

DIB editorial guidelines

1. Style guide	3
i. Abbreviations.....	3
<i>Academic achievements</i>	3
<i>Counties</i>	3
<i>Initials</i>	3
<i>Latin terms</i>	3
<i>Organisations</i>	3
<i>Titles (personal and professional)</i>	4
ii. Capitalisation	4
iii. Dates	5
<i>Days</i>	5
<i>Months</i>	5
<i>Years</i>	5
<i>Decades</i>	6
<i>Centuries</i>	6
iv. Naming conventions (books, works of art, ships etc).....	6
v. Numbers.....	6
<i>Basic rule</i>	6
<i>Percentages</i>	7
vi. Punctuation	7
<i>Brackets</i>	7
<i>Ellipses</i>	7
<i>En/em rules</i>	7
<i>Possessives</i>	8
<i>Quotations</i>	8
<i>Serial comma</i>	8
vii. Spelling.....	8
<i>British spelling</i>	8
<i>Tendencies in US spelling to be mindful of:</i>	9
<i>-ence or -ense:</i>	9
<i>-ise or -ize:</i>	9
<i>Focused/focusing or focussed/focussing</i>	9
<i>Place names</i>	9
viii. Websites.....	10

2. Citing and referencing	10
i. Reference page numbers	10
ii. Guidelines for citations within articles	10
iii. Guidelines for referencing works at the end of articles	11
<i>Newspaper articles</i>	11
<i>Journal or magazine articles</i>	12
<i>Books and pamphlets</i>	12
<i>Chapter/essay in a collection</i>	13

1. Style guide

i. Abbreviations

There are no full points or spaces between letters in abbreviations, with the exception of some academic titles and initials.

Academic achievements

- Ph.D., M.Sc., B. Phil. but MA, BA (see other examples in '[DIB abbreviation conventions](#)').

Counties

- Abbreviated Co. i.e. Co. Antrim.

Initials

- These can be used in place of full forenames. They are presented with full points after each letter and spaces between, e.g. W. B. Yeats.

Latin terms

- *c.* (circa / around) is used in front of dates to indicate they are approximate, e.g. *c.* 1970. Note: the letter *c.* is presented in italics.
- et al. (and others) can be used in references where there are more than two authors or editors. Note: et al. is presented in Roman with a full point.
- eadem/idem, eadem can be used to denote repetition of the immediately preceding female author's name where the book or article title is different; idem is the male equivalent and is also used in the case where there are multiple authors, at least one of whom is male. Note: eadem/idem are presented in Roman style.
- ibid. (in the same place) can be used to indicate the same reference source as that immediately preceding it. Note: ibid. is presented lower case, Roman style with a full point.
- *passim* (throughout) can be used in place of listing specific dated or page-numbered references within a work or particular publication if the references are numerous. Note: *passim* is presented in italics.

Organisations

- UCD, ITGWU, etc. (see other examples in '[DIB abbreviation conventions](#)').

Titles (personal and professional)

- Contracted titles such as Mr, Mrs, Dr, St do not take a full point.

Note: There a number of DIB-specific abbreviation conventions that are particularly relevant to referencing, such as *Ir. Times* for *Irish Times*. [See ‘DIB abbreviation conventions’](#) for details of these.

ii. Capitalisation

Use capitals sparingly but consistently.

Use **initial** capitals for:

- Abbreviations.
- Proper nouns (name of person, place, association/institution/company/corporate body/government department (note: Department of Agriculture but agriculture department)).
- Common nouns that form part of a proper name (Mr O’Sullivan, Lord Ross, Pope John, River Shannon, Navan Road BUT prince of Wales, duke of Kent).
- Titles of periodicals (e.g. *Irish Historical Studies*). If the title of the publication begins ‘The’ e.g. *The Spectator*, this is presented in the article as ‘the *Spectator*’ and the references as just ‘*Spectator*’ (*The Bell* is an exception).
- Membership of groups which are derived from or contain proper names/nouns e.g. Jacobites, Orangemen, Fenians (do not use capitals for other groups such as catholics, protestants, tories, whigs, communists, etc.).
- Short titles of acts of parliament e.g. Land Law (Ireland) Act, 1881 (but ‘land act of 1881’).
- Avoiding ambiguity where a word is not easily identifiable as a proper noun e.g. ‘the Volunteer movement’ (Irish Volunteers), an Independent congregation (i.e. seventeenth-century religious group), the Old English (language), a Liberal government (specific political party).

