Anglo-Saxon England

Editorial policy

Anglo-Saxon England is recognized universally as the foremost regular publication in its field. In fact it is the only one which consistently embraces all the main aspects of study of Anglo-Saxon history and culture - linguistic, literary, textual, palaeographic, religious, intellectual, historical, archaeological and artistic - and which promotes the more unusual interests - in music or medicine or education, for example. Especially it seeks to exploit the advantages of a broadly based interdisciplinary approach. Each volume provides a systematic bibliography of all the works published in every branch of Anglo-Saxon studies during the preceding twelve months. It offers an outlet to both experienced and promising scholars and welcomes contributions from all over the world.

1. Submissions

Material should be submitted to the editor most convenient regionally, except for articles concerning:

archaeology - to be sent to Martin Biddle, Hertford College, Oxford OX1 3BW
art history - to be sent to Richard Gameson, School of History, Rutherford College, University of Kent at Canterbury, Canterbury, Kent CT2 7NX
history, numismatics and onomastics - to be sent to Simon Keynes, Trinity College, Cambridge, CB2 1TQ (sdk13@cus.cam.ac.uk)
Anglo-Latin and manuscript studies - to Michael Lapidge, Department of English, University of Notre Dame, Notre Dame, Indiana 46556 USA (Michael.Lapidge.1@nd.edu)

Whenever a contribution is sent to England from abroad it should be accompanied by international coupons to cover the cost of return postage. For the editors' addresses, see the latest issue of **Anglo-Saxon England**.

Submission of a paper will be taken to imply that it is unpublished and is not being considered for publication elsewhere. Upon acceptance of a paper, the author will be asked to assign copyright (on certain conditions) to Cambridge University Press.

Contributors are responsible for obtaining permission to reproduce any material in which they do not hold copyright and for ensuring that the appropriate acknowledgements are included in their manuscript. **Contributors are requested to read these instructions carefully, and to pay close attention to our conventions when preparing their typescripts.** A typescript which does not follow our conventions will be returned to the contributor for revision. Contributors are reminded that articles in earlier issues of **ASE** may be found useful as models for presentation, style of references, etc.; but they should note that certain practices have been changed, and that this style-sheet has priority. In case of doubt, please contact one of the executive editors.

I. GENERAL

1. Presentation
Articles must be in English, and typed on A4 paper (or its nearest equivalent). It is of the first importance that we are supplied with a *strong ribbon copy or a good quality photocopy.* A faint ribbon copy, a carbon copy, a faint or blurred photocopy, a copy on shiny paper (on which it is difficult to write or erase) or a poor quality dot-matrix print-out, is not acceptable. It is particularly necessary that special characters which may be unfamiliar to the printer, (e.g. Æ, æ) are unambiguous. (This applies especially to the descender of a thorn that is underlined.) If your typewriter or word-processor cannot produce Anglo-Saxon letters, please ensure that the special characters are clearly marked. Both text *and notes* must be typed *double-spaced*; please *do not* justify right-hand margins, and please avoid splitting a word at the end of a line (to ease the burden on the sub-editor, who otherwise has to instruct the printer to ignore the hyphen). *Adequate margins* must be left all round for subediting and for the printer's comments. The notes must be numbered consecutively in one series and typed at the end of the article, starting on a fresh page. The printer will distribute the notes so that, when published, each is at the foot of the page to which it refers. Any letters or words to be printed in italic should be <u>underlined</u>; any letters or words to be printed in bold typeface should be wavy-underlined. This applies even if your typewriter or word-processor can generate italic and bold fonts. If you must make any corrections to the typescript, make them *neatly* and *legibly* between the lines (not in the margin), and retype any sections that are heavily corrected.

2. Spelling
British, rather than American, spelling should be used; articles in past volumes of *ASE* will provide examples of our preferred practices (e.g. medieval, judgement, artifact). A spelling with -ize should be used where the *Shorter Oxford English Dictionary* recommends it, e.g. organize, emphasize, recognize, realize, criticize, standardize; -ise is used in, e.g., compromise, exercise, surprise, improvise, advertise, advise. The spelling of Old English names should be modelled on those in the index to F.M. Stenton, *Anglo-Saxon England,* 3rd ed. (Oxford, 1971). A good many examples are included in the indexes in *ASE* 5 (1976), *ASE* 10 (1982), *ASE* 15 (1986), *ASE* 20 (1991) and *ASE* 25 (1996).

