

# Scottish Place-name Society

## NEWSLETTER STYLE SHEET

### Additional Guidance

(updated November 2023)

The following complements the SPNS Newsletter Style Sheet and provides additional guidance for contributors. Should you have any questions regarding the Style Sheet please email the editorial team at: [newsletter@spns.org.uk](mailto:newsletter@spns.org.uk)

#### 1. Abbreviations (see also Grammar)

(For early sources, please refer to *Scottish Historical Review* 42: ‘List of Abbreviated Titles of the Printed Sources of Scottish History to 1560, Supplement to the *Scottish Historical Review* October 1963’, 1963, pp. i-xxxii.)

App.	[Appendix]
b.	[born]
c.	[circa]
cf.	[‘compare’ or ‘consult’, used to provide contrasting or opposing information]
cit.	[ <i>citato</i> , in the work cited]
d.	[died]
ed.	[edited by]
ed(s).	[editor(s)]
edn	[edition]
e.g.	[ <i>exempli gratia</i> ‘for the sake of example’]
et al.	[‘and others’]
Fig(s).	[Figure(s)]
<i>fl.</i>	[ <i>floruit</i> , the period during which a historical figure lived or worked]
i.e.	[ <i>id est</i> ‘it is / that is’, ‘namely’]
ibid.	[ <i>ibidem</i> , used in citations to refer again to the last source previously referenced]
impr.	[impression]
loc. cit.	[ <i>loco citato</i> , in the place cited]
MS(S)	[manuscript(s)]
No(s)	[e.g. of a journal, Nos. 2–3]
No(s).	[e.g. <i>RMS</i> viii, no. 3]
Pers. Comm.	[personal communication]
Pt(s)	[Part, e.g. of a journal: Pt 2]
repr.	[reprint/reprinted]
rev.	[revised]
s.a., s.aa.	[ <i>sine anno</i> ‘without date’ ‘undated’]
s.n., s.nn.	[ <i>sine nomine</i> ‘without a name’]
transl.	[translator; translated by]
vol(s).	[e.g. 7 vols]
Vol(s).	[e.g. Vol. 2]

#### 1.1. Abbreviations — Grammar

acc.	[accusative]	loc.	[locative]
a.	[adjective]	m./masc.	[masculine noun]
dat.	[dative]	nt./neut.	[neuter noun]
f./fem.	[feminine noun]	nom.	[nominative]
gen.	[genitive]	pl./plur.	[plural]

## 2. Dates (See also Numerals & Scale)

first century ... ninth century	
tenth century etc.	12 March 1213
eighteenth-century focus	1768–1769
early nineteenth century	1920s
mid-nineteenth century	1920s–1930s
late nineteenth century	c.1920
late nineteenth-century focus	1530 × 1535

## 3. Diacritics

Correct use of diacritics is expected where these are reasonably available in the Times New Roman font.

*brèagha* [ˈbr̥i̯a-a]

## 4. Formatting (See also Italicisation)

No punctuation is necessary after bullet points.

Use the format (a), (b), (c), rather than a), b), c).

In titles, use a capital letter after a colon only if one is used in the original.

In general, avoid the use of **bold** type unless otherwise stated elsewhere in this document.

## 5. Hyphens, rules, dashes

Please use a hyphen (-) in the following:

name-form, head-word, head-name, loan-name, loan-word, transfer-name, by-name, *baile*-names etc., place-name (but not in settlement name etc.).

mid-nineteenth century  
the North-East, North-East Scotland, the North-East of Scotland  
on-line resource

Please do not hyphenate:

grid reference

Use an en-rule (–) between numbers, e.g. 1939–45; 54–57; 243–50.

Use an en-rule surrounded by spaces as a punctuation mark to indicate an insertion or interruption in the main sentence, e.g. ‘old forms – none are older than the fifteenth century – sometimes have an additional *d*.’

(The en-rule is half the length of the em-rule (—) and can be found in MS Word under INSERT/SYMBOL, or use Ctrl + *minus* on the numeric keypad.)

