

## **Notes for Contributors**

*The Mariner's Mirror*, the international journal of the Society for Nautical Research, is the world's pre-eminent scholarly journal in the English language devoted to maritime and naval history, and as such has an expert readership. Those intending to contribute articles and notes for publication are asked to bear this in mind.

### **Original research**

Prospective contributions must be original and not under consideration elsewhere. The journal's focus is on empirical research, and evidence of primary research is normally required for articles. Authors who submit articles which are wholly secondary sourced (i.e. from books of their own or by other authors) in support of their argument/thesis are requested to clearly state in their introduction what is new about the article, what they are attempting to achieve and how this will bring a new perspective to already extant knowledge. An article composed entirely of secondary-sourced material, which may be interesting but does not add anything to the extant knowledge base, is unlikely to be accepted. Authors should note that multiple submissions, i.e. two, three, or more articles or Notes at the same time, are expressly forbidden, as are two-part articles or Notes for consecutive publication.

### **Abstracts and personal details**

Authors of articles should also supply an abstract of about 100 words. A brief account (less than 50 words) of their current post, recent publications and research interests for inclusion in a list of contributors to each edition is also required.

### **Refereeing**

All prospective articles are double-blind refereed by acknowledged experts in their respective fields. This form of refereeing has been instituted to protect the anonymity of both authors and referees, and any request by authors to see referees' reports will be rejected. Notes are refereed by a single referee.

### **Author anonymity**

Intending authors of articles are requested to put their name and affiliations (if any) on a separate piece of paper, and are further requested not to use phrases in the narrative, which will obviously identify them, (e.g. 'In my recent book on sailing barques'). Authors should note that the Editor's decision is final and that he reserves the right to alter any prospective article or note as he thinks fit.

### **What happens next**

On receipt of referees' reports the Editor will normally have a combination of recommendations before him, these are:

- 1 the article is publishable as it stands
- 2 the article is only publishable if certain amendments are made to it
- 3 the article should not be published.

In the case of (1) above, the author will receive from our typesetter a proof copy and will be asked to proofread it before publication. Only minor amendments are permissible at this stage. The author then returns the article to our typesetter, who in turn sends the final proof copy to the Editor. Thereafter the Editor gives the final

approval for publication. After publication author/s will receive a PDF with a cover sheet that may be used as an offprint in accordance with the Society's Licence to Publish.

In the case of (2) above, the article is returned to the author with a short account of the changes the referees and Editor require to enable publication. Authors must generally comply with these suggestions; if they are ignored then the Editor will not publish the article. The Editor requires all authors to include in their final submission the acknowledgement: 'I am (or We are) grateful for the comments of anonymous referees'.

In the case of (3) above, authors will be informed by letter that their article has been rejected. No reason will be given.

The above applies both to prospective articles and notes.

### **Length of articles and notes**

Authors are requested to keep within the word limits. For articles this is up to a maximum of 5,000 to 6,000 words including references. For Notes, anything up to a maximum of 3,000 to 4,000 words is permissible. However, intending contributors of Notes are requested to be as brief as possible in their submission as overlong contributions will be rejected.

### **What we look for**

In prospective articles, originality, context and significance, and depth of scholarship are all-important. Authors need to clearly state what they intend to achieve at the beginning of the article, how they will achieve it, and to outline its significance. This is not formulaic, the presentation of a particular topic (in accordance with the notes in the Style Guide) is left to the author. However, a clearly presented piece, with a clearly defined introduction which maintains focus throughout and ends with a conclusion supported by the evidence presented, is more likely to pass the refereeing process.

### **Questions we ask our referees**

Does the typescript discuss a topic of value in a serious manner?

Is it convincing?

Is it clearly presented and is its purpose obvious?

Is it factually correct as far as it goes and does it omit vital material?

Are the sources adequate and the referencing helpful?

Are there any points that might have a material bearing on the decision to publish?

Is it publishable as it stands, or should it be amended or wholly rejected?

### **Licence to Publish**

The [SNR Licence to Publish](#) is available on the Society's website. A signed copy of this should be submitted to the Editor after notification of acceptance of said article or Note by the Editor has been given in writing.

### **Permissions**

It is the sole responsibility of authors to gain necessary permissions for items in copyright such as photographs, maps etc. and to satisfy the Editor that these permissions have been granted from copyright holders.