3. Quotations
A quotation which is not longer than sixty words of prose or one line of verse should be enclosed in single quotation marks, unless it is a word or short phrase which is emphasized or used in a passage of analysis; these should be <u>underlined</u> (to indicate italic) and not enclosed in quotation marks. A longer quotation should be indented (and typed double-spaced) and neither quotation marks nor underlining used. Double quotation marks should be used only for quotations within quotations which are themselves already enclosed in single quotation marks. A quotation not in Modern English should be accompanied by a translation, which should be enclosed in single quotation marks and placed in a footnote.

4. Headings and sub-headings
Where appropriate, contributors are encouraged to employ headings and sub-headings in the interest of clarity. A main heading should be in capitals (and will be printed in small capitals), roman, and centred; a sub-heading should be in lower case (with initial capital), italic (i.e. underlined for italic), and centred; a sub-sub-heading should be in lower case (with initial capital), italic (i.e. underlined for italic), beginning in the left hand margin. The first line of text following a main heading or a sub-heading is full out; but the first line of text following a sub-sub-heading is indented.

5. Numbers
Numbers should be in *words* if less than 100 and if not within a specific reference, measurement, date, list or table or part of extensive statistical data, e.g.: the tenth century; a late-tenth-century manuscript; twenty-six occasions; sixty-four per cent; but 64% (if part of extensive data), and 40 x 95 mm. Otherwise they should be in *figures*. Numbers in a series should be in accordance with these examples:

  (i)   30-4 (*not* 30-34), 191-6 (*not* 191-196 or 191-96), 300-4
  (ii)   210-12 and 213-15 (*not* 210-2 and 213-5)
 (iii)   232-43 (*not* 232-243)

| (iv) | 191 and 204 (*not* 191, 204) |
| (v) | 191, 204 and 310 (*not* 191, 204, 310 or 191, 204, and 310) |

Please note that in references to manuscripts or lines of poetry which specify the side of a leaf or the part of a line, the principles implicit in (i)-(iii) have to be waived: e.g. 26r-27v (*not* 26r-7v) and 93b-94a (*not* 93b-4a).

6. Abbreviations
In general, abbreviations are to be avoided in running prose, especially in the main text of the article; but certain abbreviations may be used in footnotes (e.g., i.e., cf., ptd, esp.; <u>s.v.</u>, <u>s.a.</u>, <u>c.</u>, <u>ibid.</u>, <u>et al.</u>, <u>viz.</u>, <u>etc.</u>). Note, however, that an abbreviation such as OE (= Old English) or ON (= Old Norse) should always be used (without fullstops) before a linguistic form (e.g. OE <u>ea</u> or OE <u>fæder</u>), though not in running prose (e.g. Old English poetry, the Old English language, in Old English). The abbreviations MS and MSS are not to be used in running prose for the word 'manuscript(s)' on its own (but may need to be used in references to specific manuscripts in certain collections). SS is used for 'Saints', as in SS Peter and Paul. For the use of abbreviations in references to books, articles, manuscripts *etc.*, see below, Section II.

7. Punctuation
In general, British, rather than American, punctuation should be used, e.g. commas outside quotations marks, single rather than double quotation marks (except for quotations within quotations) and no comma before 'and' in a series, or before '<u>etc.</u>' Hyphenation should be kept to the unavoidable minimum; for guidance, see the *Shorter Oxford English Dictionary*. No stop should be used after an abbreviation which includes the last letter of the word (e.g. Dr or St); but a stop should be used after the -s of a plural if it would be used after the corresponding singular:
ch., chs.; fol., fols.; vol., vols.; col., cols.
A suprascript number, indicating the place in the main text to which a footnote refers, should *follow* adjacent punctuation, e.g. 'his first lessons in holy writings',[2] (not 'his first lessons in holy writings'[2], or 'his first lessons in holy writings[2]',). Except in special circumstances, macrons and accents are not used in the citation of Old English words.

