

THE ASNC STYLESHEET
FOR THE PRESENTATION of DISSERTATIONS

Dissertations for ASNC Tripos, Part I and Part II
M.Phil. and Ph.D.
(revised August 2012)

Regulations approved by the Degree Committee of the Faculty of English stipulate that postgraduate students in the Department of ASNC presenting dissertations for the M.Phil. and Ph.D. degrees have the option of following one of the following stylesheets in the preparation of their theses:

- the MLA (Modern Language Association) stylesheet;
- the MHRA (Modern Humanities Research Association) stylesheet;
- the ASNC stylesheet.

The same choice is available for dissertations in the ASNC Tripos.

The ASNC stylesheet is based on the stylesheet produced in 1990 for Cambridge Studies in Anglo-Saxon England (CSASE), itself adapted from the stylesheet devised in the early 1980s for *Anglo-Saxon England (ASE)*. The following stylesheet includes examples from other ASNC areas.

1. GENERAL

Dissertations must be in English, and printed out on A4 paper. It is of the first importance that all copies for submission be wholly legible, in other words a printout or photocopy of good quality. If your word-processor or printer cannot produce certain special characters, the characters must be written in legibly. The notes must be numbered consecutively in one series and printed at the foot of the relevant page. Typescripts should be one-and-a-half- or double-spaced. You may use italic and bold typefaces where appropriate.

The ASNC Dissertation Guidelines document provides further guidance on the presentation of typescripts. Please note that the finished work will need a title-page, a declaration page and, if you have sectionalised the text, a contents-list.

2. WORD-COUNT

In fairness to all candidates, the specified (lower and upper) word-limits for dissertations must be treated with respect. Since it is assumed that all dissertations will be word-processed, probably using a version of Microsoft Word, the word-count should be made electronically, using the tool provided within the software.

The word-count includes :	main text footnotes text quoted in the main text or in the footnotes
The word-count does not include :	title page and declaration page list of contents any translation of quoted text short captions under images bibliography

3. SPELLING

English, rather than American, spelling should be used (-ize should be used where the *Shorter Oxford English Dictionary* recommends it.) 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); further examples are to be found in the indexes of *Anglo-Saxon England* 5 (1976), 10 (1982), 15 (1986), 20 (1991), and 25 (1996). In general Latinized and post-Conquest forms of OE personal names should be avoided (thus Eadsige and Eadburg, not Edsinus or Edburga; and Æthelwig, not Agelwy).

4. 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 put in *italic*, and not enclosed in quotation marks. A longer quotation should be indented and neither quotation marks nor underlining used. Double quotation marks should be used only for quotations within the quotations which are themselves already enclosed in single quotation marks.

It is recommended that a quotation in any of the ASNC languages should be accompanied by a translation. Translations of short portions of prose or one line of verse should be enclosed in single quotation marks and placed in a footnote. A translation which is longer than sixty words of prose or one line of verse should be indented and neither quotation marks nor underlining used. Note that translations should not be included in the word-count.

5. HEADINGS AND SUB-HEADINGS

Where appropriate, you are encouraged within each section of your dissertation to employ headings and sub-headings in the interest of clarity. A main heading should be in small capitals, roman, and centred; a sub-heading should be in lower case (with initial capital), *italic*, and centred; a sub-sub-heading should be in lower case (with initial capital), *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.

6. 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; but 40 × 95 mm. Otherwise they should be in **figures**.

Numbers in a series should be 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)
- (iv) 191 and 204 (*not* 191, 204)
- (v) 191, 204 and 310 (*not* 191, 204, 310 or 191, 204, and 310)

Note the proper use of the en-rule (–), denoting a span, as opposed to the hyphen (-). The em rule (—), or dash, is longer, and used for different purposes.

7. ABBREVIATIONS

An abbreviation such as OE (= Old English), ON (= Old Norse), OIr (= Old Irish) or MW (= Middle Welsh) should be used (without full stops) before a linguistic form (e.g. OE *ea* or OE *fæder*), but not in running prose (e.g. Old English poetry, the Old Irish language, in Old Norse). The abbreviation MS is never used (see below, Section 12).

8. PUNCTUATION

In general, British, rather than American, punctuation should be used, e.g. commas outside quotation 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 suprascript 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',² (*not* 'his first lessons in holy writings'², *or* 'his first lessons in holy writings'²,).

9. 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).

10. DATES

Dates should be standardized on the models 1 October 2000, 1 October and October 2000.

