

AISTE

Rannsachadh air Litreachas Gàidhlig *Studies in Gaelic Literature*

STYLE SHEET for AUTHORS

Aiste uses an adapted form of the *MHRA Style Guide*, to which authors should refer for fuller details; it can be accessed at <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>. The following notes and examples are intended as a convenient reference guide, which summarise the main points and outline the main departures from the *MHRA Style Guide*.

1 NOTES

Footnotes should be used, not endnotes. These may include references (see 2).

2 REFERENCES

References may be given either in author-date parentheses within the text or as footnotes, but the same system should be adhered to throughout an article.

Numbers

All numerals (with the exception of relevant page numbers) should be Arabic.

In numeric ranges falling within the same hundred the last two figures should be given, e.g.

15-18, 24-29, 52-58, 102-08, 1966-69

Capitalisation

Main words in titles of books and journals should be initial-capitalised; in the titles of articles, capitalisation should be used only for the first word of the main title and subtitles, and in proper nouns.

Publisher

The name of publishers should not be included.

Pages

The abbreviations 'pp.' and 'p.' should be omitted for page ranges and pages in books as well as journals, unless necessary for clarification.

[A.] AUTHOR-DATE

Author surname and year of publication, followed by comma and page reference, all in parentheses:

(Byrne 2000, 22-23).

Multiple references should be separated by a semi-colon within the same parentheses:

(Thomson 1974, 56; Clancy 1998, 87-89).

When the author's name is clearly indicated in the text there is no need to repeat this in the reference; thus:

In his groundbreaking study, Thomson (1974, 56) argues for a re-evaluation [. . .].

If two or more works by the same author have the same publication date, they should be arranged in alphabetical order of title and lettering should be included after the date to distinguish them as follows:

(Thomson 1974a) . . . (Thomson 1974b)

If two sources by different authors share the same surname and year of publication, initials should be included, e.g.

(Thomson, D. S. 1970) . . . (Thomson, R. L. 1970)

BIBLIOGRAPHY

A full alphabetical bibliography should be provided. Any abbreviations of journal titles used in referencing (e.g. *SGS*, *TGSI*, *CMCS*) must be fully expanded in bibliographical entries (*Scottish Gaelic Studies*, etc.).

Entries in the bibliography will need to indicate year of publication immediately after the author's name. Forms of proper names should be determined by the source text, not by language of the submitted article, and variant forms of authorial names (MacGill-Eain, Somhairle / Maclean, Sorley; MacThòmais, Ruaraidh / Thomson, D. S.) should be listed separately in the alphabetical list. Thus only the separative phrase 'in' / 'ann an' (for articles in books) should be determined by the language of the *AISTE* article. Publications containing three or more authors or editors should list the first author followed by 'et al.'.

- Gillies, William. 1978. 'The Gaelic poems of Sir Duncan Campbell of Glenorchy (I)', *Scottish Gaelic Studies* 13.1, 18-45
- MacDonald, Kenneth. 1994. 'The Fernaig manuscript', in Derick S. Thomson (ed.), *The Companion to Gaelic Scotland*, 2nd edn, Glasgow, 71-2
- Meek, Donald E. 1996. *The Scottish Highlands: The Churches and Gaelic Culture*, Gospels and Cultures Series, Pamphlet 11, Geneva
- Meek, Dòmhnall Eachann. 2006. 'Searmoin às na Seisgeannan', *Gath* 5 (An Samhradh), 14-19
- Murchison, T. M. 1962. 'Highland life as reflected in Gaelic literature', *Transactions of the Gaelic Society of Inverness* 38 (1937-41), 217-42
- Ó Baoill, Colm (ed.). 1972. *Poems and Songs by Sileas MacDonald c. 1660-c. 1729*, Scottish Gaelic Texts Society, vol. 13, Edinburgh

- Ó Baoill, Colm (ed.) and Bateman, Meg (trans.). 1994. *Gàir nan Clàrsach: The Harps' Cry*, Edinburgh
- Black, Ronald et al. (eds). 1999. *Celtic Connections: Proceedings of the Tenth International Congress of Celtic Studies*, East Linton

[B.] FOOTNOTES

Full publication details in first reference, abridged information in subsequent references.