8. Lower case
Lower case should be used for the initial letter of a pronoun referring to God and the initial letter of a word such as 'church', 'continent', 'king', 'bishop', 'bible' or 'psalter', unless the word is part of a title as in, e.g., the Vespasian Psalter or King Alfred (but Alfred, king of Wessex, not King Alfred of Wessex).

9. Dates
Dates should be standardized on the models 23 September 1989, 23 September and September 1989. For an approximate date, the correct form is c. 978 (not <u>ca.</u> 978). BC is used in the usual way (e.g. 55 BC), but AD is not used unless required for some reason by the context.

II. SYSTEMS OF REFERENCE

1. General
Abbreviations such as bk(s), vol(s)., p(p)., ch(s). and col(s). should be used (with certain exceptions in references to books and articles, mentioned below); but the word 'line(s)' should always be in full.

2. References to books and articles
Please note the following conventions:
| (i) | Only the *initials* of an author's forenames are used in footnotes; the forenames are not to be given in full, no matter how the name appears in the publication to which reference is being made. (Exceptions may have to be made in the case of very common names.) The purpose of this convention (which represents a departure from earlier practice) is to save space and sub-editorial time, and to make it easier to achieve consistency through the volume as a whole; it is of course permissible to give an author's full forename(s) in the body of the text. In a first reference to a book or article written or edited by more than one person, all the authors or editors should be |

<table>
<tr><td>(ii)</td><td>named; in a subsequent reference to such a work, where three or more names are concerned, only the first name need be given, followed (without a comma) by <u>et al.</u></td></tr>
</table>

    (ii)   The title of a *book* or *article* must be given in full, *exactly* as in the publication; no word should be omitted or shortened in any way, whether in a foreign language or in English. The title of a *series* or *periodical*, on the other hand, should be treated in accordance with the guidance below. In the case of a book or article with a title and a sub-title, a colon should be used to separate the two elements; the first word in a sub-title should only begin with a capital if it is a significant word (e.g. <u>Aldhelm: the Prose Works</u>, not <u>Aldhelm: The Prose Works</u>, and <u>The Anglo-Saxon Chronicle: a Revised Translation</u>, not <u>The Anglo-Saxon Chronicle: A Revised Translation</u>).

    (iii)   In the case of editions of texts (or edited collections of essays), the title of the work should precede the name(s) of the editor(s): e.g. <u>Anglo-Saxon Wills</u>, ed. D. Whitelock (Cambridge, 1930), not D. Whitelock, ed., <u>Anglo-Saxon Wills</u> (Cambridge, 1930). The abbreviation(s) 'ed.', or 'ed. and trans.', should be used strictly in accordance with the formula appearing on the title-page of the book in question (and should not be introduced into the reference if the equivalent words do not occur on the title-page); when the formula on the title-page is simply 'translated by', 'trans.' is not used, and the name(s) of the translator(s) should precede the title in the normal way used for authors of books.

    (iv)   Every *significant* word in a title in English should begin with a capital; lower case is retained for small words such as articles, pronouns, prepositions and conjunctions *etc.* (e.g. the, their, in honour of, presented to), unless, of course, the word in question is the first in the title.

    (v)   The use of capitals in foreign titles should be according to contemporary usage in the language concerned; for the treatment of titles in Latin, see below, Section II.8.

    (vi)   'vol(s).' and 'p(p).' should be *omitted* from references which include both a volume number (e.g. of a two-volume work, or of an issue of a periodical, or a volume in a series) *and* a page number.

    (vii)   Spaces should be left between an author's initials, between his initials and his surname, and between the constituent elements of the reference itself (e.g. P. Clemoes, 'Ælfric', <u>Continuations and Beginnings: Studies in Old English Literature</u>, ed. E. G. Stanley (London, 1966), pp. 176-209).

    (viii)   In a first *reference* to an article (e.g. in a periodical, or in a collection of essays), the page numbers of the *whole* article must be given (followed by a more specific reference, if desired); thereafter, references may be to specific pages. For the treatment of numbers, see above, Section I.5.