11. SCHOLARLY APPARATUS

The scholarly apparatus of a dissertation consists of three main items: **Footnotes**, a **List of Abbreviations** (if used) and a **Bibliography**. On the assumption that all dissertations will now be prepared using modern word-processing software, it is reasonable to expect that they will be provided with footnotes, as opposed to endnotes. A List of Abbreviations and a Bibliography provide the apparatus necessary for the support of the footnotes. The List of Abbreviations may be placed at the beginning of the dissertation; the Bibliography should be placed at the end; or both items may be placed at the end. Since references in the footnotes are only as useful as the Bibliography allows them to be, we may begin with the Bibliography.

The **Bibliography** should be presented fully, accurately and consistently. The following conventions should be followed:

(i) The Bibliography should be presented in alphabetical order of the surname of the author or editor (for the exception of Icelandic names, and the differences in Icelandic alphabetical ordering, see below in Section 15). If more than one work by one author is listed, the items should be listed in alphabetical order of the first significant word of the title.

(ii) Only the **initials** of an author's forenames are usually cited in the Bibliography; names are not to be given in full, except in the case of Icelandic authors (see below in Section 15) or in the case of very common surnames. The purpose of this convention is to save space and to make it easier to achieve consistency.

(iii) The title of a **book** or **article** must be given in full, **exactly** as in the publication (on the title-page, or on the first page); 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.

(iv) Every **significant** word in a title in English should begin with a capital; lower case is retained for small words such as articles, prepositions and conjunctions.

(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 14.

(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. (The principle is derived from the MHRA Style Book.)

(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. Clemoes, P., 'Ælfric', in *Continuations and Beginnings: Studies in Old English Literature*, ed. E. G. Stanley (London, 1966), pp. 176–209).

(viii) In a 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.

(ix) Titles of books should be *italicized*; titles of articles should be in roman within single quotation marks; periodical titles should be *italicized*; 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 conventional in English: thus Munich, not München, Florence, not Firenze, Cardiff, not Caerdydd, Dublin, not Baile Átha Cliath, Copenhagen, not København, Oslo, not Christiania.

(xii) Books should normally be cited in their most recent edition. Note, however, that it is not approved practice to cite the dates of reprints (as opposed to second or subsequent editions); in such cases, the original date of publication is to be given.

The Bibliography may be divided into primary and secondary sources if you wish, but this is not necessary.

The **List of Abbreviations** might include those which have become standard in the field as well as periodicals which are cited frequently in the dissertation. In most ASNC subject areas there are conventional abbreviations for standard works and the main periodicals; for example, in cases where a periodical occurs in the list of abbreviations printed at the end of every volume of *Anglo-Saxon England*, it will be convenient to employ the same abbreviation as that employed in *Anglo-Saxon England*. For Scandinavian, abbreviations of common journal titles should follow the norms established in standard series such as the Viking Collection, *Islandica*, or the list of abbreviations at the back of the departmental publication *Scandinavia in the Viking Age, A Select Bibliography*. For Celtic, the list of abbreviations in the *Bibliography of Irish Linguistics and Literature 1942-71*, ed. R.

Baumgarten (Dublin, 1986), pp. xv-xxiii, or the list in the journal, *Peritia*, is a good starting point. The List of Abbreviations might also include forms of abbreviation for primary sources.

Footnotes are used for various purposes, but there is little agreement on what constitutes proper usage. For the wide view, see A. Grafton, *The Footnote: a Curious History* (London, 1997). Notes *supply* references to statements, quotations, or opinions cited in the text; they *demonstrate* where you are coming from; they *provide* further reading intended to locate a statement in scholarly debate, and to enable the reader to pursue a matter further; they *extend* an argument made in the text, by adding a further consideration, citing an analogy, meeting an apparent objection, or exposing the errors of those who take a different line; and they help to *generate* scholarly discourse, by drawing attention to misguided or merely different views. They are sometimes used for establishing an author's credentials, for display of knowledge or erudition, for going off at tangents, and for recording things which the author might otherwise forget. The basic principle is that footnotes should *support* the text, in one way or another, and *give credit* where it is due.

Books and articles should be cited in the footnotes by means of an abbreviated or short title, and the reference explained by means of a List of Abbreviations and/or inclusion in the Bibliography. In the abbreviated or short title, it is usual to use only the surname of the author without initials. However, initials should be used to distinguish authors with the same surname.

Some examples

In the following example, the full title is given followed by the short title (to be used in footnotes) and also in some cases by the abbreviation.

(a) **a book**

Robinson, J. A., *The Times of Saint Dunstan* (Oxford, 1923)

Robinson, *Times of St Dunstan*, p. 36.

O'Keeffe, T., *Romanesque Ireland: Architecture and Ideology in the Twelfth Century* (Dublin, 2003)

O'Keeffe, *Romanesque Ireland*, p. 45.