Use **sentence** capitals for:

- Book titles, essays/articles/chapter titles, plays, poems, artworks, etc; subtitles of books or essays/articles/chapters do not begin with an initial capital either, e.g. ‘the’ in *Carolan: the life, times and music of an Irish harper*.

Notable exceptions:

- World wars: we prefer to use ‘first world war’ and ‘second world war’ rather than ‘First/Second World War’ or ‘World War I/II’.
- Season are written lower case, except in references to indicate the edition of a journal (e.g. Spring 2018).

iii. Dates

Days

20 June 2018 not 20th June 2018 / June 20, 2018.

Days are spelled out in full in the main body, but abbreviated in the sources section as follows:

- Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Months

Months are spelled out in full in the main body, but abbreviated in the reference section as follows:

- Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Years

Approximate dates are preceded by an italicised circa ‘c.’ e.g. ‘c. 2006’.

Year spans:

- 1396–7 not 1396–97 or 1396–1397
- 1942–50 not 1942–1950
- 1700–01 not 1700–1
- 1811–12 not 1811–2
- From 1938 to 1940 not From 1938–1940

Decades

- Decades are written in the same way as years with an s at the end, e.g. 1730s.
- Twentieth-century decades should be written in full in Arab figures not words, e.g. 1950s not '50s or fifties (Note: 'fifties' can be used in reference to a person's approximate age).

Centuries

- Centuries are written as seventeenth century (lowercase c on century) not 17th/17th century. Include a hyphen when used as an adjective, i.e. seventeenth-century Ireland.

iv. Naming conventions (books, works of art, ships etc)

Sentence capitals are used for title of works of art, literature, film, television and music (with only proper nouns taking additional capitals).

- Book (fiction and non-fiction), film, radio and television programme, and album titles are presented in italics: *Wuthering heights*.
- Play, song, poem and artwork titles are presented Roman style within quotation marks: 'Juno and the peacock' (if referring to published work put in italics).
- Names of ships/airplanes are in italics.

v. Numbers

Basic rule

In general use words for numbers one to ninety-nine (hyphens used for double digit numbers); Arabic numerals are used for everything thereafter (100 onward).

Age ranges are also presented in words, i.e. 'twenties' not '20s'.

Exceptions to the one to ninety-nine rule

- Dates (e.g. 21 June 2006).
- Editions: In citations and references edition numbers are written in Arabic numerals (e.g. 2nd ed.).
- House numbers and postcodes in addresses (e.g. 19 Dawson Street, Dublin 2).

- Measurements/quantities: use Arabic numerals for measurements, e.g. 1kg, 1cm, 1.5km
- Page numbers (See below section **2. Citing and referencing** for further guidance on page numbers).
- Proper nouns: where the numeral is part of a name.
- Sports match scores are presented e.g. 1–0, 2–2 etc. (note the en dash divider).
- Sums of money: €1 million not one million euro (ditto other denominations where a symbol is used to indicate the currency, e.g. £, \$, ¥ etc.).
- Successions of specified quantities, where some or all are under 100, numbers are presented in Arabic numerals, i.e. 20, 40 and 119 not twenty, forty and 119. This also applies in articles where a lot of numbers are presented in close proximity to each other (usually scientific, business or sports-related articles), though the numbers may not be part of a sequence, for example: 'He scored 35 goals in 95 league games and 27 FA Cup games'.

Percentages

One to ninety-nine per cent but 0.1 per cent / 11.5 per cent.

Note: 'per cent' not percent or %.

vi. Punctuation

Brackets

Rounded brackets within rounded brackets applies.

Square brackets are used to indicate a word added by the author into quotations.

Ellipses

(...) should have a space before and after. These are most often used in quotations. Use ellipsis symbol rather than three full stops.

