated with single quotation marks ('.....').
- ~ Short quotations should run on within the main text.
- ~ Quotations must follow the original wording and spelling of the text (otherwise any changes must be indicated).
- ~ Quotations within quotations have double quotation marks (".....").
- ~ Omissions within a quotation are indicated with 3 points (...).
- ~ Quotations not in English should be followed by a translation.

Illustrations

- ~ The use of illustrations to amplify the text is welcomed.
- ~ Illustrations should be supplied either in hard copy or as electronic files (either tif or jpeg, with a minimum of 300dpi)
- ~ Contributors should provide captions and indicate the source of the illustrations.
- ~ Any copyright restrictions should be cleared by the contributor.

References

References should be given running numbers in the text and included as endnotes. The automated endnoting system should be applied, using arabic numerals. Samples of the form of reference are:

Book

Handley, J. *The Navy in Scotland*, Cork, 1970, 61.

Repeated reference: Handley, 1970, 61.

Article in a book

Heron, R. Memoirs of the life of the late Robert Burns. In Lindsay, M, ed. *The Burns Encyclopaedia*, London, 1980, 166-82.

Repeated reference: Heron, 1980, 170.

Article in a journal

Gemmill, E. Signs and symbols in medieval Scottish trade, *Review of Scottish Culture*, 13 (2000-01), 7-17.

Repeated reference: Gemmill, 2000-01, 12.

Theses

Stell, E. 'Sources of Scottish instrumental music, 1603-1707', 2 vols, PhD thesis, University of Glasgow, 1999.

Repeated reference: Stell, I, 1999, 240.

Newspapers

Scotsman, 29 July 1874.

References from the *Statistical Accounts*

OSA XX (1797), 156: Sorn, Ayrshire.

NSA VII (1836), 445: Greenock, Renfrewshire.

Archival Material

Falkirk Council Archive [FCA], A7272.576/1, Sir John Sinclair to William Forbes, 18 December 1795.

National Records of Scotland [NRS], B22/8/1, Edinburgh burgh records, register of deeds, fo. 183.

Online Material

For references to websites, give full name of site followed by url, for example: University of Edinburgh website: <http://www.ed.ac.uk>

For a specific reference to an online source, give full bibliographical details, url and the date when it was accessed, for example: Royan, N. Boece, Hector (*c.*1465-1536). In Matthew, H C G and Harrison, B, eds. *Oxford Dictionary of National Biography*, Oxford, 2004, <http://www.oxforddnb.com/view/article/2760> [accessed 31 August 2010].

Reviewing Process

Articles submitted to *ROSC* are subject to peer review. After being read and approved by the editorial team, the article is sent to an external referee chosen for his/her expertise in the topic being discussed. The author and reviewer remain anonymous to each other throughout the reviewing process.