

SUFFOLK INSTITUTE OF ARCHAEOLOGY AND HISTORY

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The text

1. Please leave the top three inches of the first page blank.
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3. Articles should be submitted to the Editor as Word files either direct via e-mail, or using WeTransfer or Dropbox if they are large.
4. Headings should be in capitals, not underlined. Words to be printed in italics, including titles of books and journals, but not titles of articles, should be given in italics (or, if necessary, underlined).
5. Notes should be numbered consecutively throughout the article and given at the end (i.e. as Endnotes), not at the foot of the page to which they refer.
6. A list of works cited in the text should be appended to the article under the heading 'bibliography'.

References in this list should be cited thus:

For **books**:

Stone, L., 1955. *Sculpture in Britain: The Middle Ages*. Harmondsworth.

Bailey, M. (ed.), 1992. *The Bailiff's Minute Book of Dunwich, 1404–1430*, Suffolk Records Soc. 24. Woodbridge.

For **articles**:

Allen, D.H., 1993. 'A fourteenth-century divorce in Stoke-by-Nayland', *Proc. Suffolk Inst. Archaeol.* **38**, 1–7.

The place of publication must always be given, except for articles in journals.

References to these works in the endnotes should be given in the form: 'Stone 1955, 29' (meaning page 29 of Stone's work of 1955 cited in the bibliography), or 'Allen 1993, 4'. The titles of articles should be abbreviated in accordance with the *CBA 'list of standard abbreviations'*. (Please let the editor know if you need a copy of this list).

The bibliography should be arranged alphabetically by author's surname, and where more than one work of an individual author is cited, chronologically.

7. Single quotation marks should be used for quotations, but double marks for quotations within quotations.
8. Dates should be expressed as, for example, 8 May 1769 (not 8th May or variants). Note also: 46 BC, but AD 53; *c.* for *circa*. Thus *c.* 1666. Also *d.* 1666; *d.s.p.* 1666.

In most instances dates should be written out: sixteenth century, not 16th century. Exceptions may be made in 'Archaeology in Suffolk' and catalogues or lists where brevity is desirable. Please consult the Editor if you are in doubt.

9. Abbreviations: the use of 'e.g.' and 'cf.' is acceptable in endnotes. The use of *op. cit.* and *loc. cit.* should be obviated by the reference system outlined in paragraph 6 of these Notes.

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Abbreviations

SA/I [Suffolk Archives, Ipswich] not S.A.I.

Avoid capital letters wherever possible:

The priory at Redlingfield, but Redlingfield Priory. The duke of Norfolk, but Duke John.

The king of England, but King John.

Sums of money

£1 13s 4d; vj li xjs viijd, and so on.

Percentages

30 per cent, not 30%.

Dates

1270–75, not 1270–1275.

1 January 1270 to 1 January 1275, not 1 January 1270–1 January 1275.

Note use of –en rule dashes (– not -) to signify *and* or *to*: The 1939–45 war.
The England–Australia cricket match.

Measurements

5ins 12ft 10cm 20m

Spaces

Only one space after a full stop.

Quotations

Should be indented if they are more than 2–3 lines.

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