    (ix)   Titles of books should be <u>underlined</u> for italic; titles of articles should be in roman within single quotation marks; periodical titles should be <u>underlined</u> for italic; series titles should be in roman; titles of unpublished dissertations in roman within single quotation marks.

    (x)   The volume number of a book which is in more than one volume should be in roman capitals; the volume number of a periodical, and the number of a book in a series, should be arabic. A volume number (whether in roman or in arabic) should not be preceded by a comma. For a periodical without volume numbers the year of publication should be cited and treated as a volume number.

    (xi)   Places of publication of books published in Europe are given in the form familiar in English: thus Munich, not Mönchen, and Florence, not Firenze. Places of publication of books published in the United States of America may need to be accompanied by the modern two-letter postal abbreviation for the state: thus Providence, RI.

    (xii)   Books should normally be cited in their most recent edition. Note, however, that it is not *ASE* practice to cite the dates of photographic or anastatic reprints (as opposed to second or subsequent editions); in such cases, the original date of publication is to be given.

    (xiii)   A first reference to a book or article, *etc.*, and subsequent references and cross references, should be modelled on the appropriate examples given below.

    (xiv)   <u>Ibid.</u> is used (on its own) for *consecutive* references to the same work.

In any reference (first or subsequent) to any of these series or periodicals, the abbreviation indicated should be used:

Abbreviations for titles of series

<u>ASPR</u> Anglo-Saxon Poetic Records, ed. G. P. Krapp and E. V. K. Dobbie, 6 vols. (New York, 1931-42)

BAR British Archaeological Reports (Oxford)

CBA Council for British Archaeology

CCS Corpus Christianorum, Series Latina (Turnhout)

CM Continuatio Mediaevalis

CSASE Cambridge Studies in Anglo-Saxon England

CSEL Corpus Scriptorum Ecclesiasticorum Latinorum (Vienna)

EEMF Early English Manuscripts in Facsimile (Copenhagen)

EETS Early English Text Society

EPNS English Place-Name Society

HBS Henry Bradshaw Society Publications

MGH Monumenta Germaniae Historica
        Auct. antiq. Auctores antiquissimi
        Epist. Epistolae Aevi Carolini
        Epist. select. Epistolae selectae
        PLAC Poetae Latini Aevi Carolini
        SS Scriptores
        SS rer. Merov. Scriptores rerum Merovingicarum
        PL Patrologia Latina, ed. J. P. Migne (Paris, 1844-64)
        RS Rolls Series

