

THE VOLUME OF THE WALPOLE SOCIETY

GUIDE FOR AUTHORS

Introduction

We aim for our publications to serve as wide a readership as possible. We therefore ask our authors to use language that is as direct and unfussy as possible and if necessary their submissions will be edited to achieve this. For the same reason, acronyms and academic jargon should not be used and will be removed by the editor. The texts we publish are often complex and will require the editor and author to agree a bespoke approach to formatting. All other editorial interventions should be made according to the guidelines laid out below.

Citing Works in Print

Books

John Bloggs, *What Am I Talking About?* (London, 2008), p. 68.

Editions of Texts

William Shakespeare, John Bloggs (ed.), *What Am I Talking About?* (New Haven and London, 2015).

Journal Articles

John Bloggs, 'What Am I Talking About?', *Burlington Magazine* (August 2008), vol. 123, no. 56, pp. 566-9, 568.

Conference Papers

John Bloggs, 'What Am I Talking About?' (paper presented at 'Talking About Things', Courtauld Institute, University of London, October 2013).

Edited Volumes

John Bloggs, Jill Smith (eds), *What Are we Talking about?* (London, 2012), pp. 12-14.

Book Chapters

Jill Smith, 'What Am I Talking about', in John Bloggs (ed.), *What Was I Talking About* (London, 2016), pp. 40-55, 43.

Dissertations

John Bloggs, *What Am I Talking About?* (unpubd PhD dissertation, University of Oxford, 2005).

Exhibition Catalogues

Jill Smith, *The Art of John Bloggs* (exh. cat.: London, National Gallery, 2018), p. 20, cat. no. 35.

Citing Online Materials

We do not give the full website URLs as they are often subject to change. Instead, we direct readers towards the website's homepage and allow them to navigate to the reference from there.

Online Resources

Jill Smith, *A Catalogue of Paintings by John Bloggs* (online resource), at www.jillsmith.com [accessed: 6/10/2025].

Online Editions of Books

Jill Smith, 'Bloggs, John', *Oxford Dictionary of National Biography* (Oxford, 2004; online edn, 2022), at www.oxforddnb.com [accessed: 6th October 2025].

Citing Archival Materials

Museum Objects

Victoria and Albert Museum, London, W.52:1, 2-1925.

Manuscripts

Bodleian Library, Oxford, MS. Tanner 145, f. 117r.

Wills

Will of George Vertue, Engraver of Saint
Giles in the Fields, Middlesex, probate 26 July
1756, The National Archives, PROB
11/824/132, ff. 76r–77r.

Other Conventions

Currency

Pre-decimal money is:

£10 10s 10d

Dimensions

Unless they are extremely large, dimensions of works of art are given in centimetres; ‘cm’ and ‘ft’ have no full stop and there is a space between the digit and the scale, so:

5 ft 5 in; 101 cm

Endnotes

Usually appear at the end of a text, rather than at the foot of each page.

Image Captions

In the case of a catalogue or within a transcript, the caption may simply refer to the catalogue entry or page of the manuscript it illustrates. Other captions should be in the below format and never discursive:

Fig. 00 Artist(s) or Maker(s), *Title* (year). Medium, dimensions in centimetres. Owner (copyright statement).

Italicised text

Titles of books and works of art are in italics, as are foreign phrases incorporated into English, e.g. *trompe l'oeil*, *circa* (usually abbreviated to *c.*, as above).

Latin Terms

We discourage the use of Latin abbreviations and citation terms such as *Ibid.*, *Idem.* and *quod vide* so as to ensure the articles we publish can be readily understood by a wide audience.

Numbers

Numbers are written as words until twenty, and thereafter in digits. But:

1. Numbers in family titles are always digits, e.g. 5th Earl of Bath.
2. Numbers that begin a sentence are always words.

Ordinals

We do not use superscript characters, so:

1st, 2nd, 3rd, 4th

Qualifications

When dates are qualified, please use the following:

- | | | |
|-------|------------|---|
| b. | born | the person was born in this year |
| bap. | baptised | the person was baptised in this year |
| c. | circa | this year or a nearby year |
| d. | died | the person died in this year |
| fl. | flourished | the person was active in this year |
| prob. | probate | the person was granted probate in this year |

When qualifiers are applied to a range of dates which are far apart, the assumption is that the qualifier applies only to the first date:

c. 1640–1738

However, for a single-digit range, a single qualifier may be deemed to apply to both dates:

c. 1640–5

Dates may have two different qualifiers, for example:

John Bloggs (fl. 1670, d. 1708)

Quotations

Should almost exclusively be taken from primary source material, unless it is important to convey a certain scholar's understanding of a particular point. They should be in single quotation marks. If the quoted phrase itself includes a quotation this should be given in double quotation marks. So:

'Bloggs said to Smith, "I have been working on a new biography of Turner, lately"'.
The full stop should come outside the single quotation marks unless the quotation constitutes a standalone sentence. Quotations of over forty words should have a left indentation of 1.5 cm.

Ranges

A range of numbers (such as life dates and page references) are given using the fewest digits necessary, so:

single-digit ranges

1677–8 [meaning 1677 to 1678]; 1620–5; pp. 167–9; pp. 170–1

But 1600–08 and pp. 100–01

two-digit ranges

1677–89 [meaning 1677 to 1689]

pp. 208–19

three-digit ranges

1677–1751

Spelling

We use British English spellings, except in the case of a proper name (so for example Yale Center for British Art not Yale Centre).