## 6. Italicisation

Please italicise the following:

- (a) words and phrases under discussion, e.g. ‘with the element *hill*’.
- (b) words and phrases not of the medium language (and which are not quotes, for which see under Quotes), e.g. *recte*, *sic*, *fl.*, *floruit*, *vel. sim.*, *et passim*
- (c) early forms of place-names

Do not italicise:

loc. cit.

ibid.

c. [circa]

Do not use italicisation (or bold) for emphasis; allow writing style and sentence structure to convey emphasis.

## **7. Numerals** (See also Dates & Scale)

Numerals one to twenty should be written as follows:

one, two ... nine; first, second ... ninth

ten, eleven ... nineteen; tenth, eleventh etc.

Numerals beyond twenty should be in number format with exception made to one word numerals such as:

Thirty, forty ... hundred etc.

In references:

1<sup>st</sup> pub. [first published]

1st edn

2nd reprint

Also:

2 vols

Vol. 7, No. 3, Pt 2

note 9 [also n 9]

## **8. Quotes and translations**

Use ‘...’ for primary quotation marks.

Use “...” for secondary quotation marks.

Use quotation marks for quotes, even in languages other than the one being written in, unless otherwise marked (e.g. by indentation).

Use quotation marks for any translation given.

Where both quote and its translation are given, it is preferable to give the original first and the translation following in brackets.

## **9. References**

Please follow the Harvard or Author-Year system of referencing except where it conflicts with what follows here, e.g.

In text citations:

(MacRae 1982: 217)

Books:

Drummond, P. (1992) 2nd edn. *Scottish Hill Names Their Origin and Meaning*. Leicester: Scottish Mountaineering Trust.

Articles:

Robertson, Rev C. M. (1897) ‘Prize Essay on the Peculiarities of Gaelic as spoken in the writer's district’. *Transactions of the Gaelic Society of Inverness* [TGSI] 22: 4-42.

#### Websites:

Tobar an Dualchais (2016) Naidheachd mu MhacCaluim agus Buidseach Mhòr Bheinn a' Ghlà  
[online]. [09 SEP 2016]. Available from <<http://www.tobarandualchais.co.uk/en/fullrecord/61642/1>>

#### Theses etc:

King, Dr J. (2008) 'Analytical Tools for Toponymy: Their Application to Scottish Hydronymy',  
PhD., The University of Edinburgh.

#### Short references:

Watson 1930, 178–79

Watson 1930, 178, 185; Watson 1930, 178 and 185

Watson 1930, 178 note

Marwick 1929, 1, under A

*RMS* viii no. 7

*RMS* viii no. 7, 78

Loc. cit./ loc. cit.

Ibid./ ibid.

Ibid., 35/ ibid., 35

#### 10. Scale (See also Dates & Numerals)

1:10 000; 1 inch : 1 mile

5ft 6in

6 inch : 1 mile

6km

1:25 000; 1cm : 250 metres

6m [metres]

1:50 000; 1cm ; 500 metres

6mi [miles]

#### 11. Spaces

Please use spaces (shown by underscore ‘\_’) in the following:

—...—

loc. \_cit.

Vol. \_3, No. \_3, Pt\_3, App. 1. Fig. 1

1530\_×\_1535

A.\_M.\_M.\_Duncan

#### 12. Upper/lower case initials

Points of the compass in names of recognised geographical areas, e.g. the North-East, North-East Scotland, the North-East of Scotland; but west Fife etc.

General Scots

(High) Middle Ages

Q-Celtic, P-Celtic

Verbs derived from the names of languages and their derivations do not have initial capitals:  
gaelicisation, latinisation etc.

Titles of book and journals:

Titles should be cited as per original; if the original title is shown entirely in upper case, then use lower case except for initial capitals for nouns, pronouns, adjectives, verbs and adverbs only.

After colons in titles: in titles, use a capital letter after a colon only if one is used in the original.

Vol. 3, No. 3, Pt 3