



## Hall Histories: a Trinity Hall Journal - style guidelines

### General principles

Style should be formal, clear, and accessible, avoiding unnecessary jargon.

Write in the third person; avoid conversational phrasing.

Basic rule: follow MHRA (<http://www.mhra.org.uk/pdf/MHRA-Style-Guide-3rd-Edn.pdf>), with following additional guidelines:

### Spelling

Follow British English rather than American English (e.g. criticise, analyse, labour).

Do not hyphenate compounds with adverbs ending in -ly

e.g. *expertly written books*.

### Abbreviations

Write out in full any unusual abbreviations at the first mention.

fol. / fols for references to foliated manuscripts.

- Recto and verso need not be given in superscript: i.e. fol. 38r / fols 12v–14r.
- N.B. where leaves have been foliated with Roman numerals, give v / r in full: i.e. fol. i verso.

### Italics

Use italics for:

- Titles of books and journals
- Foreign words not in common English usage

Do **not** italicise:

- Common Latin terms such as *et al.* or *etc.*

### Punctuation

Institutions take capitals when used formally:

- *the University of Cambridge*
- *Trinity Hall* and the *College*
- Use lower case for historical systems, periods and events wherever possible:

Insert commas after all but the last item in a series, as in: '*red, white and blue*'.

The addition of a possessive 's following a name ending in -s is preferred (*Dickens's*, not *Dickens'*).

Round brackets ( ) should be used in normal prose. Square brackets [ ] are reserved for editorial interpolation within quoted matter. Where brackets are required within brackets, use round brackets inside square ones.

Hyphens, en dashes and em dashes:

- hyphen for connecting words: i.e. a well-known scholar
- en dash for ranges: i.e. 112–28.
- em dash for parentheses, without spaces on either side: i.e. The charter—long thought lost—reappeared in the archives.

## Quotations

Short quotations should appear in single quotation marks.

Use double quotation marks only for a quotation *within* a quotation.

Longer quotations (over 40 words) should be:

- set as a block
- indented
- without quotation marks
- Do not italicise

Preserve original spelling in quotations; indicate changes with *[sic]* where necessary.

## References and footnotes

- Use consistent references in the form of footnotes at the bottom of the page.
- Footnotes should be concise
- Give author names using initials only (first names are acceptable if the author is mentioned in the main text). If there is more than one initial, include a space between them: i.e. F. D. Maurice
- Give a full bibliographical reference at the first citation, and then author-plus-short-title in subsequent citations.

Example (first reference):

Eamon Duffy, *The Stripping of the Altars* (New Haven: Yale University Press, 1992), p. 134.

Subsequent reference:

Duffy, *Stripping of the Altars*, p. 141.

p.' or 'pp.' are always used before page references with a space following

- volume but not issue number of journals given (except that for pre-twentieth century journals)
- volume numbers of journals in arabic not roman numerals
- 'ed.' and 'eds.' not '(ed.)' and '(eds.)'
- editors' names come before and not after a book title, except where the book carries an author's name, in the case of memoirs, autobiographies, etc.

- 'ch.' not 'chap.'
- supply full page ranges for articles in journals
- anglicise foreign places of publication, e.g. Cologne rather than Köln.

Cite internet sources by using a stable URL with the date at which the resource was last accessed where appropriate. URLs should not be preceded with 'http://' if they begin with 'www'.

## Numerals

Spell out all numbers up to ninety-nine, except when used in groups or in statistical discussion, e.g. '24 voted for, 19 against, and 10 abstained'. Use commas in thousands: 1,250.

Always use numerals for:

- measurements (5 km)
- page numbers
- dates

## Dates

Centuries are written out in full in lower-case I noun form e.g.:

- *the seventeenth century*
- *the early modern period*

Hyphenate when adjectival:

- *a seventeenth-century manuscript*
- *early-modern books*

Use the format: 24 March 1623 (not *March 24*).

Use BC/AD (not BCE/CE), unless the editorial board specifies otherwise.

- 55 BC, AD 1066

Decades should not have apostrophes before the s, but shortened forms should have an apostrophe at the beginning of the number e.g. 1970s vs. the '70s

## Illustrations

- Any illustrations, figures, tables, and photos must be placed within the text, rather than at the end. Please verify that any images used are not restricted by copyright.
- Any required credit wording must be supplied.
- Illustrations should be referred to in the text as Figure [number], as they may not appear adjacent to the relevant passage.
- Figures should be numbered sequentially in Arabic numerals.

Last updated May 2026