Avoid *op. cit.* and *loc. cit.* Abbreviations such as 'e.g.', 'i.e.', 'cf.' 'ibid.', 'idem', 'eadem' which occur at the beginning of footnotes should not be capitalised. Use *ibid.* only for reference to the immediately previous footnoted item.

- FIRST REFERENCE to a BOOK

- 1) author's initials or forename (as in source), followed by author's surname
- 2) title, in italic, with main words capitalized (but unpublished theses roman in quotes)
- 3) editor(s) / compiler(s), if any, preceded by 'ed. by' when an author's name is present; if no author, the name of the editor(s) / compiler(s) should appear followed by '(ed.)' or '(eds)' preceding the title
- 4) series (in roman), if any, and volume / number in the series
- 5) edition, if not the first
- 6) publication place and year in brackets (comma in between, and following closed bracket)
- 7) volume number (if more than one), preceded by 'vol.'
- 8) page number (omit 'p.' / 'pp.' / 'td.' / 'ttd.').

A comma should separate each of these elements.

For example:

Donald E. Meek, *The Scottish Highlands: The Churches and Gaelic Culture*, Gospels and Cultures Series, Pamphlet 11 (Geneva, 1996), 50.

Ronald Black, William Gillies and Roibeard Ó Maolalaigh (eds), *Celtic Connections: Proceedings of the Tenth International Congress of Celtic Studies* (East Linton, 1999)

Walter Macfarlane, *Geographical Collections Relating to Scotland*, ed. by A. Mitchell, Scottish History Society, vol. 51 (Edinburgh, 1906), vol. 1, 209.

W. J. Watson (ed.), *Bàrdachd Ghàidhlig*, 3rd edn (Glasgow, 1959), 322.

Colm Ó Baoill (ed.), *Poems and Songs by Sileas MacDonald c. 1660-c. 1729*, Scottish Gaelic Texts Society, vol. 13 (Edinburgh, 1972)

Thomas Owen Clancy (ed.), *The Triumph Tree: Scotland's Earliest Poetry, 550-1350* (Edinburgh, 1998)

SUBSEQUENT REFERENCES to a BOOK

- 1) author's (/ editor's) surname
- 2) short title (as short as possible, but functional)
- 3) volume number (if applicable), preceded by 'vol.'
- 4) page number.

For example:

Meek, *Scottish Highlands*, 42.
 Macfarlane, *Geographical Collections*, vol. 2, 119-20.
 Watson, *Bàrdachd*, 211.

- FIRST REFERENCE to an ARTICLE in a BOOK

Same as above, but in place of items (2) and (3), substitute:

- (a) title of the article, in roman, in quotes; words already italic remain italic, words already in quotes take double-quotes
- (b) 'in' / 'ann an' plus editor's name as given in source followed by '(ed.)' or '(eds)' as appropriate
- (c) title of book in italic

For example:

James A. Stewart Jr, 'Lost Highland manuscripts and the Jacobite rebellion of 1745-46', in Ronald Black, William Gillies and Roibeard Ó Maolalaigh (eds), *Celtic Connections: Proceedings of the Tenth International Congress of Celtic Studies* (East Linton, 1999), 293.

Kenneth MacDonald, 'The Fernaig manuscript', in Derick S. Thomson (ed.), *The Companion to Gaelic Scotland*, 2nd edn (Glasgow, 1994), 71-2.

Note that if you have previously referred to the book in which an article is contained, but not to the article, you should use full title of the article, but may use short title for the book, e.g.:

Kenneth MacDonald, 'The Fernaig manuscript', in Thomson, *Companion*, 71-72.

SUBSEQUENT REFERENCES to an ARTICLE in a BOOK

Author's (/ Editor's) surname, short title in quotes, and page, e.g.:

Gillies. 'The Gaelic poems', 20.
 MacDonald, 'Book of the Dean', 72.
 Stewart, 'Lost Highland manuscripts', 291.

