

# CELTICA

STYLE GUIDE

2007

**Abbreviated Titles** In general, follow the usage of *DIL*; however, *AFM* (*Annals ... by the Four Masters*) is to be used in preference to *DIL*'s *FM*. Note also the following points:

- Abbreviated titles of reproductions of manuscripts are to be in romans, not italics, e.g. LL, LU, BB, LB, LGDL.
- The names of certain universities and libraries are to be abbreviated, e.g. TCD, UCD, BL, NLS, NLW, NLI. But use 'Maynooth' (not MN) and 'Queen's University Belfast' (not QUB).
- For abbreviated titles of journals see the item **Short Titles** below.

**Abbreviation 'ed.'** The abbreviation 'ed.' stands for *editio* and is to be used both for 'editor' and 'editors' ('eds.' is not to be used). Note that 'ed.' is to be used in preference to *eag.*, *hrsq.* and *gol.*

**AD, BC** Stops are not to be used after the 'A' and 'D' of AD (the same for BC), with the obvious exception of a sentence which ends in AD or BC.

**Ampersand** Do not use '&' when citing a work which has been written by a number of authors; use 'and' instead.

**Apostrophe** In the possessive forms of names which end in *s*, the preferred usage is *James's*, *Thomas's* (not *James'*, *Thomas'*).

**Bibliographical Details** The general usage in *Celtica* is to give bibliographical details in footnotes. However, long articles which employ the 'Harvard method' (see, for example, *Celtica* 25 168–81) are acceptable, though authors who use it must ensure (a) that for every citation in the body of the article there is a full citation in the list of references which is appended to the article; and (b) that there are no inconsistencies between reference dates in the body of the article and the corresponding dates in the list of references. Authors should also ensure that all bibliographical references are complete before submitting articles. Bibliographical details in footnotes should be given in the following order: (1) names of author(s)/editor(s); (2) full title of publication; (3) place and date of publication; (4) page reference(s). Examples of the style are:

Ivor Williams (ed.), *The poems of Taliesin* (Dublin 1968, repr. 1987) 5.

Pádraig Ó Néill (ed.), ‘Irish glosses in a twelfth-century copy of Boethius’s *Consolatio Philosophiae*’, *Ériu* 55 (2005) 1–17, at p. 8.

#### Capitals in Titles of Books :

- In book titles in English, Irish or Latin, only the first letter of a title and the first letter of proper nouns within a title are to be capitalised, e.g. David Greene (ed.), *Fingal Rónáin and other stories* . . . , D. A. Binchy (ed.), *Corpus iuris hibernici* . . . . This use of capitals applies also when the name of an edited text is cited in the body of an article, e.g. ‘In *Foras feasa ar Éirinn* Geoffrey Keating refers to . . .’.
- Certain special works have all words in their titles capitalised, e.g. ‘The Bible’, ‘The New Testament’.
- In a title with a colon in it, the colon should be followed by a lower-case letter except when the word which follows the colon is a proper noun or the first word of a title:

*East Sutherland Gaelic: the dialect of the Brora* . . . .

*Cnósach focal ó Bhaile Bhúirne i gCunndae Chorcaí:*

*Mícheál Ó Briain (1866–1942) a bhailig* . . . .

*The Book of O’Hara: Leabhar Í Eadhra* . . . .

**Commas** ‘s.v.’, ‘n.’, ‘fn.’ and ‘§’ should not be preceded by a comma. The preferred usage is, for example, ‘*DIL* s.v. *fer*’; ‘p. 155 n. 1’; ‘p. 20 fn. 5’; ‘p. 86 § 53’.

**Dates** The style for dates is: ‘1 September 1979’, ‘1 Meán Fómhair 1979’. When using numbers only, the style is: 1979-09-01 (year-month-day).

**Dissertations** The style for dissertations is: W. Stein, ‘The Lichfield Gospels’ (Ph.D. thesis, University of California, Berkeley, 1980).

#### Fasciculi, Volumes, Parts, Editions, Reprints, etc., of Books and Journals

Use the following styles:

- Fasciculus number: use small roman numerals, e.g. N. Ní Shéaghda, *Catalogue of Irish manuscripts in the National Library of Ireland*, fasc. i . . . .
- Volume number in a series: there are two styles: upper-case roman numerals are used for certain long-established series, e.g. D. A. Binchy (ed.), *Críth gablach* (Medieval and Modern Irish Series XI, Dublin 1941, repr. 1979); for recently-established series, arabic numerals are used, e.g. *Maynooth Studies in Celtic Linguistics* 7; *Proceedings of the Irish Biblical Association* 23.

- Volume numbers of a book: use lower-case roman numerals, as in: D. A. Binchy (ed.), *Corpus iuris hibernici* i–iv . . . . An exception to this is the case of a book whose volume number must be given, as well as a number for a part of that volume; in such a case use the style in, for example, *Irishce Texte* IV, i.
- Volume number of a journal: use arabic numerals, e.g. *Celtica* 25.
- Volume number and part number of a journal: these are to be indicated as in, for example, *Éigse* 14/2.
- Volume which has been reprinted/revised: the relevant details must be included in the bibliographical reference. Some examples are:
 

Brian Ó Cuív, *The Irish of West Muskerry, Co. Cork: a phonetic study* (Dublin 1944, repr. 1988).

