

## Notes to Obituarists

Since its earliest years, the British Academy has published extended obituaries (memoirs) of deceased Fellows of the British Academy. Collectively the *Biographical Memoirs of Fellows of the British Academy* make up a chapter in the intellectual history of Britain, and are used as a source by biographers and historians.

The following notes provide guidelines on the preparation of the typescript of your memoir. The recommendations made here should be followed carefully. This will ensure that levels of consistency are maintained and that your text will pass smoothly through the editorial process.

### GENERAL

#### Writing a biographical memoir

- Because British Academy memoirs are a contribution to the first draft of the intellectual history of the 20th and 21st centuries, your text should primarily cover the academic career and achievements of the subject.
- The memoir should discuss the works published by the subject that have made a significant contribution to their field or that represent notable stages in their career or intellectual journey (but try to avoid turning the memoir into a succession of book reviews). Bibliographical references to the works discussed should be included in footnotes or in a list of references (depending on the style of References used – see below pp. 4-5). A comprehensive bibliography of the subject's published works should *not* be appended to the memoir; reference can always be made to sources where any bibliographies may be found.
- The memoir should reveal any significant contribution the subject made as an academic leader or mentor, or as a public intellectual or communicator.
- Please include any significant contribution to the life of the British Academy, such as the holding of office or being involved in any of the Academy's activities.
- A reader of a memoir should feel that they have some idea of the subject as a person. Direct quotations from those who knew the subject may shed light on their character. The memoir should also include coverage of the subject's personal life, including their family background and childhood. The non-academic side of a life can be more difficult to capture, but it is often the part of an obituary that brings the subject alive, particularly for the reader who did not know them.
- British Academy memoirs are not eulogies. As considered pieces not issued in the immediate aftermath of the death, they may provide some scope for a 'warts and all' appraisal of the subject.
- A typical length of a British Academy memoir is 8,000-9,000 words. But memoirs vary above and below this figure, governed by the circumstances of the subject (how 'full' their life may have been) and of the material available to the obituarist. If you feel that your memoir is likely to exceed this length significantly, please contact the Academy's Head of Publishing.
- There is no single right way to craft a British Academy memoir. Dipping into recent examples of memoirs to see the approaches that other obituarists have taken is recommended. Collaborative pieces are welcome.
- The obituary will be read by people without specialist knowledge in the particular field, so please avoid specialist conventions.
- The text of the memoir should be in English. (Other languages may, of course, be used in direct quotations.)

### **Publication of the *Biographical Memoirs***

- British Academy memoirs are published as downloadable PDF files in the online resource of *Biographical Memoirs of Fellows* ([www.thebritishacademy.ac.uk/publishing/memoirs/](http://www.thebritishacademy.ac.uk/publishing/memoirs/)).
- *Open access*. The *Biographical Memoirs of Fellows of the British Academy* is licensed under a Creative Commons Attribution-NoDerivatives 4.0 International License. Authors may post the PDF file of their memoir on their personal websites or in subject or institutional repositories. The memoir may also be reproduced in collections of the author's works, or in other publications or on websites that commemorate the subject.
- Each memoir will be posted online once it is ready for publication. A 'volume' of the *Biographical Memoirs* that have been posted is also periodically published in print.

## PREPARING AND SUBMITTING YOUR ARTICLE

### **Permissions**

- The published memoir should in no way infringe any existing copyright. Permission must be obtained in good time from the copyright-holder to reproduce any copyright material. Obtaining the necessary permissions to reproduce copyright material in both online and print media is your responsibility, though the Academy's Publishing Department will be pleased to give advice.
- Your request should be for world English language rights for the following two uses:
  1. online publication in an open-access archive of *Biographical Memoirs of Fellows of the British Academy* ([www.thebritishacademy.ac.uk/publishing/memoirs/](http://www.thebritishacademy.ac.uk/publishing/memoirs/));
  2. print publication in a *Biographical Memoirs of Fellows of the British Academy* volume.

The online rights should not be time-limited.

### **Submission of your memoir text**

- The memoir text should be submitted as a *Word* document. If your text contains special fonts or characters that require a word-processing package other than *Word*, please contact the Head of Publishing ([publishing@thebritishacademy.ac.uk](mailto:publishing@thebritishacademy.ac.uk)).
- Your *Word* file should be emailed to the Academy's Head of Publishing – Mr James Rivington ([publishing@thebritishacademy.ac.uk](mailto:publishing@thebritishacademy.ac.uk)).
- The Head of Publishing will correspond with you if he wishes to suggest any reasonable changes to the text.
- You will see at least one proof of your article before it is posted on the *Biographical Memoirs* website.