(b) **a multi-volume book**

Clapham, A. W., *English Romanesque Architecture*, 2 vols. (Oxford, 1930–4)

Clapham, *English Romanesque Architecture II*, 261.

O'Grady, S.H., *Silva Gadelica: A Collection of Tales in Irish*, 2 vols. (Dublin, 1892)

O'Grady, *Silva Gadelica I*, 17.

(c) **a book in a series**

Scharer, A., *Die angelsächsische Königsurkunde im 7. und 8. Jahrhundert*,
Veröffentlichungen des Instituts für österreichische Geschichtsforschung 26 (Vienna, 1982)
Scharer, *Die angelsächsische Königsurkunde*, p. 80.

Simms, K., *From Kings to Warlords: The Changing Political Structure of Gaelic Ireland in the Later Middle Ages*, Studies in Celtic History 7 (Woodbridge, 1987)

Simms, *From Kings to Warlords*, p. 65.

(d) **an edition of a book other than the first**

Stenton, F. M., *Anglo-Saxon England*, 3rd ed. (Oxford, 1971)

Stenton, *Anglo-Saxon England*, p. 45.

McCone, K. *The Early Irish Verb*, 2nd ed. (Maynooth, 1997)

McCone, *Early Irish Verb*, pp. 69–80.

(e) an unpublished dissertation

Schneider, D. B., ‘Anglo-Saxon Women in the Religious Life: a Study of the Status and Position of Women in an Early Mediaeval Society’ (unpubl. PhD dissertation, Cambridge Univ., 1985)

Schneider, ‘Anglo-Saxon Women’, p. 102.

(f) an article in a periodical

Fleming, R., ‘Monastic Lands and England’s Defence in the Viking Age’, *English Historical Review* 100 (1985), 247–65

Fleming, ‘Monastic Lands’, pp. 250–1.

Ó Riain, P., ‘The Tallaght Martyrologies, Redated’, *Cambridge Medieval Celtic Studies* 20 (1990), 21–38

Ó Riain, ‘Tallaght Martyrologies’, p. 37.

(g) an article in a collection of essays

Campbell, A., ‘The Old English Epic Style’, in *English and Medieval Studies presented to J. R. R. Tolkien*, ed. N. Davis and C. L. Wrenn (London, 1962), pp. 13–26

Campbell, ‘Old English Epic Style’, p. 24, n. 6.

Nagy, J. F., ‘The Reproductions of Irish Saints’, in *Studies in Irish Hagiography: Saints and Scholars*, ed. J. Carey, M. Herbert and P. Ó Riain (Dublin, 2001), pp. 278–88

Nagy, ‘Reproductions’, pp. 279–81.

(h) an article reprinted in a collection of essays

Both the original reference and the reference to the reprint should be provided; the reprint may not always be available to a reader, and in some cases the page numbers can be different.

Dumville, D. N., ‘The Anglian Collection of Royal Genealogies and Regnal Lists’ *ASE* 5 (1976), 23–50, repr. in his *Histories and Pseudo-Histories of the Insular Middle Ages* (Aldershot, 1990), no. V

Dumville, ‘Anglian Collection’, p. 26.

Lapidge, M., ‘The Hermeneutic Style in Tenth-Century Anglo-Latin Literature’, *ASE* 4 (1975), 67–111, repr. in and cited from his *Anglo-Latin Literature 900–1066* (London, 1993), pp. 105–49 with 474–9

Lapidge, ‘Hermeneutic Style’, pp. 107–15.

(i) references to primary sources

It is desirable that primary sources should be cited in a way which gives priority to the work itself, but which also provides a reference to page number(s) in the best modern edition. It is possible, for example, to incorporate abbreviated references to the principal primary sources in a List of Abbreviations placed immediately before the Bibliography, with the editor’s name in brackets, and to retain the same pattern for the references in the footnotes. For each item, three forms are provided: the form of reference in the Bibliography; the form of reference in the List of Abbreviations; the form of reference in footnotes. For Old Norse examples, see Section 15 below.

Colgrave, B., and R. A. B. Mynors, ed., *Bede’s Ecclesiastical History of the English People*, OMT (Oxford, 1969)

Standard examples for **first references** to manuscripts are:

Aberystwyth, National Library of Wales, Peniarth 434 (North Wales, s. xvi^{med});

Cambridge, Corpus Christi College 422, pp. 27–586 (Winchester, s. xi^{med}; provenance Sherborne), p. 283, line 7 – p. 284, line 10;

Cambridge, Trinity College B. 11. 2 (St Augustine’s, Canterbury, s. x^{med}), 62r;

Oxford, Bodleian Library, Hatton 20 (Worcester, s. ix^{ex}), 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 (?Northumbria, s. viii¹; provenance Christ Church, Canterbury), 15v;

Brussels, Bibliothèque Royale, 1650 (Abingdon, s. xiⁱⁿ);

Coburg, Landesbibliothek, 1 (?Metz, s. ix), 168r.