Abbreviations for titles of periodicals

AAe *Archaeologia Aeliana*

AB *Analecta Bollandiana*

AC *Archæologia Cantiana*

AHR *American Historical Review*

AIUON *Annali, Istituto Universitario Orientale di Napoli: sezione germanica*

ANQ *American Notes and Queries*

ANS *Anglo-Norman Studies*

AntJ *Antiquaries Journal*

ArchJ *Archaeological Journal*

ASE *Anglo-Saxon England*

ASNSL *Archiv für das Studium der neueren Sprachen und Literaturen*

ASSAH *Anglo-Saxon Studies in Archaeology and History*

BBCS *Bulletin of the Board of Celtic Studies*

BGDSL *Beiträge zur Geschichte der deutschen Sprache und Literatur*

BIAL *Bulletin of the Institute of Archaeology (London)*

BN *Beiträge zur Namenforschung*

BNJ *British Numismatic Journal*

CA *Current Archaeology*

CCM *Cahiers de civilisation médiévale*

CMCS *Cambridge Medieval Celtic Studies*

DAEM *Deutsches Archiv für Erforschung des Mittelalters*

EA *Etudes anglaises*

EconHR *Economic History Review*

EHR *English Historical Review*

ELN *English Language Notes*

EME *Early Medieval Europe*

HS *Historische Sprachforschung*

ES *English Studies*

FS *Fröhmittelalterliche Studien*

HZ *Historische Zeitschrift*

IF *Indogermanische Forschungen*

JBAA *Journal of the British Archaeological Association*

JEGP *Journal of English and Germanic Philology*

JEH *Journal of Ecclesiastical History*

JEPNS *Journal of the English Place-Name Society*

JMH *Journal of Medieval History*

JTS *Journal of Theological Studies*

LH *The Local Historian*

MA *Medieval Archaeology*

MÆ *Medium Ævum*

MLR *Modern Language Review*

MP *Modern Philology*

MS *Mediaeval Studies*

MScand *Mediaeval Scandinavia*

N&Q *Notes and Queries*

NChron *Numismatic Chronicle*

NCirc *Numismatic Circular*

NH *Northern History*

NM *Neuphilologische Mitteilungen*

OEN *Old English Newsletter*

PA *Popular Archaeology*

PBA *Proceedings of the British Academy*

PMLA *Publications of the Modern Language Association of America* PQ *Philological Quarterly*

RB *Revue bénédictine*

RES *Review of English Studies*

SBVS *Saga-Book of the Viking Society for Northern Research*

SCMB *Seaby's Coin and Medal Bulletin*

SettSpol *Settimane di studio del Centro italiano di studi sull' alto medioevo (Spoleto)*

SM *Studi Medievali*

SN *Studia Neophilologica*

SP *Studies in Philology*

TLS *Times Literary Supplement*

TPS *Transactions of the Philological Society*

TRHS *Transactions of the Royal Historical Society*

YES *Yearbook of English Studies*

ZAA *Zeitschrift für Anglistik und Amerikanistik*

ZDA *Zeitschrift für deutsches Altertum und deutsche Literatur*

ZVS *Zeitschrift für vergleichende Sprachforschung*

If an author should need other abbreviations, they should be listed at the earliest convenient point in the article.

In the case of a series or periodical which is not included in the lists of abbreviations above, its title should be shortened by employing the abbreviations in the list which follows (if any of the full words in question occur in the title); but note that a title which consists of one word only (e.g. *History*), and words in foreign languages, should not be shortened. Small words should not be omitted from titles of series or periodicals, with the sole exception of *initial* 'The' (e.g. Proc. of the Suffolk Inst. of Archaeol., not The Proc. . . .; but initial 'The' is to be retained for The Historian, The Library, The Listener and The London Archaeologist).

Academy Acad. America(n) Amer. Anglo-Saxon AS Annual Ann. Antiquarian Ant. Archaeology, -ical Archaeol. Architecture, -ural Archit. Association Assoc. British Brit. Bulletin Bull. Department Dept Ecclesiastical Eccles. English Eng. Geography, -ical Geog. Graduate Grad. History, -ical Hist. Institute Inst. Journal Jnl Language Lang. Library Lib. Linguistic(s) Ling. Literature, -ary Lit. Magazine Mag. Medi(a)eval Med. Miscellaneous Misc. Modern Mod. Natural Nat. Old English OE Philology, -ical Philol. Proceedings Proc. Publication(s) Publ. Royal R. Review Rev. Society Soc. Studies Stud. Theology, -ical Theol. Transactions Trans. University Univ.

extra series es new series ns   original series os
        series ser.
          supplementary series
            ss

3. Examples of first references to books and articles
Each first reference in an article should be on one of the following models:

(i) for a book:
J. A. Robinson, The Times of Saint Dunstan (Oxford, 1923), pp. 51-5;
S. Keynes and M. Lapidge, Alfred the Great: Asser's 'Life of King Alfred' and other Contemporary Sources (Harmondsworth, 1983), pp. 173-8;
C. E. Blunt, B. H. I. H. Stewart and C. S. S. Lyon, Coinage in Tenth-Century England from Edward the Elder to Edgar's Reform (Oxford, 1989);

(ii) for a multi-volume book: A. W. Clapham, , 2 vols. (Oxford, 1930-4) I, 135;

(iii) for a book in a series: A. Scharer, Die angelsächsische Königsurkunde im 7. und 8. Jahrhundert, Veröffentlichungen des Instituts für österreichische Geschichtsforschung 26 (Vienna, 1982), 100-5;