### **Illustration**

- A photograph of the deceased Fellow will be published with the obituary. A photograph from around the time of their election to the Fellowship is often preferable. If we already have one on file (all Fellows are asked to deposit a photograph at the Academy), you will need to see it – you may decide that it is inappropriate or that a better photograph exists. If we do not have one, we would be grateful if you could secure a suitable portrait.
- Memoirs do not contain any other illustration. If you have exceptional reasons for wishing to include another illustration, please contact the Academy's Head of Publishing.

## THE TYPESCRIPT

### General

For the main text, use 12 pt Times New Roman, with 1.5 lines spacing. For footnotes, use 10 pt Times New Roman, with single line spacing.

### At the beginning

- The deceased Fellow's name, full dates of birth and death, and year of election to the British Academy should be given in the form:

ANN MOSS [i.e. normally used name]

Jennifer Ann Moss [i.e. full name]

21 February 1938 – 13 August 2018

elected Fellow of the British Academy 1998

- Below that, add your name as author in the form in which you would like it to be published. (For more than one author, list each name on a separate line, in the order in which you would like them to be published.)
- Please provide a **Summary** of up to 100 words, indicating the deceased Fellow's main disciplinary interests and the achievements for which they should be best remembered. As well as being published in the memoir itself, it will appear on the Academy's website to help non-specialists identify memoirs in which they may be interested.

### General structure of memoir text (and the use of sub-headings)

Your memoir can take the form of continuous text, or it can be divided into sections.

If the text is divided, the different sections may be identified *either* with simple numbering I, II, III, etc., *or* with named (but unnumbered) sub-headings. In the latter case, do not use more than two levels of sub-heading: for clarity in the typescript, a level 1 sub-heading should be bold centred, a level 2 sub-heading should be italic aligned left.

### At the end

- In an *Acknowledgements* paragraph at the end of the text, put on record those individuals (e.g. members of the subject's family) and sources that have informed and assisted the preparation of the memoir. (*Do not* place your acknowledgements in a footnote.)
- In a *Note on the author*, please state your current position and affiliation (or other appropriate designation), as you would wish them to be published. (If the memoir has more than one author, list these details in the order given at the beginning of the typescript.)

### Footnotes

Published memoirs use footnotes (not endnotes), and they are numbered consecutively throughout the text. If you are using *Word* to prepare your memoir, please use the 'Insert Footnote' option on the 'References' tab, which will do the automatic numbering for you.

### Quotations

- *Quotation marks*. Single quotation marks ' ' should be used, with double quotation marks " " being reserved for quotes within quotes. [For more on Quotations, see p. 6]
- *Displayed quotations*. Quotations which are longer than about five lines when typeset (roughly, more than 60 words) are indented and are not enclosed in quotation marks.

### Spelling

Memoirs use British spelling. Please note that the house style for memoirs is to use the endings *-ise/-isation* in cases where an alternative in *-ize/-ization* exists: civilise, civilisation.

## BIBLIOGRAPHICAL REFERENCES

Because the *Biographical Memoirs* embrace such a wide range of disciplines, each with its own preferred conventions, the series makes use of both the ‘short title’ system (style A), and the author-and-date system (style B), for bibliographical references. You may use either style, but be consistent in doing so within the text of the memoir.

### REFERENCES STYLE A

Style A uses the ‘short title’ system of references. In this system, bibliographical references appear in the footnotes – on the first occasion in full, thereafter in a shortened form.

<sup>1</sup> G.R. Owst, *Literature and Pulpit in Medieval England* (Cambridge: Cambridge University Press, 1926), pp. 2-5.

<sup>2</sup> R.D. Lund, ‘From Dulness to Luxury: “Estimate” Brown, Warburton and the *Dunciad*’, *Journal for Eighteenth-Century Studies*, 31 (2008), 551-69 at 556.

<sup>3</sup> Owst, *Literature and Pulpit*, p. 6.

<sup>4</sup> Lund, ‘From Dulness to Luxury’, 557.

There is a space after ‘p.’ or ‘pp.’. (Note that ‘p.’ or ‘pp.’ are omitted from journal references.)

Do *not* use ‘op. cit.’ or ‘loc. cit.’

Other examples of full references:

edition, edited by, translated by

J.D. Denniston, *The Greek Particles*, 2nd edn (Oxford: Oxford University Press, 1950), p. 56.

