NOMINA: Notes for Contributors (revised August 2013)

The Editorial Board of *Nomina* will be pleased to consider for publication scholarly articles or notes dealing with topics relating to name studies in Britain or Ireland. We regret that items in languages other than English cannot be considered.

Intending contributors should provide their text in electronic copy (preferably in Word). As submissions will be subject to anonymous peer-review, please ensure that author-identifying details are removed from the text, particularly if a PDF is submitted.

An article should normally be between 5,000 and 10,000 words long, exclusive of essential notes and appendices, although exceptions to this rule may be considered, and shorter notes are welcome. Text should be double-spaced and pages should be numbered in a single sequence of arabic numerals. The splitting of words at line-ends should be avoided. Sheets should be numbered, in a single sequence of arabic numerals, in their top right-hand corners. Maps and diagrams should be submitted with the text and should be in a finalized state capable of being reduced to the *Nomina* page-size (a little larger than A5) without loss of clarity or legibility.

Presentation

Presentation should in general follow the *Style Book* of the Modern Humanities Research Association (MHRA), except where it conflicts with what follows here. The *Style Book* can be accessed at <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>. Primary quotation-marks should be single; secondary ones double. A quotation that occupies more than three lines should be given a paragraph of its own (and will be set as an indented block); such a block should not be enclosed in quotation-marks. Beginnings of paragraphs should be indented. Specimen names, words, elements and fragments of words should be set in italics or underlined; note that this rule does **not** apply to current forms of place-names though it does apply to historical forms (thus 'Ecclefechan is shown by its early form *Eglesfeghan* to be derived ...'). Personal names under discussion will normally be italicized whether or not the form is a current or an early one. Note, also, that italics, not bold type, are used for place-name elements. Italics or underlining should not normally be used as a means of rhetorical emphasis. Translations given for name-elements and other items should be in roman type, and enclosed within single quotation-marks: e.g. Old English *dūn* 'upland', Old Norse *á* 'river', Old Irish *áth* 'ford'. Care must be taken to distinguish between names quoted as specimens and those used for referring to actual people and places: e.g., 'The continuing popularity of the Middle English name *Edmund* (Old English *Ēadmund*) probably reflected the widespread veneration of St Edmund, king and martyr.' It is normally appropriate to supply a translation of any material quoted in a language other than Modern English.

Whenever unprinted material is transcribed, the conventions observed must be specified (e.g. whether or not abbreviations have been silently expanded). Old English and Old Norse characters are available, and these should not be transliterated by modern equivalents, but post-medieval *thorn* (*y*, for *th*) should be transcribed as *th* unless the argument turns upon the exact form. Phonetic transcriptions should use the International Phonetic Alphabet, and be enclosed within square brackets (or, if phonemic, between slash brackets, e.g. /ə/).

Numbers up to (and including) one hundred should normally be spelt out in full. However, for percentages, statistical data, and measurements, and where the numbers are presented in

tabular form, arabic numerals should be used. In the main text, 'the twelfth century' and adjectivally 'twelfth-century' should not be contracted, but in lists of dated name-forms '12th c.' may be used. In indicating approximate dates, *circa* should be abbreviated to '*c.*', e.g. '*c.*1200'. (Note: *c* italicized; no space between *c*. and the figure.) To indicate a single date (e.g. of a charter) within known outside limits, the formula '1129 × 1146' should be used (note: spaces between both figures and '×'). A continuing run of time between two limits should be indicated by an en-dash (double hyphen: see below): e.g. 'reigned 1100–35'.

For hyphenated words, a single typed hyphen is adequate. Please avoid ambiguous breaking of hyphenated words at line-ends. Between figures, such as page-numbers or dates, an en-rule (–) should be used, thus 268–75 (not 268-75); and as a punctuation-marker an em-rule (—) should be used—as here. These are all available in most word-pro cessing software; but if they cannot be used, then a double hyphen may be used instead of an en-rule, and a triple hyphen for an em-rule. All of these should be used with no word-space on either side of them.

REFERENCES

An in-text system of referencing should be used (e.g. Owen 1994, 35–36). The article should be followed by a list of bibliographical references, headed:

<div align="center">REFERENCES</div>

The list should be in alphabetical/date order by first named author/editor. The forms of references are as follows:

Scholar, A. (1981–83), *English Naming*, 2nd edn, 3 vols, Onomastica Anglica 22–24 (Barchester: Barchester University Press).
[*Note: initials only for authors of books and articles, however they appear in the work; title of series is not italicized; volume numbers in series in arabic numerals, volume and part-numbers are not normally part of the title of a book and should not be italicized; both place of publication and publisher should be given.*]

Within the text, this should be cited in the following ways: '… Scholar (1981–83, II, 105–06) notes that …' or '… this personal name is attested in the West Midlands in the thirteenth century' (Scholar 1981–83, II, 116–17).
[*Note: Volume numbers of a multi-part work in roman numerals; p. and pp. are not used.*]

Editor, A. N., and A. Collaborator eds (1985), *Three Twelfth-Century Barset Surveys*, Publications of the Barchester Record Society, n.s. 41 (Barchester and London: Barchester Record Society).
[*Note: spaces between initials of authors or editors. Details of the series and series number between title and publication details and not treated as part of title.*]

Within the text, this should be cited in the following ways: '… Editor and Collaborator (1985, x–xi) suggest that …' or '… although a Barchester provenance cannot be proven beyond doubt, it is highly likely (Editor and Collaborator 1985, x–xi) …'

Student, A. (1987), 'The Place-Names of Barset' (unpublished doctoral dissertation, University of Barchester).