- FIRST REFERENCE to a JOURNAL ARTICLE

- 1) author's initials or forename (as in source) followed by author's surname
- 2) title of the article, in roman, in quotes; words already italic remain italic, words already in quotes take double-quotes

- 3) name of journal in italic (may be abbreviated if abbreviation well-known) with volume number in arabic non-italic numerals (no need for 'vol.' or for comma before vol. no.) and issue number if appropriate, followed by year in parenthesis
- 4) page number (omit 'p.' / 'pp.' / 'td.' / 'ttd.').

A comma should separate each of these four elements.

For example:

D. E. Domhnallach, 'Bàrd a' bruidhinn mu chuid bàrdachd fhèin', *SGS* 17 (1996), 100.

T. M. Murchison, 'Highland life as reflected in Gaelic literature', *Transactions of the Gaelic Society of Inverness* 38 (1962 [1937-41]), 217-42.

Sheila Kidd, 'Caraid nan Gaidheal and "Friend of Emigration": Gaelic emigration literature of the 1840s', *Scottish Historical Review* 81.1 (211) (April 2002), 52-69.

Michel Byrne, 'Monsters and goddesses: Culture re-energised in the poetry of Ruaraidh MacThòmais and Aonghas MacNeacail', in Ian Brown et al. (eds), *The Edinburgh History of Scottish Literature. Volume Three: Modern Transformations: New Identities (from 1918)* (Edinburgh, 2006), 176-84.

SUBSEQUENT REFERENCES to a JOURNAL ARTICLE

Author's surname, short title in quotes, and page:

Domhnallach, 'Bàrd a' bruidhinn', 102.

Murchison, 'Highland life', 220.

Byrne, 'Monsters', 180.

Forms of proper names should be determined by the source text, not by language of the submitted article. Thus only the preposition 'in' / 'ann an' (for articles in books) should be determined by the language of the *AISTE* article.

3 SPELLING AND PUNCTUATION

In Gaelic, *Gaelic Orthographic Conventions 2005 (GOC)* and recent addenda must be used for main text: see <http://www.sqa.org.uk/sqa/7339.html>. However titles of books and articles, and quotes from earlier works should not normally be standardized to *GOC*. Accents should be used in upper-case as well as lower-case.

In English, both British and American practices will be accepted, though styles should not be mixed within the same article. Similarly, where variants exist (e.g. -ize/-ise verbs), spellings should be consistent within the same article.

There should be no point within capitalised abbreviations (SSPCK, etc.) or after contractions which retain the final letter (St, Mr, Mgr, Dr) but a point should be used after other contractions: ed., Rev., Esq., Oll.

Quotations

Use single quotation-marks; use double within single for quotations within quotations.

If over forty words of prose or over two lines of verse, quotations should be indented on both sides and set off as a paragraph with a space above and below, and without quotation marks.

Omissions within quotations should be marked by an ellipsis: [...]. Ellipses are not necessary at the beginning or end of quotations.

Quotations should not be italicised, even if in a language other than that of the article.

Italics

Italics should only be used

- 1) for the title of a published volume
- 2) for a word/phrase used in the writer's own prose which is not in language of article, e.g. 'Chan eil *raison d'être* aca [. . .]', 'When using the *còmhradh* mode [. . .]'
- 3) for the translation of a quotation (translation of verse should be given in continuous prose with line breaks indicated)
- 4) for second and third level subheadings.

4 HEADINGS

Authors wishing to include headings in their article are asked to observe the following formatting:

1st level (main headings): centralised small caps, capitalised initials

2nd level (subheadings): centralised italics, capitalised initials

3rd level (subsubheadings): left-aligned italics, capitalised initial in first word or proper nouns only.

5 ABSTRACT and WORD-PROCESSED COPY

Contributors should provide one hard copy of their article, 1.5-spaced, and a copy either on disk or preferably as an e-mail attachment to celtic@arts.gla.ac.uk making sure to put 'Aiste' in the subject heading. Where possible this should be provided as a Word document, but if this presents any problems please contact us.

Articles should be headed by an abstract in English (wordcount *c.* 2-3% of article).