



Aberdeen Historical Review: Style Guide

Submission

- Remove all sources of identification (name, student ID number) from both the document itself and from the title of the document file.
- The file should be a Microsoft Word document.
- Essay length should be 2,500 to 5,000 words, including footnotes.
- Do not include a bibliography.

Presentation

- Use font type Times New Roman, size 11, double-spaced. Margin should be 35mm on an A4. Only use one space between two sentences. Text should be justified (aligned to both margins) and automatic hyphenation should be applied.
- Place footnotes at the bottom of the page. Footnotes should be New Times Roman, size 9, double-spaced, and justified (aligned to both margins).
- Indent the first line of a paragraph, except for paragraphs directly following headings.
- The title should be bold and centered. Subheadings should be bold and left-aligned.
- Use capitals for titles ('First Minister Nicola Sturgeon') but not for general references ('Nicola Sturgeon is the first minister of Scotland'). Titles should be given in full at first mention. Later, the abbreviated form should retain capitalization ('Aberdeen University Students' Association ... the Association').
- Use full stops after abbreviations ('vol.', 'ed.') except for when the abbreviation ends in the same letter as the word ('vols', 'eds', 'Dr'). Do not use full stops for capitalized abbreviations ('AUSA'), except for names ('N. Sturgeon'). Do not use full stops for currencies and units ('1 lb', '2 kg', '3 km'). For persons whose names contain multiple initials, add a space for each initial ('J. R. R. Tolkien').
- Use full names only upon first mention. Afterwards, use only first or last name, not both ('Nicola Sturgeon ... Sturgeon').
- When quoting directly, use single quotation marks ('). Quotations within a quotation should use double quotation marks (").
- Punctuation should be within the quotation marks if it is part of the original text. Otherwise, it should be outside the quotation marks. It should also be placed outside the quotation marks if it is a fragment of a sentence. Examples:
 - Romeo said that Juliet is 'the sun'. ('The sun' is a fragment.)
 - Romeo said, 'Juliet is the sun.' ('Juliet is the sun' ends in a full stop in the text.)

- Romeo asked, ‘What light through yonder window breaks?’ (The question mark is part of the original text.)
- Did Romeo say, ‘Juliet is the sun’? (The quote is questioned.)
- Direct quotations longer than 30 words should be indented and presented in a freestanding paragraph without quotation marks. They should be introduced with a comma. Text size 11 should be maintained.
- If a word is misspelled or misused in the original text, use [sic] to indicate such. If modifying the quotation for clarity, put these in square brackets also.
- For omissions, use ellipses (‘...’). If the omission follows a full sentence, there will be a total of four periods between the last word of that sentence and the first word of the next. (‘. . .’) Do not use ellipses at the beginning and end of a quotation.
- Spell out numbers up to and including one hundred (‘thirteen’, ‘thirty-six’, ‘sixty-three’). Give numbers higher than one hundred in figures (‘243’, ‘372’), unless these are round (‘two million’, ‘one billion’, ‘three hundred’).
- Percentages should be written as ‘27%’ and not ‘27 per cent’.
- Dates should be given as ‘11 September 2001’. Months should always be spelled out, never abbreviated. Do not use apostrophes for decades (‘1780s’, ‘2000s’). A span of years within the same decade should be given as ‘1991-9’, unless the decade is the 10s, in which case it should be given as ‘2011-19’.
- To emphasize a word or phrase, use *italics*. Include the phrase ‘The emphasis is mine’ in the footnotes.
- Also use italics for words from non-English languages that have not been added to the English dictionary (‘*Weihnachten*’, ‘*ordinateur*’).
- Use italics for book and journal titles, never for article and chapter titles.
- Images may be included, but the author must produce proof of copyright and right to use.

