

## ***Scottish Archives – Author Requirements and Style Guide -November 2025***

We are delighted that you are interested in submitting an article for *Scottish Archives* (journal of the Scottish Records Association), which is published once annually. Articles are published online 12 months after hard copy publication.

We encourage content from academics and archive practitioners. Whilst archivists often submit content for Viewpoint/Around the Archives, we welcome articles of any type from all contributors. Academic articles are blind peer reviewed and Viewpoint/Around the Archives articles are reviewed by the co-editors (see below). We welcome correspondence with the co-editors to discuss potential ideas for articles.

These guidelines are intended to help you present your article in a uniform way as you plan and write it. This will reduce the extent of revisions needed later on and will help the co-editors in reaching a standardised format across the journal. Please don't hesitate to check any queries with the co-editors at any point of your submission.

### **General guidance**

- Length should usually be between 4,000 and 6,000 words including footnotes and illustrations. A full-page illustration is the equivalent of 500 to 550 words. If you think your article may be longer, do consult the co-editors.
- Supply up to fifty words about yourself for **Notes on Contributors**. These are inserted at the front of the issue in a separate section, but you can include them at the start or end of your article for the editors to move.
- Supply an abstract of your paper of approximately 150 words. This is not required for book reviews or obituaries. This goes at the start of your article. Ensure it includes lots of relevant keywords which will help your article to be located online.
- It is often helpful to have others read drafts of your paper before submitting for a fresh pair of eyes. Remember that readers may not be familiar with archives, a Scottish context or your specialist topic, so be as clear and transparent as possible in your approach.
- We anticipate that archive professionals and volunteers will typically be authoring Viewpoint, Around the Archives, obituaries and book reviews. As a result, the writing style here can be slightly less formal and your work will be peer reviewed by the two co-editors. You will however need to provide full references for any archives consulted, as well as any secondary academic or professional sources. Do check with the co-editors for more information if needed.

## **Spelling**

- This should be UK English with -ise, -our, endings.
- Spelling and hyphenation should follow *the Oxford Dictionary for Writers and Editors (ODWE)* and the *Oxford English Dictionary (OED)*. For Scots words, use DSL Online (<https://dsl.ac.uk>).

## **Text**

- Prepare your text in Microsoft Word. Manuscripts should be between 4,000 and 6,000 words and submitted electronically to [editorscottisharchives@gmail.com](mailto:editorscottisharchives@gmail.com)
- Manuscripts should be typed in Times New Roman, 1.5 spacing, 12 pt font for text, justified LHS and RHS.
- You may find it useful to include page numbers in your early drafts as these help the peer reviewers to give specific feedback. This will be altered in the printed version in line with the issue's pagination.
- One space only after a full stop.
- The first line of each paragraph should be indented except for the first paragraph.
- It can be useful to utilise subheadings in bold to structure the article and help the reader. Put any sub-sub-headings into bold italic.
- Use single quotation marks, with double quotes for an inner quote:  
‘xxxxx “xxxxx” xxxx’
- Longer quotations (usually over two sentences in length, unless one sentence is very long indeed) should be displayed as an indented block (1.5cm LHS and 1.5cm RHS), font 10pt and justified both LHS and RHS. The indented paragraph should not be in quotation marks. Quotations within an indented paragraph should be in ‘single quotes’.
- Show ellipses by three unspaced dots on the same line, preceded by a character space and followed by a character space or by a closing quotation mark (or a closing parenthesis). Avoid following ellipses with a full stop or a comma.
- No space after ‘c.’ for circa; ditto ‘b.’, ‘d.’, ‘fl.’

- Recognised acronyms will be generally written in capitals with no points e.g. SRA, TNA, NRS, NB etc. Remember to expand all acronyms the first time they appear. Assume no prior subject knowledge. If the full expressions are lower-case or mixed-case, then this should be reflected in the abbreviated version e.g. Phd, Mr, MoD etc.
- Spaced en rules are to be used rather than closed em rules ( – ) e.g.  