Authors are requested to inform the Editor if they have submitted the article to other journals for publication.

*The Society for Nautical Research*

**Contact:** Authors are requested to inform the Editor of any change in postal or email address.

All prospective articles and notes, etc should be sent to Dr Hugh Murphy, Hon. Editor of *The Mariner's Mirror*, Research Administration, East Wing, National Maritime Museum, Greenwich, London SE10 9NF United Kingdom, email:

HMurphy@nmm.ac.uk

The Hon. Editor reserves the right to amend and add to these notes from time to time.

Amended November 2010

## **The *Mariner's Mirror* style guide and bibliographical conventions**

### **General**

As a general rule, articles should not exceed 6,000 words.

Authors are requested to submit articles which contain some evidence of primary research based on original sources, e.g. Government records such as Ministry of Transport, Admiralty, original letters and manuscripts held in collections or repositories, etc.

Authors may submit articles in the style of the journal in electronic format, either on disk or by email. Microsoft Word is the preferred format for text and PDF for examples of photographs, maps, etc., in the first instance. UK spellings should be adopted. Final illustrations should normally be supplied as .tif, .jpg or as PDF at a minimum resolution of 300 dpi. The Administrative Editor is happy to receive any queries relating to illustrations.

If electronic files are not available, hard copy may be supplied. For text, this should be double-spaced with notes at the end. There is scope for redrawing graphics provided that a rough is provided in good time.

If articles are to be amended in line with referees' comments, then authors must acknowledge this accordingly with the phrase, 'I am (we are) grateful for the comments of anonymous referees'.

### **Presentation**

#### **Notes**

These should be supplied as footnotes unless hard copy is being submitted.

#### **Tables**

Check tables carefully both for their contents and final form. Authors should double-check that figures add up to the totals given. In the case of tables that occupy less than a whole page, the position which they are to occupy in the text should be indicated. Sources for tables should be given in full detail, as a caption, even if elsewhere referred to in the endnotes to the text of the article.

#### **Headings**

The use of headings is recommended, but only two levels of heading should be used.

#### **Photographs**

If photographs are submitted please ensure that captions are typed on a separate sheet; do not write on the back of the photograph as this may cause marking on the front.

#### **Cross-referencing**

For all illustrations (and tables) a cross-reference in the text is required (e.g. 'see figure 2') so that they can be placed appropriately. If an author would like certain illustrations grouped together for comparison, this can be indicated in a separate note.

#### **References**

Consistency is most important in references to books, articles and manuscript sources. The styles shown below should be adopted. References to volume numbers of books and journals are given in roman or Arabic as in the original source. Note the use of: ed., ch., col., pl. and vol. (singular), eds, chs, cols, pls and vols (plural); edn or edns denotes edition(s).

### **Books**

Supply full author details (initials only), full title including subtitles, and place and date of publication. If significant, include publisher, e.g. Navy Records Society, etc. Titles to be in italics, using significant capitals. Note punctuation: comma after author and before page nos:

R. Harding, *The Evolution of the Sailing Navy, 1509–1815* (London, 1995), 66.

W. A. Baker, *A Maritime History of Bath, Maine and the Kennebec River Region* (Bath ME, 1973), vol. II, 251–3.

R. D. Merriman (ed.), *Queen Anne's Navy* (Navy Records Society, 1961), 35–8.

Where there is a subtitle, it should be given an initial capital and be divided from the main title by a colon:

R. Hatton and J. S. Bromley (eds), *William III and Louis XIV: Essays by and for Mark A. Thomson* (Liverpool, 1968), 110–12.

Where a volume is one of a series, or where a chapter from a collective work is cited, give the editor(s) of the individual volume:

R. C. Jarvis, 'Eighteenth-century London Shipping', in W. Kellaway and A. E. J. Hollaender (eds), *Studies in London History presented to Philip Edmund Jones* (London, 1969), 401–25

D. Landes, 'Technological Change and Development in Western Europe, 1750–1914', in H. J. Habbakkuk and M. M. Postan (eds), *Cambridge Economic History of Europe*, vol. 1, pt 1, *The Industrial Revolution and After* (Cambridge, 1965), 382.