Note:

(a) that there is a space between the components of a shelfmark, and after the s. abbreviation in a date;

(b) 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.

13. 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. *The Battle of Maldon* 92b or 93b–94a or 94b–95 or 93–4a, as against 96 or 96–9).

14. 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 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, the distinctions should be made clear: e.g. Bede, *HE* ii.5 (i.e. lower case roman for book, and arabic for chapter), or Isidore, *Etymologiae* XI.vii.7 (i.e. upper case roman for book, lower case roman for chapter, and arabic for sub-chapter).

15. REFERENCES TO OLD NORSE TEXTS

The following points should be noted:

(i) Alphabetical order is as follows: a á b c d ð e é f g h i í j k l m n o ó p q r s t u ú ü v w x y z þ ã æ ä œ ö ø

(ii) First names of Icelandic authors should be given and alphabetised under the first name followed by patronymic, e.g. Vésteinn Ólason will be alphabetised under V, Guðrún Nordal under G.

(a) Form of reference in the Bibliography:

Bjarni Aðalbjarnarson, ed., *Heimskringla*, 3 vols., Íslenzk fornrit 26–8 (Reykjavík, 1941–51)

Bjarni Einarsson, ed., *Ágrip af Nóregskonunga sögum; Fagrskinna; Nóregskonunga tal*, Íslenzk fornrit 29 (Reykjavík, 1984)

Clunies Ross, Margaret, *Prolonged Echoes: Old Norse Myths in Medieval Northern Society*, vol. I, *The Myths*, The Viking Collection 7 (Odense, 1994)

Faulkes, Anthony, ed., *Snorri Sturluson. Edda: Prologue and Gylfaginning* (London, 1982; rpt. 2000)

—————, ed., Snorri Sturluson. *Edda. Skáldskaparmál*, vol. I, *Introduction, Text and Notes*; vol. II, *Glossary and Index of Names* (London, 1998)

—————, ed., Snorri Sturluson. *Edda. Háttatal*. 2nd ed. (London, 1999)

Finnur Jónsson, ed., *Den norsk-islandske skjaldedigtning*, A: *Tekst efter håndskrifterne I–II*; B: *Rettet tekst med tolkning I–II* (Copenhagen and Oslo, 1912–15)

Jakob Benediktsson, ed., *Íslendingabók; Landnámabók*, Íslenzk fornrit 1 (Reykjavík, 1968)

Neckel, G., ed., rev. H. Kuhn, *Edda: die Lieder des Codex Regius nebst verwandten Denkmälern*, vol. I, *Text*, 4th ed. (Heidelberg, 1962)

Sigurður Nordal, ed., *Egils saga Skalla-Grímssonar* Íslenzk fornrit 2 (Reykjavík, 1933)

Unger, C. R., ed., *Flatøyjarbók*, 3 vols. (Oslo, 1860–8)

Pórhallur Vilmundarson and Bjarni Vilhjálmsson, eds., *Harðar saga*, Íslenzk fornrit 13 (Reykjavík, 1991)

(b) Form of reference in the List of Abbreviations:

<i>Skj</i>	<i>Den norsk-islandske skjaldedigtning</i> (ed. Finnur Jónsson)
<i>Flat</i>	<i>Flatøyjarbók</i> (ed. Unger)
<i>Gylf</i>	<i>Gylfaginning</i> (ed. Faulkes)
<i>Skm</i>	<i>Skáldskaparmál</i> (ed. Faulkes)
<i>Hátt</i>	<i>Háttatal</i> (ed. Faulkes)

(c) Form of reference in footnotes:

For quotations from eddic and skaldic poems, footnote references to the standard corpus editions by Neckel / Kuhn and Finnur Jónsson take the following patterns (the poem title and stanza number may be left out if supplied in the main text):

Edda, ed. Neckel and rev. Kuhn, p. 32 **OR** *Hávamál* 100 (*Edda*, ed. Neckel and rev. Kuhn, p. 32)

Skj B I, 9 **OR** *Ynglingatal* 11, *Skj* B I, 9.