‘The petitioners – usually family members who wished to settle an inheritance – were scattered widely across the globe.’
- Bulleted/numbered lists:
  - Start these with a capital letter.
  - There is no final period/full stop unless any item in the list contains multiple sentences.
  - Do not indent bulleted or numbered lists.
- Numbers:
  - Use words for numbers up to and including one hundred e.g. twenty-five, three Rs, twentieth century.
  - Numbers over one hundred are given in figures: 279; except for round numbers: two hundred, six million.
  - First, secondly, thirdly etc.
  - For percentages, use figures and (two words) per cent, e.g. 8 per cent.
  - For ranges of numbers, omit any digits that are not necessary to understanding
    - e.g. 3–6, 15–17, 23–4, 111–13 (this rule should also be followed for page references in the footnotes).
  - For thousands, use a comma e.g. 6,500 not 6 500.
  - For millions, use a full stop e.g. 1.5m, not 1 500 000
- Monetary amounts:
  - Pre-decimal Sterling - use format: ‘£1 3s. 5d.’, ‘6s. 7d.’, ‘£30 1s. 3d.’
  - Post-decimal Sterling - use format: ‘£3.30’, ‘60p’ etc.
- Dates:
  - Use format ‘23 June 1967’, ‘6 September 1922’.
  - Do not use date elisions i.e. use ‘1923–1924’ instead of ‘1923-24’.
  - Use an oblique stroke where a single year (such as a financial year) or double-dating (Old and New Style), comprises parts of two calendar years e.g. ‘1995/96’, ‘20 Feb 1542/3’.
- Italics:
  - Use for titles of newspapers, journals and books.
  - Do not use for chapters or articles.

- Italicise only what is necessary i.e. not surrounding punctuation.
- No serial comma i.e. ‘France, Italy and Spain’, rather than ‘France, Italy, and Spain’.

## **Illustrations**

- It is the author’s responsibility to obtain copyright for the online and print use of tables, figures and illustrations. Be aware that your article will be published online in the future (see below).
- Ensure that all images are scanned to a minimum of 300 dpi and are saved as a TIFF or jpeg. They should be the size they will be used in the journal e.g. a photograph used full width at 110 mm (4.4 ins) wide in the book needs to be a minimum of  $4.4 \times 300 = 1320$  pixels wide.
- Images and tables should be supplied separately i.e. not embedded within the Word document.
- The caption and source should be positioned below the table e.g. Table 2. Distribution of Licensed Midwives by County (RCPSG, 1/1/1/2-6, Faculty of Physicians and Surgeons of Glasgow Minutes 1733–1835).
- In a separate word document headed with your name and your article’s title, supply a caption and source for plates to be printed below the image along with any copyright acknowledgement e.g. Plate 3 Detail of Processional Frieze around the interior of the Scottish National Portrait Gallery by William Brassey Hole, c.1898 (© Scottish National Portrait Gallery).
- Ensure that all your images are referenced within the text e.g. The map which constitutes our fourth case study (Plate 7) etc.
- Indicate within the text roughly where in the article you would like each plate to appear e.g. (Plate One here).

## **Notes and References**

- The accuracy of references is the responsibility of the author – please reference carefully.
- In the published volume, Notes and References will be positioned at the foot of each page – there is no separate Bibliography at the end of each article. However you will need to submit all references as an endnote list i.e. at the end of your word document. These will be converted later on by the copyeditor/typesetter.
- Note indicators should be given as 9 pt superscript numerals without parentheses, outside punctuation.
- Endnote numbers should be given as 9pt.
- Endnote text should be given as 10pt.

## ***Printed works***

- Do note use ‘p.’ or ‘pp.’
- Give book volumes in Roman numerals, not as ‘vol’.
- ‘(ed.)’ comes before editor’s name for an edited volume.

- Books take place and date of publication only.

Examples:

H. Garfinkel, *Studies in Ethnomethodology* (New Jersey, 1967), 186.

T. R. Slater, ‘The Mansion and the Policy’, in (ed.) M. L. Parry and T. R. Slater, *The Making of the Scottish Countryside* (Montreal, 1980), 230-1.

D. A. Dow, *The Rottenrow: The History of the Glasgow Royal Maternity Hospital 1834–1984* (Carnforth, 1984), 144.

J. M. Simpson, ‘The Advocates as Scottish Trade Union Pioneers’, in (ed.) G. W. S. Barrow, *The Scottish Tradition* (Edinburgh, 1974), 174.

M. A. Crowther, ‘Criminal Precognitions and their value for the Historian’, *Scottish Archives*, 1 (1994), 75-92.

(ed.) J. Stuart, The Miscellany of the Spalding Club, IV (Aberdeen, 1849), 128-31. J. A. Macky, *Journey through England and a Journey through Scotland*, III (London, 1723), 328.