G. McCauslan & J. Jowell (eds), *Lord Denning* (1984), pp. 34-8.

G. Mosca, ‘Teorica dei governi e governo parlamentare’, in G. Sola (ed.), *Scritti politici* (Turin, 1982), pp. 69–84.

Cicero, *Opera omnia*, ed. J.A. Ernesti, 5 vols (London, 1819-23).

J. Habermas, *The Philosophical Discourse of Modernity*, trans. F. Lawrence (Cambridge, 1987).

journal series, journal issue

D. Daube, ‘Error and Accident in the Bible’, *Theological Quarterly*, 2nd ser., 2 (1949), 189-213.

A. King, ‘The Rise of the Career Politician in Britain – And its Consequences’, *British Journal of Political Science*, 11:3 (1981), 249-85.

book series

J. Sutherland, *English Literature in the Late Seventeenth Century* (*Oxford History of English Literature*, 6; Oxford, 1969).

Ann Moss, ‘“Des coches”: une rhétorique transportable?’, in John O’Brien, Malcolm Quainton & James Supple (eds), *Montaigne et la rhétorique* (*Studies on Montaigne*, 22; Paris: Classiques Garnier, 1995), 77-87.

thesis

Patrick Collinson, ‘The Puritan Classical Movement in the Reign of Elizabeth I’, PhD thesis (London, 1957).

online source

WHO (World Health Organization), *Non-pharmaceutical public health measures for mitigating the risk and impact of pandemic influenza* (2019). <https://www.who.int/publications/i/item/non-pharmaceutical-public-health-measuresfor-mitigating-the-risk-and-impact-of-epidemic-and-pandemic-influenza>

Manuscript pressmarks should follow the usage of the library concerned.

Note that footnote indicators in the text appear after any punctuation:

This point has been strongly criticised by many scholars,<sup>24</sup> but it still has its firm defenders.<sup>25</sup>

## REFERENCES STYLE B

Style B uses the author-and-date system of references. The full bibliographical details are given in a list of 'References' at the end of the paper; references in the text and in the notes are by author and date. Wherever known, please add the DOI (Digital Object Identifier) at the end of each 'References' entry.

### Examples of entries in list of 'References'

#### Journal article

- Turner, R.N. (2020), 'Crossing the divide: promoting confidence in contact in a diverse world', *Journal of the British Academy*, 8: 51–74. <https://doi.org/10.5871/jba/008.051>
- Leonard, E., Ananias, J. & Sharley, V. (2022), 'It takes a village to raise a child: everyday experiences of living with extended family in Namibia', *Journal of the British Academy*, 10(s2): 239–61. <https://doi.org/10.5871/jba/010s2.239>

#### Book

- Van Hyning, V. (2019), *Convent Autobiography: Early Modern English Nuns in Exile* (*British Academy Monograph*; Oxford, Oxford University Press). <https://doi.org/10.5871/bacad/9780197266571.001.0001>
- Macola, G. (ed.) (2018), *The Colonial Occupation of Katanga: The Personal Correspondence of Clément Brasseur, 1893–1897* (*Fontes Historiae Africae*, ns 15; Oxford, Oxford University Press). <https://doi.org/10.5871/bacad/9780197266496.001.0001>

#### Chapter in book

- Moss, A. (1995), "'Des coches": une rhétorique transportable?', in O'Brien, J., Quainton, M. & Supple, J. (eds), *Montaigne et la rhétorique* (*Studies on Montaigne*, 22; Paris, Classiques Garnier), 77–87.
- Tyler, E.M. & Younge, G. (2020), 'Moving people, moving forms: narrating migration in the Anglo-Saxon Chronicles', in Ormrod, W.M., Story, J. & Tyler, E.M. (eds), *Migrants in Medieval England, c. 500-c. 1500* (*Proceedings of the British Academy*, 229; Oxford, Oxford University Press), 144–74. <https://doi.org/10.5871/bacad/9780197266724.003.0006>

#### Media, reports and online sources

- Archard, D. (2020), 'How should we think about childhood and children? A provocation paper', *Medium*. <https://medium.com/reframing-childhood-past-and-present/how-should-we-think-about-childhood-and-children-66c5624092f>
- Guardian Nigeria* (9 January 2022), 'Nigeria in crisis as debt stock hits N26t in 7years'. <https://guardian.ng/news/nigeria-in-crisis-as-debt-stock-hits-n25t-in-7years/>
- WHO (World Health Organization) (2019), *Non-pharmaceutical public health measures for mitigating the risk and impact of epidemic and pandemic influenza*. <https://www.who.int/publications/i/item/non-pharmaceutical-public-health-measures-for-mitigating-the-risk-and-impact-of-epidemic-and-pandemic-influenza>

Notes. (1) For journalism, news reports, pieces by staff writers, etc., the name of the newspaper, media outlet or online source may be given as the 'author'; so too, for policy reports not credited to specific authors, the issuing organisation may be given as the author. (2) A date accessed, e.g. '(accessed 19 April 2022)', should be added after a URL *only* for an online source that is subject to change or updating.

