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Submission of a paper will be taken to imply that it is unpublished and is not being considered for publication elsewhere.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 underlined; 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 underlined (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)
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.; s.v., s.a., c., ibid., et al., viz., etc.). 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 ea or OE faeder), 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 etc. 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 superscript 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', (not 'his first lessons in holy writings', or 'his first lessons in holy writings'). 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 ca. 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
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 et al.

(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. Aldhelm: the Prose Works, not Aldhelm: The Prose Works, and The Anglo-Saxon Chronicle: a Revised Translation, not The Anglo-Saxon Chronicle: A Revised Translation).

(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. Anglo-Saxon Wills, ed. D. Whitelock (Cambridge, 1930), not D. Whitelock, ed., Anglo-Saxon Wills (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’, Continuations and Beginnings: Studies in Old English Literature, 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 underlined for italic; titles of articles should be in roman within single quotation marks; periodical titles should be underlined 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 München, 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) Ibid. 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

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
FA 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 Fröhmittlealterliche 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
MAE 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 deutches 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).


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:
S. Keynes and M. Lapidge, *Alfred the Great: Asser's 'Life of King Alfred' and other Contemporary Sources* (Hammondsworth, 1983), pp. 173-8;


(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;

(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;

esp. 17; J. M. Wallace-Hadrill, 'Charlemagne and England', in his Early Medieval History (Oxford, 1975), at pp. 155-80 (at 177, n. 65);
F. E. Harmer, Anglo-Saxon Writs (Manchester, 1957) [not Anglo-Saxon Writs, ed. F. E. Harmer (Manchester, 1957)];
The Battle of Maldon, ed. D. G. Scragg (Manchester, 1981), line 89;
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.
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).

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. ix2; 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, fol. 86-93 or fol. 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. xmed; provenance Sherborne), p. 283, line 7 - p. 284, line 10;
Cambridge, Trinity College B. 11. 2 (St Augustine's, Canterbury, s. xmed), 62r;
Oxford, Bodleian Library, Hatton 20 (Worcester, s. ix1), 32r16-33v21;
London, British Library, Add. 37517 (Canterbury, s. x2), fols. 13-15;
London, British Library, Cotton Tiberius B. i (Abingdon, s. xi1 - xi2), fol. 3;
London, British Library, Royal 1. B. VII (Christ Church, Canterbury), 15v;
Brussels, Bibliothèque Royale, 1650 (Abingdon, s. xi3);
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.:


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:


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).

Note also the following styles of reference:

ASC MS B, ed. Taylor, pp. xxxiv-l;

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.)

III. PLATES AND TEXT FIGURES

If you require plates, you must consult one of the editors at an early stage in order to establish how many may be available in a given volume of ASE. There is no such restriction on the number of text figures. All illustration, however, is expensive and should only be used if it is essential.

Plates. A photograph for a plate should be a sharp, black and white glossy print with good contrast, clarity in the middle tones and clear detail; it should not be a photocopy or photograph of a plate from another publication, as this will not reproduce well. The print should be numbered lightly in pencil on the
back, and the top should be marked if there is any possibility of confusion. The area to be reproduced
should be lightly marked in pencil on the back of the print or, preferably, indicated on an overlay (a
transparent flap fastened, by a strip of sticky tape, to the back of the photograph and covering the front of
it). Please do not mark the face of the print, or mark it so heavily on the back that it shows through; any
mark which dents the surface of the photograph causes a minute shadow, which the block maker has to
eliminate. Do not use paper clips, as they not only dent the print but may scratch the surface. If a letter or
arrow etc. is to be superimposed on a photograph, it should be marked on an overlay.

It is the responsibility of the contributor to have obtained permission for the reproduction of any
photograph from the authority holding the copyright, and to supply us with the names of any such
authority so that appropriate acknowledgement can be incorporated in the preliminaries to the book.

Text figures (including maps). Text figures should be separate from the typescript of the text itself, and
clearly identified. Ideally, you should supply figures which have been drawn professionally: the editor
will be able to give you advice about the most suitable reduction factor and line thickness; figures should
not be more than twice the final size, and you should bear in mind the amount of detail that can be shown
clearly in an area of (approximately) 7 x 4 inches; any wording incorporated in the figure itself, e.g. in a
key explaining symbols, should accord in spelling, punctuation etc., with our conventions. If your figures
are to be redrawn by the publishers, they should be immediately comprehensible; the draughtsman should
be thought of as a copyist, not an interpreter. In the case of a map, the draughtsman will need a rough
copy, and a typed list of names, consistent in spelling with the text and divided into categories (because
different sizes or kinds of type are used for countries, provinces, towns, seas, rivers etc.), with a note of
any essential boundaries, contours etc. The amount to be included in the map should be limited to the
minimum necessary, because cluttered maps are difficult to follow.

Plates are identified with capital roman numerals, and text figures with arabic numerals; numbering of
plates and figures is continuous throughout the book, so your own numbering may be changed by the
editor. Note that in the roman numbering we use for plates, each number refers to a plate page; if more
than one subject is to be reproduced on a page, the separate subjects are designated a, b, c (e.g. IIIa, b and
c). The same applies to subdivisions of the arabic numbering of text figures. References to plates and
figures made in the text of an article should be in the form: pl. II; pls. II and III; pls. IIa and b and III; fig.
3; figs. 2 and 3. The numbers of the figures should also be written in the margin of the typescript to show
where each is to appear.

The contributor must supply fully detailed captions for each plate or figure (including any measurement
or factor of reduction where applicable). Captions for plates and captions for figures should be listed on
separate sheets of double-spaced typescript. Please follow practice in earlier volumes of ASE for style
and layout.

Colour plates and figures

Charges apply for all colour figures that appear in the print version of the journal. At the time of
submission, contributors should clearly state whether their figures should appear in colour in the online
version only, or whether they should appear in colour online and in the print version. There is no charge
for including colour figures in the online version of the Journal but it must be clear that colour is needed
to enhance the meaning of the figure, rather than simply being for aesthetic purposes. If you request
colour figures in the printed version, you will be contacted by CCC-Rightslink who are acting on our
behalf to collect Author Charges. Please follow their instructions in order to avoid any delay in the
publication of your article.

IV. PROOFS AND PROOF-CORRECTION

1. Proofs You will normally receive two sets of proofs, one of which may have been annotated by the
typesetter's reader, raising queries and indicating mistakes. This 'marked set' is the one which you should
correct and return (together with the original typescript), following the guidelines on the Proofing
Instructions you will receive. (Please do return proofs to the typesetter or to one of the executive editors.) The 'duplicate set' is for you to keep for reference.

2. Proof-correction Corrections should be confined to typesetter's errors and serious errors of fact. Heavily marked proofs are time-consuming to correct and may delay publication; they will also substantially increase the production costs of the volume because so much of the work has to be done by hand. If you cannot avoid adding or deleting a word or two, reword the relevant lines so that they contain approximately the same number of letters and spaces. Otherwise the rest of the paragraph may have to be reset; and if it becomes longer or shorter, lines may have to be transferred from page to page, at additional expense.

Always write in ballpoint as clearly as you can, using the following colours: red for all typesetter's errors (departures from the sub-edited typescript); black for publisher's errors and the insertion of cross-references; blue for any alterations of your own including any made in response to typesetter's queries. Use the symbols shown on the chart which will accompany your proofs.

If the typesetter's reader has written questions in the margin, answer them if you can. If there are any points which you wish to raise with the editors or with the sub-editor, please include a separate note about them, with the returned proofs.

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