Referencing

- First reference should be given in full. Use an abbreviated format for following references.
- Use ‘ibid.’ (with a period!) to indicate that the same work is being cited as in the previous footnote. Only use this when the previous footnote only contains one cited work, otherwise give the abbreviated format.
- Use ‘idem’ (without a period!) to indicate that a work has been written by the same author as the preceding work.
- Do not use ‘p.’ or ‘pp.’ when referencing page numbers, only use the numbers.
- **Books:**
 - **Standard:**
 - **Full:** Eve Keller, *Generating Bodies and Gendered Selves: The Rhetoric of Reproduction in Early Modern England* (Seattle, 2007).
 - **Abbreviated:** Keller, *Generating Bodies*, 72-4.
 - **Translations:**
 - **Full:** William Harvey, *An Anatomical Disputation Concerning the Movement of the Heart and Blood in Living Creatures*, trans. Gweneth Whitteridge (1628; Oxford, 1976).
 - **Abbreviated:** Harvey, *Movement of the Heart and Blood*, 93-101.
 - **Multi-volume works:**

- **Full:** R. A. Melikan (ed.), *Domestic and International Trials, 1700-2000: The Trial in History*, vol. 2 (Manchester, 2003).
 - **Abbreviated:** Melikan, *Domestic and International Trials*, 8.
- **Articles:**
 - **Full:** Benjamin Goldberg, 'A Dark Business, Full of Shadows: Analogy and Theology in William Harvey', *Studies in History and Philosophy of Biological and Biomedical Sciences*, 44 (2013), 419-432.
 - **Abbreviated:** Goldberg, 'Dark Business', 421.
- **Chapters:**
 - **Full:** Peter Distelzweig, "'Mechanics" and Mechanism in William Harvey's Anatomy: Varieties and Limits', Peter Distelzweig, Benjamin Goldberg, and Evan R. Ragland (eds), *Early Modern Medicine and Natural Philosophy* (Dordrecht, 2016), 117-140.
 - **Abbreviated:** Distelzweig, "'Mechanics" and Mechanism', 120.
- **Reprinted works:**
 - **Full:** Dane McNeil [Neil M. Gunn], 'President of Éire: The True Value of Tradition', *Scots Magazine*, 29 June 1938, 180; reprinted in A. McCleery (ed.), *Landscape and Light* (Aberdeen, 1987), 187.
 - **Abbreviated:** McNeil, 'President of Éire'.
- **Magazines/newspapers:**
 - **Article:** Reuters, 'India Posts World Record Covid Cases As Hospitals Run Out Of Oxygen', *Huffington Post*, 22 April 2021.
 - **Volume:** *Vogue*, March 2021.
- **Theses:**
 - **Full:** Benjamin Goldberg, 'William Harvey, Soul Searcher: Teleology and Philosophical Anatomy' (Ph.D. thesis, University of Pittsburgh, 2012).
 - **Abbreviated:** Goldberg, 'William Harvey, Soul Searcher'.
- **Unpublished manuscripts:**
 - **Full:** Anonymous, 'Lectures on Moral Philosophy delivered by Professor Dugald Stewart Session 1789-90', Edinburgh University Library (hereafter EUL), Gen. 1987-9, 1989, n.p.
 - **Abbreviated:** Anonymous, 'Lectures on Moral Philosophy'.
- **Archival references:**
 - **Full:** Notes for Lords Debate on Wolfenden, 4 December 1957, National Archives of Scotland (hereafter NAS), Departmental Committee on Homosexual Offences and Prostitution (Wolfenden Committee), HH 60/265.
 - **Abbreviated:** Notes for Lords Debate on Wolfenden.
- **Websites:**
 - **Full:** 'COVID-19 continues to disrupt essential health services in 90% of countries', *WHO.int*, 23 April 2021, <https://www.who.int/news/item/23-04-2021-covid-19-continues-to-disrupt-essential-health-services-in-90-of-countries>, accessed 25 April 2021.
 - **Abbreviated:** 'COVID-19 continues to disrupt'.