En/em rules

The en rule is applied:

- As a parenthetical dash (for this use – a space is given on either side).

- To stand in for ‘and’: e.g. Bruno–Tyson fight, red–green colour blind, or ‘to’ 1977–87, Dublin–Cork railway, 1–20. For these uses the en dash is unspaced.

The em rule:

The parenthetical use of the em rule is more common in American English. However, in British English, it is sometimes used to show speech cutting off abruptly ‘No, stop—’ or to indicate where a word or part of a word is omitted (usually a name, e.g. Mr T—). The em rule is likely to only be used in quotations in DIB entries, the en rule should be applied in all other cases.

Possessives

Use ’s even when words end in s (e.g. James’s).

Quotations

Single marks are used except for quotes within quotes which take double marks.

Punctuation indicating the end of a phrase or sentence should appear outside the quote marks (’.). Unless you are quoting a complete sentence from a third party source, in which case it is permissible for full stops to appear inside the concluding quote mark.

Serial comma

The serial (Oxford) comma appears before *and* or *or* in a list of three or more items.

The DIB tends **not** to use it in simple lists, for example:

A thief, a liar and a murderer

However, it can be used to resolve ambiguity:

The bishops of Bath and Wells, Bristol, Salisbury, and Winchester

Cakes, pastries, meat and vegetable pies, and sandwiches

It is also used before an extension of a phrase such as *etc.*, *and so forth*, *and the like*, e.g.:

Potatoes, carrots, parsnips, beetroot, etc.

vii. Spelling

British spelling

DIB uses British English as standard (the Oxford Dictionary is our reference for correct spelling).

Tendencies in US spelling to be mindful of:

- *e* where British English has *ae* or *oe* (e.g. US: estrogen, leukemia; British: oestrogen, leukaemia)
- *-er* for *-re* (e.g. US: caliber, center, maneuver; British: calibre, centre, manoeuvre)
- *k* for *c* (e.g. US: skeptic; British: sceptic)
- *-ll* for *-l* (e.g. US: appall, fulfill; British: appal, fulfil. But US uses modeling vs UK: modelling)
- *-o* for *-ou* (e.g. US: mold, molt, smolder; British: mould, moult, smoulder)
- *-og* for *-ogue* (e.g. US: analog, catalog; British: analogue, catalogue)
- *-or* for *-our* (e.g. US: color, honor, labor, favor; British: colour, honour, labour, favour)
- *z* for *s* (e.g. US: analyze, paralyze, cozy; British: analyse, paralyse, cosy)

-ence or -ense:

- Defence not defense
- Pretence not pretense
- Offence not offense
- Practice as a noun (e.g. general practice) but *practise* as a verb (e.g. practising medicine)
- Licence as a noun (e.g. television licence) but *license* as a verb (in the sense of permission)

-ise or -ize:

Where a word can take either *-ise/ising/isation* or *-ize/izing/ization* the DIB preference is the *-ise* form.

Focused/focusing or focussed/focussing

The single *s* form is preferred (focused/focusing).

Place names

Irish place names are spelled as per Ordnance Survey standards (www.osi.ie).

viii. Websites

Only include http:// or https:// when there is no www in the URL. Otherwise URLs should be presented in the format: www.name.com.

Give only the generic website address for database search websites not the URL of your search result. Ditto when the website requires an account or login.

2. Citing and referencing

i. Reference page numbers

Page numbers should only be given for:

- (1) Articles in journals (with volume and issue numbers) that are not strictly about the subject of the biography, but make a short reference to them/a relevant topic;
- (2) Books that are not primarily concerned with the subject and do not have an adequate index;
- (3) Reference works where the subject would be hard to locate without a page number.

Format: p./pp. is not used before the page number(s). Spans of pages are indicated with an unspaced en dash e.g. 354–360. When multiple page numbers are being referenced they are presented in chronological order and separated by commas, e.g. 171–80, 287, 312.

ii. Guidelines for citations within articles

When citing a specific source directly (either quoted or paraphrased) indicate the source and date in brackets immediately afterward.

