

# Scottish Place-name Society

## NEWSLETTER STYLE SHEET

### Guidance for Contributors

(updated April 2025)

Although the *SPNS Newsletter* is primarily an English language publication, it welcomes articles written in Scottish Gaelic or in Scots, in which case articles should be accompanied by an English summary.

Please submit articles/reviews in Word files (.doc or .docx).

#### Word count:

- Articles should be no longer than 1,000 words before footnotes and bibliographies.
- Short articles and letters should be no longer than 300 words.
- Footnotes and bibliographies should be kept to a minimum.

**Images:** Any corresponding images or Illustrations **should be submitted as separate files** and should not be inserted into the Word file.

- Please indicate in the article where the images or illustrations should appear, along with the appropriate caption. \*See example below
- The author should ensure that they obtain permission to use any images or illustrations
- Picture quality should be no less than 72dpi

**Insert image:** #file name

**Caption:** *looking south over Loch Dee towards (air a') Chorrshliabh Bhuidhe. –from the colour plate section of the book.*

The author's name should appear in **bold** at the start of the article, along with any relevant affiliation. If the article relates to a talk given at an SPNS conference the conference should be referenced after the author's name in brackets. \*See example below.

**Dr Jake King** (Spring 2022 conference)  
Ainmean-Àite na h-Alba

#### General formatting:

- Use **Times New Roman**, point size 12
- Justify left-hand margin only
- Insert an extra (blank) line between paragraphs to show new paragraphs, rather than indentation or leading
- Notes should be supplied as footnotes.
- Where a Gaelic name is followed by its current well known anglicised form a tilde ~ is the preferred marker between them. \*See example: **Loch Nibheis** ~ Loch Nevis

Please follow the Harvard or Author-Year system of referencing except where it conflicts with the SPNS style sheet. Further guidance can be found on our website at:

[www.spns.org.uk/stylesheet-additional-guidance](http://www.spns.org.uk/stylesheet-additional-guidance)

**Top Tips** (for Word)

Unwanted line breaks	To avoid unwanted breaks from line to line in a proportion like 1 : 2500, or a grid reference, this can be achieved by using a so-called ‘hard space’: <b>Shift + Ctrl + Space</b>
Insert Em Dash —	press “alt+ctrl+minus” on the numeric keypad (the number section on the far right of your keyboard).
Insert En Dash –	press “ctrl+minus” on the numeric keypad.

**Language Abbreviations**

Bret	[Breton]
Brit	[British]
Corn	[Cornish]
ECelt	[Early Celtic]
Eng	[English]
G	[Gaelic]
Gaul	[Gaulish]
Ir	[Irish]
ME	[Middle English]
MG	[Middle Gaelic]
MIr	[Middle Irish]
MidW	[Middle Welsh]
ModIr	[Modern Irish]
ModW	[Modern Welsh]
Mx	[Manx]
NBr	[Northern Brittonic]
OE	[Old English]
OG	[Old Gaelic]
OIr	[Old Irish]
ON	[Old Norse]
PrIE	[Primitive Indo-European]
Scand	[Scandinavian]
ScG	[Scottish Gaelic]
Scots	(i.e. unabbreviated)
W	[Welsh]