Scholar, A. (1985a), 'Thoughts upon English naming', *Barchester Journal of Onomastics* 11–12, 6–17.
[*Note: capital letters in article-titles are used only for words which require it in normal prose, not for all significant words of a title; no 'p.' or 'pp.'; provide full page-numbers of the article. Separate parts of a single journal volume should be placed in brackets after the volume number, thus Transactions of the Barchester Natural History Society 7(2). Distinguish between two publications by the same author in the same year with letter following date – 1985a and 1985b.*]

Scholar, A. (1985b), 'Further thoughts on English naming', in *Festchrift for John Honorand*, ed. A. N. Editor *et al.*, Barchester Studies 3 (Barchester: Barchester University Press), 12–19. [*Note: title of book before the name of its editor; provide full page-numbers of the article; do not use 'pp.'. For books with three or more authors or editors, use first author/editor et al.*]

Author, A. B. (2012), 'Barset Community Website' <www.barset_online.org>, accessed June 2013.
[*Note: where no author is given, use the name of the organization instead; the date of the website appears in parenthesis and the date of access should be stated*]

Within the text this should be cited in the same way as a print publication, thus: 'Author (2012) observes that…' or 'this observation has been made elsewhere (Author 2012)'.

An item in a language other than English should be cited in accordance with the conventions of capitalization, etc., normal in the language concerned; titles of books, series, periodicals and articles must be given in the original form. Names of places of publication may be spelt either according to usual English usage or as they appear on the title-page, but consistency within a given article is desired. If quoting in another language please normalize quotation marks to '…' or "…" (i.e. do not use «…» or „…" etc.).

Abbreviations

Standard abbreviations may be used as an alternative to the 'name date' in-text form of referencing, but must be included in the list of references at the end of the article. The following are recommended and should serve as a model:

DEPN = Ekwall, E. (1936–1960), *The Concise Oxford Dictionary of English Place-Names*, 1st–4th edns (Oxford: Clarendon).

DOE = *Dictionary of Old English* (Toronto: Pontifical Institute of Medieval Studies).

DPNW = Owen, H. W., and R. Morgan (2007; repr.2008), *Dictionary of the Place-Names of Wales* (Llandysul: Gomer).

GPC = Thomas, R. J. *et al.* eds, (1950–2002), *Geiriadur Prifysgol Cymru*, 4 vols (Cardiff: University of Wales Press).

MED = Kurath, H. *et al*. eds (1954–2001), *Middle English Dictionary* (Ann Arbor: University of Michigan).

OED = *The Oxford English Dictionary* <www.oed.com>.

PNI = *The Place-Names of Northern Ireland* (Belfast: The Queen's University Belfast): Vol. 1: Co. Down I, Newry and South-West Down, by G. Toner and M. B. Ó Mainnín (1992); Vol. 2: Co. Down II, The Ards, by A. J. Hughes and R. J. Hannan (1992); Vol. 3: Co. Down III, The Mournes, by M. B. Ó Mainnín (1993); Vol. 4: Co. Antrim I, The Baronies of Toome, by P. McKay (1995); Vol. 5: Co. Derry I, The Moyola Valley, by G. Toner (1996); Vol. 6: Co. Down IV, North-West Down / Iveagh, by K. Muhr (1996); Vol. 7: Co. Antrim II, Ballycastle and North-East Antrim, by F. Mac Gabhann (1997); Vol. 8: Co. Fermanagh I, Lisnaskea and District: the Parish of Aghalurcher, by P. McKay (2004).

Within the text, they should be cited in the following ways: '… Ekwall (DEPN, s.n. Nottingham) proposed…' or '… this sense was current in the fifteenth century (OED, s.v. feeling, n.)'.

Grammatical and other linguistic abbreviations should be eschewed; abbreviations for languages (e.g. OIr., MWe.) should similarly be avoided, unless they are used very frequently in an article, in which case they may be used but must be explained on the first occasion (e.g. 'Old English (OE) *dūn*').

References to manuscript material should follow normal conventions, giving first the place of the deposit (if necessary: this may be omitted in second or later references to very well-known repositories such as the National Library of Wales or the Bibliothèque Nationale), then the repository, followed by 'MS' and the call-number.

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Contributions, prepared in accordance with the above guidelines, should be sent as an email attachment to

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or in hard copy to

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