References to prose texts take the following form (references to chapter numbers, and specific texts occurring in a composite edition, may be omitted if supplied in the main text):

Egils saga, ch. 59 (ed. Sigurður Nordal, p. 176)

Flóamanna saga, ch. 14 (*Harðar saga*, ed. Pórhallur Vilmundarson and Bjarni Vilhjálmsson, p. 257)

Ynglinga saga, ch. 11 (*Heimskringla I*, ed. Bjarni Aðalbjarnarson, p. 26)

Fagrskinna, ch. 14 (*Ágrip*, ed. Bjarni Einarsson, p. 98)

Landnámabók, ed. Jakob Benediktsson, p. 358 (*Sturlubók* ch. 355 and *Hauksbók*, ch. 313)

Abbreviated references might take the following pattern:

Gylf, p. 24 (ch. 23)
Skm, p. 78 (ch. 53)
Hátt, p. 10 (ch. 13)
Flat I, 338–9 (ch. 278)

The titles of Old Norse poems should accord with those given in the new corpus edition of skaldic poetry (*Skaldic Poetry of the Scandinavian Middle Ages*, <<http://www.skaldic.arts.usyd.edu.au/>>), and Neckel and Kuhn's *Edda*, 4th edition (1962). Abbreviated forms of these titles should follow the style adopted in these editions.

Spelling conventions:

(a) Hooked-*o*

Standard ON spellings with 'hooked-o' in its short and long forms (Ǫ, ǫ / Ó, ó) should be maintained. Note however that the Modern Icelandic umlaut form ö appears in the plural *-sögur* ('sagas') in the standard post-medieval generic terms for Old Norse literature (*konungasögur*, *Íslendingasögur*, *fornaldarsögur* etc).

(b) Scandinavian Personal names

(i) Medieval names: ON names should be presented in the nominative case in normalised spelling, including accents and non-English characters. This applies to names with recognized English versions (so Óðinn, not Odin). References to Scandinavians in dissertations not centrally concerned with ON texts may follow modern Anglicised forms (Olaf for Óláfr; Cnut or Knut for Knútr), or modern Scandinavian forms (Olav/Olof; Knud), but whatever style is adopted, it is important to be consistent.

(ii) Modern names: Both names of modern Icelandic scholars should be given, e.g. Finnur Jónsson, Guðrún Nordal (not Jónsson, Nordal)

(iv) Place-names: Place-names with established English counterparts (e.g. Danmørk / Denmark, Dyflinn / Dublin) should take English forms, unless the ON form is important in context. Others identifiable with modern places should be given in ON or the language of the country in which the place is located, or both, depending on the nature of the discussion. Problems of mismatch, e.g. Svíþjóð = Sweden, when they are not coterminous, or problems of identification should be mentioned where appropriate.

(v) Indigenous terms: Untranslatable indigenous terms for which there is no obvious English counterpart should be left in their ON form, e.g. *völva*, *bóndi*.

16. 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) or S 1536 (*Charters of Burton*, ed. Sawyer, no. 29).

Abbreviations such as S, BCS and KCD should be explained in the List of Abbreviations (in their appropriate alphabetical sequence), e.g.:

BCS (with number of document)	Birch, <i>Cartularium Saxonicum</i>
KCD (with number of document)	Kemble, <i>Codex Diplomaticus</i>
S (with number of document)	Sawyer, <i>Anglo-Saxon Charters</i>

In the Bibliography:

Birch, W. de G., *Cartularium Saxonicum*, 3 vols. (London, 1885–93)

- Kemble, J. M., *Codex Diplomaticus Aevi Saxonici*, 6 vols. (London, 1839–48)
Sawyer, P. H., *Anglo-Saxon Charters: an Annotated List and Bibliography*, Royal Historical Society Guides and Handbooks 8 (London, 1968)
Sawyer, P. H., ed., *Charters of Burton Abbey*, Anglo-Saxon Charters 2 (Oxford, 1979)

17. REFERENCES TO CHRONICLES

(a) References to the ‘Anglo-Saxon Chronicle’

If the book contains frequent references to the Anglo-Saxon Chronicle, ASC should be included in the List of Abbreviations and procedure should be as follows. Annals 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 (A–H), and the corrected date should be indicated where necessary.

References in footnotes should be modelled (*mutatis mutandis*) on these examples:

ASC 827 (= 829) (ed. Plummer I, 60–1; transl. Whitelock, pp. 40–1).

ASC 904 A, 905 BCD (= 903) (ed. Bately, p. 62; transl. Whitelock, p. 59).

ASC 1016 F (*ASC MS F*, ed. Baker, p. 108).

The Annals of St Neots with Vita Prima Sancti Neoti, ed. Dumville and Lapidge, pp. 125–6.