(iv) for an edition of a book other than the first: F. M. Stenton, Anglo-Saxon England, 3rd ed. (Oxford, 1971), p. 99; English Historical Documents c. 500-1042, ed. D. Whitelock, Eng. Hist. Documents 1, 2nd ed. (London, 1979), no. 129;

(v) for an unpublished dissertation: D. B. Schneider, 'Anglo-Saxon Women in the Religious Life: a Study of the Status and Position of Women in an Early Mediaeval Society' (unpubl. PhD dissertation, Cambridge Univ., 1985), p. 181, n. 7;

(vi) for an article in a periodical for which there is an abbreviated title: R. Fleming, 'Monastic Lands and England's Defence in the Viking Age', EHR 100 (1985), 247-65, at 255-7;
B. A. E. Yorke, 'The Vocabulary of Anglo-Saxon Overlordship', ASSAH 2, BAR Brit. ser. 92 (Oxford, 1981), 171-200;

(vii) for an article in a periodical for which there is not an abbreviated title: L. Musset, 'Rouen et l'Angleterre vers l'an mil', 24 (1974), 287-90;
H. R. Loyn, 'Wales and England in the Tenth Century: the Context of the Athelstan Charters', Welsh Hist. Rev. 10 (1981), 283-301;

(viii) for an article in a collection of essays: A. Campbell, 'The Old English Epic Style', English and Medieval Studies presented to J. R. R. Tolkien, ed. N. Davis and C. L. Wrenn (London, 1962), pp. 13-26,

esp. 17; J. M. Wallace-Hadrill, 'Charlemagne and England', in his Early Medieval History (Oxford, 1975), at pp. 155-80 (at 177, n. 65);

D. Whitelock, 'The Importance of the Battle of Edington', in her From Bede to Alfred: Studies in Early Anglo-Saxon Literature and History (London, 1980), no. XIII, 6-15;

M. Biddle, 'Archaeology, Architecture, and the Cult of Saints in Anglo-Saxon England', The Anglo-Saxon Church: Papers on History, Architecture, and Archaeology in Honour of Dr H M Taylor, ed. L. A. S. Butler and R. K. Morris, CBA Research Report 60 (London, 1986), 1-31;

I. Peirce, 'Arms, Armour and Warfare in the Eleventh Century', Anglo-Norman Studies X, ed. R. A. Brown (Woodbridge, 1988), pp. 237-57;,br> (ix) for editions, or editions and translations, of texts (reflecting formulation on the title-page): Anglo-Saxon Wills, ed. D. Whitelock (Cambridge, 1930) [not D. Whitelock, ed., Anglo-Saxon Wills (Cambridge, 1930)];

Bede's Ecclesiastical History of the English People, ed. B. Colgrave and R. A. B. Mynors (Oxford, 1969) [not Bede's Ecclesiastical History of the English People, ed. and trans. B. Colgrave and R. A. B. Mynors (Oxford, 1969)];

F. E. Harmer, Anglo-Saxon Writs (Manchester, 1957) [not Anglo-Saxon Writs, ed. F. E. Harmer (Manchester, 1957)];

M. Lapidge and M. Herren, Aldhelm: the Prose Works (Ipswich, 1979) [not Aldhelm: the Prose Works, trans. M. Lapidge and M. Herren (Ipswich, 1979)];

The Battle of Maldon, ed. D. G. Scragg (Manchester, 1981), line 89;

Memorials of Saint Dunstan, ed. W. Stubbs, RS (London, 1874), p. 355;

Byrhtferth's Manual, ed. S. J. Crawford, EETS os 177 (London, 1929), 78;

Epistolae Karolini Aevi II, ed. E. Dümmler, MGH Epist. 4 (Berlin, 1895), 191-2 (no. 129);

Hincmar, De praedestinatione dei et libero arbitrio, PL 125, cols. 65-474.

These examples will not, of course, cover all types of reference; but other types of reference should be devised according to the principles which are implicit in them. Contributors are reminded that for items published since 1971 there should be a reference in the approved style in the appropriate ASE annual bibliography; note, however, that in these bibliographies authors' forenames will continue to be given as in the publication, whereas in footnotes attached to articles such names are to be reduced to initials.