**Foreign titles** follow the conventions of their own languages. Thus, Romance language titles capitalize only the first word and proper names:

J. Roncato, *La guerre de course à Saint-Malo pendant la guerre de Louis XV* (Paris, 1956).

### **Articles**

Omit the definite article in journal titles, and use abbreviations where appropriate. Give the date of publication as year only, unless the series had no numbered volume. The sequence of volume number, year of publication, and page reference should be adopted. Give complete page references when an article is referred to as a whole. Use initial capitals for all nouns in article titles:

M. Woolf, 'Eighteenth-century London Jewish Shipowners', *Transactions of the Jewish Historical Society of England* XXIV (1974), 198–204.

W. Ashworth, 'Economic Aspects of Late Victorian Naval Administration', *Economic History Review* 2nd ser. XXII (1969), 503.

F. J. MacLynn, 'Sea Power and the Jacobite Rising of 1745', *Mariner's Mirror* 67:2 (1981), 163–72.

### **Newspapers**

Omit the definite article in newspaper titles, with the traditional exception of *The Times*. Note the sequence of title of newspaper (italicized), and day, month (abbreviated) and year of publication. Page numbers are not necessary:

'The Officious Official', *Morning Post*, 15 Sept. 1921; report in *The Times*, 30 Oct. 1918; *Economist*, 11 Dec. 2004.

### **Manuscript references**

Use the abbreviated form for record repositories where appropriate, for example:

British Library, BL, Add. MS 36, 042, fo. 2  
(four-figure numerals without comma or space: 6042).

Titles of other record repositories, and names of collections of papers, in full in first reference (including location where necessary):

National Archives of Scotland (hereafter NAS), Airlie Papers, GD16, Section 38/82, 5 April 1844.  
Compton Papers, kept at the estate office of the Marquess of Northampton, Castle Ashby (hereafter CA) 1011. No. 29.  
Northampton County Record Office (hereafter NRO), Brudenell, 27 June 1652.

Note that manuscript is abbreviated MS, manuscripts MSS.

### **Official Papers**

British Parliamentary Papers are always abbreviated as BPP. Give full title, year of publication, volume number, question number where applicable, or page numbers (from the continuous pagination). Thus:

Select Committee on Manufactures, Commerce and Shipping (BPP, 1833, VI) Q.456; and subsequent ref. as S.C. on Manufactures (1833) QQ. 457–8.

Accounts and Papers (BPP, 1890, XLV) 212, Dockyard Expense Accounts 1888–9; and subsequent ref. as: Accounts and Papers (1890) 213–4.

*Hansard* (Commons) 4th Ser. XXXVI, 22 Aug. 1895, cols 641–2.

Journals of the House of Commons, LXXX (1824), 110;

Journals of the House of Lords, LXX (1824), 18 June.

### **Theses**

No italics for titles of unpublished theses:

C. J. French, 'The Trade and Shipping of the Port of London, 1700–1766'  
unpublished PhD thesis (University of Exeter, 1980), 1–10.

**Subsequent references** should be given in abbreviated form by listing the author's surname followed by a short title:

Harding, *Sailing Navy*, 35.

MacLynn, 'Sea Power', 165.

French, thesis, 10–19.

*ibid.* is acceptable for consecutive references, but please do not use *op. cit.* or *loc. cit.*

### **Internet sources**

Authors are requested to treat internet sources with heightened caution. Official government sites and those of government departments, national and local libraries and archives and museums pertaining to the historical record should be used judiciously. Personal sites such as, for example, Dr Joe Bloggs (doctorate purchased on the internet for \$10) 'Earth shattering re-appraisal of the sinking of the Bismarck', or Dr Erewhon, 'Alien invaders caused the sinking of the Titanic' should be avoided. Wikipedia is not an acceptable source for *The Mariner's Mirror*. Material referenced from the internet should be cited thus:

Editorial abstracts of *The Mariner's Mirror*, 90:4, Nov. 2005, accessed 22 Nov. 2005, [www.snr.org](http://www.snr.org).  
Register of Historical Facts, retrieved 5 Nov. 2004, [www.maritimemuseum.org/resources33.pdf](http://www.maritimemuseum.org/resources33.pdf).

### **Personal communications**

Use the name followed by pers. comm.:

Captains Lauren Morgens and Dave Hiott, pers. comm.