References in Bibliography:

Baker, P., ed., *The Anglo-Saxon Chronicle MS F*, *The Anglo-Saxon Chronicle: a Collaborative Edition* 8 (Cambridge, 2000)

Bately, J. M., ed., *The Anglo-Saxon Chronicle MS A*, *The Anglo-Saxon Chronicle: a Collaborative Edition*, ed. D. Dumville and S. Keynes, 3 (Cambridge, 1986)

Dumville, D., and M. Lapidge, ed., *The Annals of St Neots with Vita Prima Sancti Neoti*, *The Anglo-Saxon Chronicle: a Collaborative Edition*, ed. D. Dumville and S. Keynes, 17 (Cambridge, 1985)

Plummer, C., ed., *Two of the Saxon Chronicles Parallel*, 2 vols. (Oxford, 1892–9)

Taylor, S., ed., *The Anglo-Saxon Chronicle MS B*, *The Anglo-Saxon Chronicle: a Collaborative Edition*, ed. D. Dumville and S. Keynes 4 (Cambridge, 1983)

Whitelock, D., with D. C. Douglas and S. I. Tucker, ed., *The Anglo-Saxon Chronicle* (London, 1961)

(b) References to Irish annals

Examples of references in the bibliography:

Hennessy, W.M., ed. and transl., *The Annals of Loch Cé: A Chronicle of Irish Affairs from A.D. 1014 to A.D. 1590*, *Rolls Series* 54, 2 vols. (London, 1871).

Murphy, D., ed., *Annals of Clonmacnoise, being Annals of Ireland from the Earliest Period to A.D. 1408* (Dublin, 1896; repr. Felinbach 1993).

Mac Airt, S. and Mac Niocaill, G., ed. and transl., *The Annals of Ulster (to A.D. 1131)* (Dublin, 1983).

O’Donovan, J., ed. and transl., *Annala Rioghachta Eireann: Annals of the Kingdom of Ireland by the Four Masters, from the Earliest Period to the Year 1616*, 2nd ed., 7 vols. (Dublin, 1856).

Stokes, W., ed. and transl., ‘Annals of Tigernach’, *Revue Celtique* 16 (1895), 374–419; 17 (1896), 6–33, 119–263, 337–420; 18 (1897), 9–59, 150–97, 267–303; repr. 2 vols. (Felinfach, 1993).

If compilations of Irish annals are frequently cited in the dissertation, their titles should be abbreviated and included in the List of Abbreviations. The conventional abbreviations are as follows:

AClon	<i>Annals of Clonmacnoise</i> (ed. Murphy)
AFM	<i>Annals of the Four Masters</i> (ed. O’Donovan)
AI	<i>Annals of Inisfallen</i> (ed. Mac Airt)
ALC	<i>Annals of Loch Cé</i> (ed. and transl. Hennessey)
ATig	<i>Annals of Tigernach</i> (ed. and transl. Stokes)
AU	<i>Annals of Ulster</i> (ed. and transl. Mac Airt and Mac Niocaill)
CS	<i>Chronicon Scottorum</i> (ed. Hennessey)

References in footnotes should be modelled on these examples:

(i) For a compilation/ edition which has AD dating:

ALC 1089 (ed. and transl. Hennessey I, 76–7).

AU 697.1 (ed. and transl. Mac Airt and Mac Niocaill, pp. 156–7).

(ii) For a compilation/ edition which does not have AD dating:

A Tig (ed. and transl. Stokes, *Revue Celtique* 17, 209)

OR

ATig (ed. and transl. Stokes I, 169)

The first reference cites Stokes’s original edition, which appeared in installments in *Revue Celtique*; the second refers to the 1993 reprint of Stokes’s edition.

(c) references to the Welsh chronicles

For each entry, the form in the Bibliography, the form in the List of Abbreviations and the form in a footnote are given.

(i) *Annales Cambriae*:

References should be to the following in order of preference:

A, B, and C Versions (682–954):

D. N. Dumville, ed., *Annales Cambriae, A.D. 682-954: Texts A-C in Parallel* (Cambridge, 2002)

AC *Annales Cambriae* (ed. Dumville)

AC 750 (ed. and transl. Dumville, pp. 6–7)

A Version only :

E. Phillimore, ed., ‘The *Annales Cambriae* and the Old-Welsh genealogies from Harleian MS. 3859’, *Y Cymmrodor*, 9 (1888), 141–83, repr. in J. Morris, *Arthurian Sources*, 5 vols. (Chichester 1995), V.13–55

AC *Annales Cambriae* (ed. Phillimore)

AC 750 (ed. Phillimore, p. 33)

A, B, and C Versions:

J. W. ab Ithel, ed., *Annales Cambriae* (London, 1860)

AC *Annales Cambriae* (ed. ab Ithel)

AC 1035 (ed. ab Ithel, p. 23)

(ii) *Brut y Tywysogion*:

Jones T., ed., *Brut y Tywysogyon, Peniarth MS. 20* (Cardiff, 1941); translated in T. Jones, *Brut y Tywysogyon or the Chronicle of the Princes, Peniarth MS. 20 Version* (Cardiff, 1952) (references are to the page and line numbers of these editions)

ByT (Pen. 20) *Brut y Tywysogyon, Peniarth MS. 20* (ed. Jones)

ByT (Pen. 20) 88a7–b12 (= transl. 52.9-29) (ed. Jones).