For **newspaper articles** include the title of the publication and the date the article was published (with month written in full).

For, example:

‘I hope that the election of a woman is not going to be used as an example that women have arrived. I can assure you I will not be a token woman’ (*Ir. Press*, 4 July 1980).

Or if the source is referenced within the text include the date at the end:

The *Irish Press* quoted McCormack as saying she would not be a token woman (4 July 1980).

If the quote/paraphrased text is sourced from a **book, journal** or a **chapter in a book**, include the author's surname and the page number at the end (Fleming, 502), and include a full reference for the piece by the author at the end of the article (see next section for guidance on referencing). If the author's name is referred to in the text, place just the page number in brackets at the end of the quoted/paraphrased text.

If the quote/paraphrased text is sourced from a **play, film, song, etc.** include its title in italics or quotation marks depending on relevant rule (see section iv. Naming conventions of the Style guide) as well as the release year in brackets after the reference. If the title of a work is referred to in the text, place the year of publication in brackets after it.

You might also want to include the source details if you are paraphrasing or referring to something that might be seen as contentious, to signify that you are not necessarily making the assertion yourself.

[iii. Guidelines for referencing works at the end of articles](#)

In DIB articles, references are presented as one continuous line with entries separated by semi-colons. A full stop is not used at the end of the reference list. References are presented in chronological order.

Newspaper articles

These tend to be presented with just the title of the newspaper and the date, rather than including the journalist's name or the article title. There are some specific conventions around the titles of certain newspapers. These are:

- *Ir. Times*
- *Ir. Independent*
- *Times* (London)
- *Independent* (London)

In keeping with the established conventions re the *Irish Times* and *Irish Independent*, the *Irish Examiner* and *Irish Press* should also be presented with *Ir*.

A basic example of a newspaper reference is: *Ir. Times*, 1 Jan. 1980.

Journal or magazine articles

References for these articles contain: (i) author's initials (with full points and spaces) or first name and surname followed by a comma, (ii) full title of the article including subtitle in Roman style between single quote marks followed by comma, (iii) the title of the periodical/journal/magazine in italics followed by a comma, (iv) the volume number (e.g. vol. 1 or in latin numerals if that is the publication's own convention) in small romans followed by a comma and the issue number, if any (e.g. no. 12), and (v) the date of publication in brackets, followed by a comma, (vi) page number(s).

Example:

- David A. Fleming, 'Patriots and politics in Navan, 1753–5', *IHS*, xxxvi, no. 144 (Nov. 2009), 502–21

Books and pamphlets

References for books/pamphlets contain: (i) author's initials (with full points and spaces) or first name and surname (followed by comma), (ii) full title including subtitle, in italics (iii) date of publication in brackets, followed by a comma and (iv) page number(s).

Note: if there are two or more volumes, place the number of volumes before the date of publication e.g. (3 vols, 1999).

Examples:

- T. W. Moody, *Davitt and Irish revolution* (1981), 125
- Donal O'Sullivan, *Carolan: the life, times and music of an Irish harper* (2 vols, 1958), ii, 86–8

If there is more than one edition of a book it should be stated too, e.g.:

- G. T. Stokes, *Ireland and the Anglo-Norman church* (3rd ed., 1892)

Note: Place of publication and/or publisher name is only included if it is vital to identifying the work for the reader.

Also note: superscript is avoided in the edition number shorthand: it is 3rd not 3rd.

Chapter/essay in a collection

References for articles contain: (i) author's initials (with full points and spaces) or first name and surname (followed by comma), (ii) full title of the article including subtitle in Roman style between single quote marks followed by 'in' (iii) the initials or first name and surname of the book editor or editors followed by (ed.) or (eds) (iv) the title of the larger work in italics followed by a comma, (v) date of publication in brackets, followed by a comma and (vi) page number(s).

Note: if there are two or more volumes of the work, place the number of volumes before the date of publication e.g. (3 vols, 1999).

Example:

- Sybil Baker, 'Orange and Green: Belfast, 1832–1912' in H. J. Dyos and Michael Wolff (eds), *The Victorian city: images and realities* (2 vols, 1973), ii, 789–814