## **Literary Conventions**

### **Figures**

Write figures up to ten in words: (six canoes), and over ten in figures; (16 men on a dead man's chest) unless they occur with units: 6 inches; 5 miles. Percentages to be given in figures and in full ('25 per cent', 'per annum') except in tables and in endnotes where '%', and 'p.a.' should be used. Avoid numbers of more than five figures in the text wherever possible; spell out round numbers up to ten, but '5.5 million' rather than 5,500,000 or 'five and a half million'. Fractions with hyphens: two-thirds. Ordinal numbers should always be written out unless in a title: fifteenth.

### **Years**

Use 1801–4 when from 1801 to 1804 is meant; use 1801/2 when a calendar year (or part thereof) over those two years is meant. Use 1852–72 not 1852–1872. In general when referring to numbers in sequence avoid unnecessary repetition, thus 20–6, 151–7; but 10–13.

### **Time**

Adhere to contemporary usage, for example 2.30 a.m.; 6.20 p.m.; 23:50.

### **Dates**

Wherever possible give dates in full, as 30 January 1938. In footnotes abbreviate the months as follows: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec.

### **Quotations and quotation marks**

Within single quotation marks '...'. Quotations within quotation, within double quotation marks "... "...". Quotations of more than 20 words should be broken off from the text and set in single spacing.

Single quotation marks are used for titles of articles and chapters. Spelling and punctuation in quoted matter should remain as in the original. If clarification is necessary this can be inserted by the author in square brackets.

### **Italics**

Commonly used abbreviations should be roman type, thus et al., i.e., e.g. Foreign words and phrases should be in italics (e.g. *le Boudin*), but not names of foreign services or organizations (e.g. *Kriegsmarine*). Names of journals, newspapers and books should be in italics but not unpublished theses.

### **Punctuation**

Avoid redundant punctuation if at all possible, in both text and footnotes. There should be minimum use of the dash (–) for punctuation purposes.

### **Spelling**

Where there is an alternative use ‘-ize’ as in organize, not ‘-ise’ as in organise; ‘-exion’ as in connexion, not ‘-ection’ as in connection. Use medieval, not mediaeval. Number should be no. not nr (plural has no stop, nos). In footnotes, part should be pt, appendix app. Avoid the use of ‘above’ and ‘below’ in references, use the relevant number.

### **Capitals**

Use initial capitals for Act or Bill. Use initial lower case for ‘south-western England’, with upper case in proper nouns (Northern Ireland). Use initial lower case when referring to titled people generally, but capitals when referring to one specific individual by title. Thus ‘captains’, ‘admirals’, ‘mayors’ but ‘the Prince of Denmark’, ‘King Alexander III’, ‘Admiral Benbow’, ‘Captain Trelawney’, ‘the Mayor of Casterbridge’.

### **Hyphens**

In general, hyphens should be used as sparingly as possible. However, when two words are used attributively (provided one of the two is not an adverb) the two words should be hyphenated, thus:

‘working-class housing’, ‘nineteenth-century urbanization’, but ‘very rapid municipalization’.

The following compound words should be hyphenated: ‘pre-war’, ‘inter-war’, ‘post-war’ (but still ‘macro-economic’).

### **Abbreviations**

Well-known abbreviations should be used where appropriate. Abbreviated words should be followed by a full stop except in cases where the abbreviation comprises the first and last letters. Thus ‘prof.’, ‘Co.’ and ‘ed.’, but ‘Dr’ ‘jr’ ‘eds’, ‘pt’ ‘Mr’ and ‘Mrs’. Use ‘&’ only in titles of firms according to their usage, e.g. Babcock & Wilcox.

### **Nautical and maritime terms**

**Ships’ names** should be italicized. HMS should only be used to distinguish naval ships from merchant ships, for example HMS *Scotsman*. Other forms might be used to identify naval vessels, such as ‘the frigate *Minerva*’ or ‘the battle-cruiser *Hood*’. Authors should use their discretion as to whether to include the following:

**Captains’ names.** The name of the master should be separated by commas, and rank included for naval personnel. Thus:

*Duke*, Woodes Rogers *Minerva*, Lt Cdr Richards *Bellerophon*, Capt. Maitland

**Number of guns** The following style should be adopted: *Bellerophon* (74).

**Directions** Use capitals, but not full stops, for compass points and courses. Thus, NNE, SSW, W by N.

### **Captions**

Include permissions using the form ‘courtesy of’ unless the permission requires specific wording

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