T. Jones, ed. and transl., *Brut y Tywysogyon or the Chronicle of the Princes, Red Book of Hergest Version* (Cardiff, 1955) (references are to the page and line numbers of this edition)

ByT (RB) *Brut y Tywysogyon or the Chronicle of the Princes, Red Book of Hergest Version*

ByT (RB) 116.3–12 (ed. Jones).

(iii) *Brenhinedd y Saeson*

T. Jones, ed. and transl., *Brenhinedd y Saeson or the Kings of the Saxons* (Cardiff, 1971) (references are to the page and line numbers of this edition).

ByS *Brenhinedd y Saeson* (ed. and transl. Jones)

ByS 146.8–9 (ed. and transl. Jones)

18. 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.)

19. REFERENCES TO WEBSITES

If a work can be accessed in hard copy and on the internet, the hard-copy version of the work should be cited; for example, the Oxford DNB should be referred to by volume and page number. However, numerous resources are found only on the internet. Citations in the bibliography should include the title of the website, the name of the editors (if possible, although they can sometimes be irritatingly anonymous), the URL, and the date viewed. Note, however, that URLs can produce formatting problems as they do not have spaces in them and so tend to leave large spaces at the end of a line.

Celtic Inscribed Stones Project On-line Database, ed. M. Handley and K. Lockyear, <http://www.ucl.ac.uk/archaeology/cisp/database/> (viewed 27 May, 2007)

The short-title version in a foot-note need not give the URL, and should follow the usual conventions for a short title. If, however, you wish to refer to a particular page of the website, you should give that longer URL in the footnote.

20. REPEATED REFERENCES

Do not use ‘*op. cit.*’ or ‘*id.*’. But when you have two or more consecutive footnotes with citations from the same source, you may use ‘*Ibid.*’ (abbreviating *ibidem* ‘in the same place’) and the page number for the second or subsequent consecutive notes. Use ‘*Ibid.*’ alone if the page number is the same. You should ensure that ‘*Ibid.*’ does not become separated from the relevant reference when you are adding footnotes or moving text around; if it does become separated, you will have to replace it with the normal short-title reference. The abbreviation should not be used if the antecedent reference is one among several citations in a footnote; hence ‘*Ibid.*’ cannot be used in note 101 below. In the examples below, note also the placement of the stop and comma, and note that ‘*Ibid.*’ is italicized.

Examples:

¹⁰⁰ Poole, ‘The “conversion verses” of Hallfreðr vandræðaskáld’, p. 16; Frank, ‘Hand tools and power tools in Eilífr’s *Pórsdrápa*’, p. 63.

¹⁰¹ Frank, ‘Hand tools and power tools in Eilífr’s *Pórsdrápa*’, p. 63.

¹⁰² *Ibid.*

¹⁰³ *Ibid.*, p. 73.

¹⁰⁴ Gade, ‘Penile puns: personal names and phallic symbols in skaldic poetry’, pp. 57–60.

¹⁰⁵ Frank, ‘Hand tools and power tools in Eilífr’s *Pórsdrápa*’, p. 66.

21. ILLUSTRATIONS

You are encouraged to include any images, maps, diagrams and other illustrative material which might assist the reader in the proper appreciation of your text. There is no need to provide original photographs or art-work; it would probably be easiest to scan the images, etc., into the text. All illustrations should be clearly captioned indicating in particular its source.

22. EDITIONS OF TEXTS

If your dissertation includes an edition of a text, the guidelines in this section should be followed. In normal circumstances such texts should be presented in critical (rather than diplomatic, semi-diplomatic or facsimile) editions; in other words, manuscript abbreviations should be expanded, and punctuation and capitalization should be according to modern conventions. Texts should normally be accompanied by modern English translation, and arranged so that at any opening the text will appear on the left hand page, with the translation on the right hand page.

It is clear that individual texts will present individual editorial problems; for this reason it would be helpful if matters concerning presentation and layout of text, apparatus and commentary could be discussed with your supervisor at an early stage of preparation. In general, editorial sigla and diacritical symbols, especially square and angle brackets, will be those set out in detail by M. L. West, *Textual Criticism and Editorial Technique* (Stuttgart, 1973), pp. 80–2.