James Carney, *Studies in Irish literature and history* (Dublin 1955, repr. with index 1979).

Wolfgang Meid (ed.), *Táin Bó Fraích* (Dublin 1967, revised ed. 1974; repr. 1994).

**Endnotes** These are not to be used in articles which are submitted for publication in *Celtica*.

**Latin Words and Phrases** As a general rule, avoid using Latin words and phrases when there exist corresponding English words and phrases which will do the job just as well. So, for example, ‘letter for letter’ is preferred to *literatim*. In preference to ‘supra’, ‘infra’, ‘metri causa’ and ‘passim’ use ‘above’, ‘below’, ‘for the sake of the meter’ and ‘throughout’, respectively. [*sic*], [*recte*], *pace*, *ibid.*, *loc. cit.* and ‘viz.’ are permitted. The word *idem* in the sense of ‘same author’ is not to be used in footnote references: repeat the author’s name instead.

**Manuscripts** Refer to manuscripts by giving the name of the institution which holds the MS, the catalogue number and the shelf number (the last in brackets), e.g. RIA MS 474 (24 P 26), TCD MS 1318 (H 2. 16).

**Number-Ranges** In number-ranges, elide as in 21–9 (not 21–29), 245–7 (not 245–247). The numbers 11 to 19 in each hundred are not to be elided, e.g. 111–18 (not 111–8), 212–17 (not 212–7), nor are Roman numerals, e.g. xxx–xxxii. Elision of years is to be indicated as in 1132–34, 1925–29, for example. Where ambiguity might arise as a result of elision of numbers in a range, give the range in full.

**Page and Line References** The style is, for example, *CIH* ii 383.5; v 1689.13.

**Poem Books** To refer to a poem in a book of poems use the following styles:

- Poem number with page references: *O’R. Poems* XIX (pp. 92–9)
- Poem number with line reference: *O’Hara* VIII.54

- Poem number on its own: *Aith. D. 75*

**Proofs** All corrections to proofs must be written clearly and legibly in the margins of proofs, not on separate sheets.

**Quotations :**

- All quotations in languages other than Irish or English are to be accompanied by a translation into English.
- When a quotation has another quotation embedded within it, the embedded quotation should be surrounded by double quotes, and the full quotation by single quotes. This applies also to the title of an article which incorporates a quotation, e.g.

McManus, ‘ “The smallest man in Ireland can reach the tops of her trees”: Images of the King’s Peace and Bounty in Bardic Poetry’ in Joseph Falaky Nagy (ed.), *Memory and the modern Celtic literatures . . . .*

- Long quotations, i.e. those which contain more than three or four lines, are set off with special indenting and do not need to be enclosed in quotes.
- Quoted material should always be accompanied by page references (in brackets) to the source quoted.

**Reviews** Review titles are to contain the following information in the following order: (1) full title of the book being reviewed. (2) name(s) of author(s)/editor(s). (3) series title and volume number (if applicable), publisher, place of publication and year of publication. (4) number of pages, and number of colour plates (if applicable). (5) price. (6) ISBN number. Each of these six elements is to be followed by a full stop.

**Short Titles** It is important to note that the full title of a book is that which appears on its title page, and it is this which must be used in bibliographical references. Partial titles, such as are used on the cover or spine of books, are not to be used. When a author cites a work more than once, short titles are to be used after the first citation. (Authors will get an idea of the way full titles are shortened if they consult the list of short titles of works published by the School of Celtic Studies which is to be found in the School’s catalogue *Foilseacháin sa léann Ceilteach; publications in Celtic studies 2005–2006*, 53–9.) Thus, the first reference to a work should be accompanied by full bibliographical details (see **Bibliographical Details** above), and all subsequent references to it are to consist only of the author’s/authors’ surname(s) followed by a short title and page-number reference(s). For example, the reference: Breandán Ó Buachalla, ‘Cúlra is tábhacht an dáin *A leabhráin ainmnightheair d’Aodh*’, *Celtica* 21 (1990) 402–16, will be replaced in subsequent references by: Ó Buachalla, ‘Cúlra is tábhacht’, with the appropriate page number(s).

Titles of journals are to be treated in a similar way: in the first reference to a journal its title is to be given in full and followed immediately by an abbreviated title in roman capitals, e.g. *Zeitschrift für celtische Philologie* (ZCP). If an author is unsure as to how a journal title should be abbreviated, he or she should consult the editors of *Celtica*.

**Spacing** Ensure that there is a space between the abbreviated initials of an author's forenames, e.g. D. A. Binchy (not D.A. Binchy).

**Tables** Authors are asked to bear in mind that the page text-width of *Celtica* is 4.11 cm, and to ensure that any tables they include in their articles are not wider than this. The arrangement of material in tables in a predominantly vertical, rather than horizontal, may avoid the problem of tables becoming too wide.