4. Subsequent references
A subsequent reference to a work already cited should be shortened by the use of ibid. (without a following comma) if the reference is consecutive, or by the use of a short title (but not op. cit. etc.) if the reference comes later, e.g.:

Ibid. p. 65.
Ibid. I, 221-3.
Blunt et al., Coinage in Tenth-Century England, pp. 278-80.
Fleming, 'Monastic Lands', pp. 250-1.
Robinson, Times of St Dunstan, pp. 71-80.
Battle of Maldon, ed. Scragg, p. 74 (note on line 89).
Epistolae Karolini Aevi, ed. Dümmler, no. 125.

5. Cross references
Cross references should be placed in footnotes, not in the main text, and should be in the form:

See above, p. 00.
See below, p. 000, n. 0.
See above, p. 00, nn. 0-0.

Please note, in the second and third examples, that there is a comma between the page number and the reference to the note.

6. References to manuscripts
It is desirable to give manuscript shelfmarks whenever possible: thus reference should be made not simply to the 'Book of Cerne', but to the 'Book of Cerne (Cambridge, University Library, Ll. 1. 10)'. It is

also desirable to specify whenever possible the origin and date (and provenance too, if so wished) of a given manuscript, always in the following form:

London, British Library, Royal 15. C. VII (Old Minster, Winchester, s. x/xi); Oxford, Bodleian Library, Rawlinson C. 697 (NE France, s. ix^2; later provenance Bury St Edmunds).

If reference is to the recto or verso of a manuscript leaf, 'fol.' should be omitted and 'r' or 'v' should be specified (e.g. 26r, 27v, 26r-27v (not 26r-7v) or 35r-43v). If reference is to a leaf (or leaves) as a whole 'fol(s).' should be used (e.g. fol. 86, fols. 86-93 or fols. 86 and 88). References to particular lines of a leaf, or to leaves written in double columns, should be made thus: 74r12, 32ra or 45vb12 or 126va39-126vb11.

Standard examples for first references to manuscripts are:

Cambridge, Corpus Christi College 422, pp. 27-586 (Winchester, s. xi^{med}; provenance Sherborne), p. 283, line 7 - p. 284, line 10;
Cambridge, Trinity College B. 11. 2 (St Augustine's, Canterbury, s. x^{med}), 62r;
Oxford, Bodleian Library, Hatton 20 (Worcester, s. ix^{ex}), 32r16-33v21;
London, British Library, Add. 37517 (Canterbury, s. x^2), fols. 13-15;
London, British Library, Cotton Tiberius B. i (Abingdon, s. xi^1 - xi^2), fol. 3;
London, British Library, Royal 1. B. VII (?Northumbria, s. viii^1; provenance Christ Church, Canterbury), 15v;
Brussels, Bibliothèque Royale, 1650 (Abingdon, s. xi^{in});
Coburg, Landesbibliothek, 1 (?Metz, s. ix), 168r.

(Note (a) that names of places should be given in standard English forms; (b) that there is a space between the components of a shelfmark, and after the s. abbreviation in a date; and (c) that if the word 'Library', or its foreign equivalent, is present, a comma is used before the shelfmark; if 'Library' or its foreign equivalent is not present, no comma is used in that position.)

Subsequent references should be shortened, e.g.:

CCCC 422; Hatton 20; BL Add. 37517; Tiberius B. i.

For further examples of forms of reference to manuscripts, see Gneuss's list in ASE 9.

7. References to Old English texts
The titles of poems should accord with those given in ASPR (but please include The in titles such as The Dream of the Rood, and substitute British for American spelling where applicable). If, however, an article contains references to various verse or prose texts or glosses (e.g. in linguistic analysis), use should be made of the abbreviated titles set out in ASE 4, at 207-21, and emended and augmented in ASE 8, at 331-3. The word 'line(s)' should not be used between the title of a poem and following line number(s); nor should there be any intervening comma (e.g. The Battle of Maldon 96). A reference to a half-line on its own, or to a portion of a poem beginning with a second half-line or ending with a first half-line, should include the relevant a or b half-line designation (e.g. 92b or 93b-94a or 94b-95 or 93-4a, as against 96 or 96-9).