Editing prose texts and verse texts present different problems and are discussed separately.

Verse texts:

In the printed text, lines of verse should be numbered in multiples of five; the accompanying apparatus criticus and commentary should be keyed to the text by means of these line numbers. For example:

TEXT AND APPARATUS

Iure kalendarum sanctus conciditur Agnus.
 Isidorus nonis gaudet in ordine quadris.
 Sancta Genouefa trinis in sanguine fulget.
 Profulgent pridias Ageus Gaiusque secundus.
 At Symon sequitur nonarum in uertice uates. 5
 Octauas idus Cristus baptismate fulget ... etc.

1 kalendarum] calendarum J 2 Isidorus] Isiodorus J 3 Genouefa] Genofeua J 4 Profulgent] Profulget TJ
 Gaiusque] Gageusque G secundus] kalendas T 5 At] Et T Symon] Simon T: Simeon J uates] uatem G

COMMENTARY (printed at the end of the text)

1 *conciditur*. The feast in question here is the Circumcision.

2 *Isidorus*. The original reading in the *Martyrologium Hieronymianum* may have been ‘Antiochia Syriae Domni episcopi’, which was subsequently corrupted to *Isidorus*.
etc.

In the apparatus criticus textual lemmata and variants should be in a smaller size of Roman type; in the Commentary the textual lemmata should be given in *italics*, but the commentary itself should be in Roman.

In the case of poetry, line-numbering is relatively straightforward, and will have been done by the editor during the preparation of his text.

Prose texts:

In the case of prose texts, it is not possible to insert line numbers beforehand (the process of justification inevitably alters such numeration), and editorial line numbers will therefore not be employed in editions of prose texts. There are a number of different ways of keying the apparatus criticus and the commentary to the text:

(a) for the apparatus criticus, lemmata for which there are textual variants can be signalled by a sequence of superscript letters in alphabetic order (beginning again with *a* once *z* is reached); for the commentary, words and phrases which are treated in the commentary will be signalled with a sequence of superscript numbers, as in the following example:

TEXT AND APPARATUS

3. And¹ se smið him cwæð to: ‘La, leof, nele he^a gelyfan minum wordum.’ Ða cwæð se bisceop eft: ‘Gange² he^b to minre byrgene and ateo ane hringan up of ðære þryh; and^c gif seo hringe him folgað ...’ *etc.*

^a nele he] Eadsige nele W

^b he] him W

^c and] om. O

COMMENTARY

1 Ælfric is here translating c. 3 of his own so-called *Epitome translationis et miraculorum S. Swithuni*.

2 For Ælfric’s use of *gange he* (as against *gange him* in W) see Ælfric’s *Suppl. Hom.*, ed. Pope, VII.118 (‘Gif he Godes sunu is, gange he of †ære rode’) and XX.56.

In most cases it will be convenient to begin the sequence of alphabetical letters afresh with each subdivision or chapter of the prose text; the numbers for the commentary, on the other hand, could best be put in one sequence throughout.

(b) a consequence of style (a) is to produce a text littered with superscript diacritics which can be difficult to read. If the text is short or easily sub-divided into numbered sections or paragraphs, it may be possible to key the apparatus criticus and the commentary by repeating the lemma followed by], as in the following Irish example:

Déach .i. dé fúach .i. dé focul. Fúach .i. focul. Comrac didiu dfáilt fri dialt. Is é déach is laigem, ar ci asberthar déach din díalt ní hairisa ón, acht is aire as-mberar déach de, fobíthin is fotha ndéich.

de fúach] deúath M; dé] dea M; Fúach .i. focul] .i. fúach focul M; didiu] focail .i. M; Is é] *om.* M; asberthar] atberar B; din] don BM; ní hairisa ón] ní hirasa sin B, inauraisse on M; as-mberar] atberar B, asberar M; de] *om.* B; fobíth] fobíth us fondeach no B.

* * * * *

It is often said of a stylesheet that it does not cover something in particular; but a stylesheet cannot reasonably be expected to cover everything. This one is no exception. If in doubt about any matter of bibliographical convention, you should consult your Dissertation Supervisor at an early stage. Above all, bear in mind that the need to prepare your dissertation in strict accordance with the letter or spirit of a stylesheet is not a matter of mindless pedantry. It is an exercise intended to inculcate high standards and good habits, and it is an essential part of the process by which you learn to understand the virtues of accuracy, consistency, and clarity of presentation, and thereby to practice skills which underlie a professional approach to your work.

Department of ASNC (revised June 2008)