### References in the text and notes

The short form author-and-date references may be inserted within the text or, if you prefer, within footnotes (do *not* put the full bibliographical details of references in the footnotes). Sample in-text / in-note references:

This view is strongly held by Curtis & Atkinson (1999: 15–17) and Adams (2003), but has been challenged regularly by others (in particular Brown 1998: 93, 96; 2004a: 72–3).<sup>1</sup> (It is interesting to note that the World Health Organization (WHO 2019) has also taken a different view.)

<sup>1</sup> See also Brown & Smith (2000), Brown *et al.* (2001b), and most recently Brown (forthcoming).

<sup>2</sup> *1 Henry IV*, 5.1.130–3. Unless otherwise indicated, Shakespeare quotations are taken from Hinman (1968).

## DETAILED POINTS OF EDITORIAL STYLE

### Quotations

- *Relative position of a closing quotation mark and punctuation.* Punctuation should be inside the quotation mark *only* if there was punctuation at that point in the material quoted, otherwise it should be outside.
- *Points of omission ...* should be typed as three points with a space either side of the three. If the matter before the omission points ends a complete sentence, it will have its own close-up full point, which is quite independent of the points of omission. ...

### Italics

- *Book titles, etc.* Use italics for published books (except books of the Bible), journals, plays, films and works of art.
- *Foreign words* and short phrases that have not been naturalised are in italic. Names of foreign institutions are in roman.
- *Italics in abbreviations.* Most of the common Latin abbreviations are kept in roman type (cf., e.g., i.e., vice versa and viz.), but *c., et al.* are italic.
- *Emphatic italics.* Use italics rather than bold for emphasis, but be sparing in the use of it.

### Abbreviations

- *Italics* should only be used in abbreviations where the expanded version is in italic: *OED (Oxford English Dictionary)*; but LSJ (*A Greek–English Lexicon* by Liddell, Scott and Jones).
- *Use of full points.* Do not put full points in abbreviations consisting entirely of capitals: ‘BBC’ not ‘B.B.C.’, or for abbreviations consisting of a mixture of capital and lower-case letters that are used as titles or post-nominals, e.g. St (Saint), Revd, Dr, Mr, Mrs, FMedSci, BSc, MPhil, PhD. Abbreviations of units of measurement should not be given a full point: ‘cm’ not ‘cm.’.
- *The apostrophe.* Note that there is no apostrophe in plural forms like MPs, QCs, etc.

### Numbers and dates

- *Page-references.* In page-references, elide as many figures as possible, but retain the penultimate digit for the sequence 10-19 in any hundred: 4-8, 9-15, 17-18, 19-33, 24-8, 45-56, 99-111, 112-18, 132-8, 145-56.
- *Numbers.* It is usual to spell out numbers up to nine in continuous text, and to use figures for 10 and above. For statistics or units of measurement, use figures: 3 per cent, a 6-year-old child. Where the context is not statistical, it may sometimes be appropriate to spell out larger numbers: ‘he felt a hundred times better’. Avoid beginning a sentence with figures.
- *Percentages.* Normally ‘per cent’ should be spelt out.
- *Dates.* Use the form ‘16 August 1979’, without commas. (If the day of the week is given, then a comma should be inserted after it: ‘Sunday, 25 October 1953’.)
- *Decades.* 1960s, the ‘60s, or (where appropriate in the context) the Sixties.
- *Centuries.* 5th century BC, 20th century, 17th-century literature.
- BC and AD are the *Biographical Memoirs*’ normal usage, but you may use BCE and CE if you prefer.
- *Elision of dates.* Keep all the figures when the extent covers more than one century: 1820-1910. Do not elide dates BC. Otherwise elide dates according to the rules above for page-references: 23-5 December, 1826-8, 1914-18, etc.

*Issued by:*

Head of Publishing

The British Academy

Email: [publishing@thebritishacademy.ac.uk](mailto:publishing@thebritishacademy.ac.uk)

September 2023