8. References to Latin texts
In the case of a work composed in Latin, it is essential to give the correct Latin title, not an English approximation: thus Bede, Historia ecclesiastica (not Ecclesiastical History), Gregory, Regula pastoralis (not Pastoral Care), or Pliny, Historia naturalis (not Natural History). In Latin titles, the first word is capitalized, but subsequent words begin with lower case letters (except in the case of names): De natura deorum, Epistulae morales ad Lucilium; Prognosticon futuri saeculi, Ad Reginum comitem; etc. In the case of works in multiple books, chapters and sub-chapters, reference is made as follows: Isidore, Etymologiae XI.vii.7 (that is upper case roman for book, lower case roman for chapter, and arabic for sub-chapter).

9. References to Anglo-Saxon charters

Charters and other documents should normally be cited by their Sawyer number, e.g. S 876; specific editions of charters may need to be cited in detailed discussion of individual texts, e.g. S 89 (BCS 154) or S 1036 (KCD 813). A statement of any abbreviations used should be made in a footnote at the earliest appropriate point in the article, e.g.:

In references to Anglo-Saxon charters, S = P. H. Sawyer, Anglo-Saxon Charters: an Annotated List and Bibliography, R. Hist. Soc. Guides and Handbooks 8 (London, 1968), followed by the number of the document; BCS = W. de G. Birch, Cartularium Saxonicum, 3 vols. (London, 1885-93); KCD = J. M. Kemble, Codex Diplomaticus Aevi Saxonici, 6 vols. (London, 1839-48).

Volumes in the British Academy series should be cited thus: Charters of Burton Abbey, ed. P. H. Sawyer, AS Charters 2 (London, 1979), no. 32; S 1536 (Charters of Burton, ed. Sawyer, no. 29).

10. References to the 'Anglo-Saxon Chronicle'
Annals in the Anglo-Saxon Chronicle should normally be cited by their number alone where all the manuscripts accord with one another, by their number in the different manuscripts where these do not accord with one another, or by their number in a particular manuscript if the annal is peculiar to one of them; the manuscripts should be designated by the conventional sigla, and the corrected date should be indicated where necessary.

A standard example for a first reference is:

Anglo-Saxon Chronicle 827 (= 829): Two of the Saxon Chronicles Parallel, ed. C. Plummer (Oxford, 1892-9) I, 60-1 (text); The Anglo-Saxon Chronicle: a Revised Translation, ed. D. Whitelock, with D. C. Douglas and S. I. Tucker (London, 1961; rev. 1965), pp. 40-1 (translation).
A standard example for a subsequent reference is:
ASC 904 A, 905 CD (= 903): Two Chronicles, ed. Plummer I, 92-5 (text);
Anglo-Saxon Chronicle, ed. Whitelock et al., p. 73 (translation).
(Citation of text and/or translation, and use of Plummer's edition and Whitelock's translation, is at the author's discretion.)

Note also the following styles of reference:

The Anglo-Saxon Chronicle MS B, ed. S. Taylor, The AS Chronicle: a Collaborative Edition, ed. D. Dumville and S. Keynes 4 (Cambridge, 1983), xxiii-vii;
ASC MS B, ed. Taylor, pp. xxxiv-l;
The Annals of St Neots with Vita Prima Sancti Neoti, ed. D. Dumville and M. Lapidge, The AS Chronicle: a Collaborative Edition, ed. D. Dumville and S. Keynes 17 (Cambridge, 1985), 76-7;
The Annals of St Neots with Vita Prima Sancti Neoti, ed. Dumville and Lapidge, pp. 125-6.

11. References to the bible
References to the bible should be made as follows:

Gen. I.1; Deut. XIX.21; Luke XIII.29-30; John X.24; II Cor. IV.12; Ps. XXII.4. (Psalms are cited according to the numbering of the Vulgate, not of the Authorized Version.)

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(Revised 29/04/2014)