I. G. Brown, ‘Water, Windows and Women: the Significance of Venice for Scots in the Age of the Grand Tour’, *Eighteenth Century Life*, 30:3 (2006), 1-50.

- Short title for subsequent citation takes the form of surname and abbreviated article or book title, e.g.

Full title: J. Fagen, *The Bennachie Colony Project: Examining the Lives and Impact of the Bennachie Colonists* (Inverurie, 2011), 23-6.

Short title: Fagen, *Bennachie Colony*, 20.

- Use ‘Ibid.’ for consecutive citations e.g.

J. McGowan, *Policing the Metropolis of Scotland* (Musselburgh, 2010), 103-4.  
Ibid., 106.

- Reference a specific page number within an article or chapter of an edited volume as ‘293-316, 295’ rather than ‘293-316, at 295’ or ‘293-316 (295)’ e.g.

D.K. Wakimoto, C. Bruce and H. Partridge, ‘Archivist as Activist: Lessons from Three Queer Community Archives in California’, *Archival Science*, 13 (2013), 293-316, 295.

- Do not use ‘op.cit.’ or ‘loc.cit’.

### ***Archive References***

- References to archives should be according to the practice of the repository in which the documents are located.
- Spell out abbreviation or archive name in full on first mention followed by the abbreviation used subsequently e.g.

National Library of Scotland (hereafter NLS)

National Records of Scotland (hereafter NRS)

Staffordshire County Record Officer (hereafter SCRO)

University of Strathclyde Archives (hereafter USA)

- Retain p./pp. for consistency with f./ff. e.g.

NLS, Adv. MS 28.4.7, ff. 51v, 58r and 59r; NRS, AC 7/2, pp. 111.

- No final ‘and’ after last ‘,’ in lists of references e.g.

NRS, CH 2/835/9, Abercorn, accounts 1700-1957; NRS, CH 2/229/11, Kirkliston, accounts 1731-52; NRS, CH 2/229/13, Kirkliston, accounts 1781-1821.

- Archive references should be as full as possible e.g.

NRS, HH 41/1451, Memorandum of Evidence by the Faculty of Advocates, 3 October 1958.

SCRO, D593/R/4/1, Servants’ wages book for West Hill and Stafford House, 1829-1833.

NLS, Dep. 313/1198, Letter of James Loch to Mr Davidson, 5 June 1832.

NRS, GD237/12/50, Accounts of St Kitts plantation rented from Mrs Penelope Mead by Wm. McDowall, 1723-1730.

### ***Web References***

- All websites must use the full http/https address.
- Do not include the date on which the website was accessed.
- The URL should be placed at the end of a reference, separated by a comma e.g.

‘Victorian Scotland’s ordnance survey name books put online’, *BBC News*, 5 December 2013, <https://www.bbc.co.uk/news/uk-scotland-25238563>

- However, when the URL forms part of a sentence, then no comma is required e.g, Genealogical and census material sourced from <http://scotlandspeople.gov.uk>.

### **What happens next?**

We look forward to receiving your submission. As a general rule, Charlotte looks after Viewpoint and Around the Archives' articles, as well as obituaries and co-ordinating book reviews with the Reviews Editor. Cathryn looks after academic articles.

- Once received, academic articles are sent out for anonymized peer review. All other articles are peer reviewed by the co-editors. This can take some weeks.
- Feedback will be sent to you for inclusion in a second draft. At this stage, you will also need to send the abstract, biographical note, images/tables etc and a separate list of captions for images/tables etc. You will be given a new deadline.
- If necessary, further feedback will be given and more revisions made, until a final copy of your article is completed.
- Once all the content for the next issue has been collated, the co-editors will do some basic copyediting to bring the format in line with these guidelines.
- The content is then sent to the typesetter who does additional copyediting. A first proof of your article will be prepared and sent to you. You will be given a deadline for checking that there are no obvious mistakes. You are not able to make changes other than correcting typos at this stage.
- Occasionally further proofs may be necessary, but usually, the issue then goes for printing. You will be sent a free copy. Let the co-editor know if you require more than one free copy.
- The SRA membership and any other subscribers will also receive their issue.
- Be aware that the title of your article will be included in the issue's contents listed on the SRA's online publication pages. When twelve months have passed following hard copy publication, your article (with any images blanked out) will be uploaded and made available on the SRA 's online publication pages and will be freely available to all online.
- We are currently looking at options for digitizing our entire back catalogue and making the journal more readily accessible online. We will keep you informed.

If you have any further questions about the journal and your article, please contact:

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