DICTIONARY OF IRISH BIOGRAPHY

House Style Guide

Contents

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1. General editorial style

i. Abbreviations

Organisation names, academic qualifications and various other terms that can be abbreviated should be first written in full, with the abbreviated form in parenthesis after it. Subsequently the abbreviated form should be used in the text (e.g., Royal Irish Academy (RIA), followed by RIA thereafter).

Academic qualifications
The DIB has some idiosyncrasies of abbreviation style in relation to academic qualifications. For example, while there are no full points between letters in abbreviations/acronyms of organisations, there are exceptions for some academic titles (e.g., Ph.D. not PhD; H. Dip.Ed. not HDip). (See Abbreviations Conventions for all such DIB-specific academic and other abbreviations).

Where an academic qualification is potentially confusing when written in full in the text, e.g., 'Doctor of Philosophy (Ph.D.) in English literature', a more accessible, shortened version, e.g., 'doctorate in English literature', will suffice.

Counties
County is abbreviated to Co. when it precedes the county name, i.e., Co. Antrim.

Dates
The following abbreviations can be used in relation to dates (usually years):

- *a.* before (*ante*)
- AD (e.g., AD 500; or 500 CE if preferred by contributor)
- BC (e.g., 500 BC; or 500 BCE if preferred by contributor)
- b. born
- *c.* about (*circa*)
- d. died
- *p.* after (*post*)

- 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, with a space between it and the date.

- e.g. can be used in place of 'for example'. It should be used sparingly and should always be followed by a comma (e.g., example).

- 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 in the sources section of a DIB entry 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 in the body text. Note: ibid. is presented lower case, roman style with a full point.

- i.e. can be used in place of 'that is', 'namely', 'in other words', 'that is to say' or similar phrases that indicate what follows specifically illustrates the preceding point. It should be used sparingly and should always be followed by a comma (i.e., specific).

- *passim* (throughout) can be used in the sources section of a DIB entry 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.

Newspaper and other publication titles

An opening capitalised 'The' is excluded from titles of newspapers, journals and similar publications within the body text (for example 'the *Irish Independent*').

Sources/references

- cert. or certs (for birth, marriage, death certificate(s))
- ed. (for editor or edition)

- eds (for editors)

- rev. (revised)

- trans. (translated by)

- vol. (for volume number of book or journal)

- no. (for issue number of journal, magazine, etc)

- 1st, 2nd, 3rd, etc (for publication edition numbers)

Times and measurements
- am/pm can be used after numerals to indicate whether a time referred to between midnight and midday (am) or midday and midnight (pm). There should be no space between the number and the time number (e.g., 7am).

- abbreviations for measurements can be used after numerals e.g., 1km, 2cm, 3ml, etc (see section 'v. Numbers' for other relevant style rules in these cases).

Titles (personal and professional)
- Contracted titles such as Mr, Mrs, Dr, Fr, St do not take a full point, but abbreviated titles such as Prof. do.

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, hospital, theatre, etc (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 tories, whigs, communists, etc).

- Religious denominations: Christianity/Christian, Islam/Muslim, Hinduism/Hindu, Buddhism/Buddhist, Judaism/Jewish, etc. However, the DIB does not capitalise individual Christian sects, i.e., catholic, protestant, presbyterian; or sub-sects: methodist, baptist, quaker, etc unless they are part of a proper noun, for example, the name of a specific church.

- Short titles of acts of parliament e.g., Land Law (Ireland) Act, 1881 (but 'land act of 1881'). The same rule applies to bills.

- 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: the DIB uses 'first world war' and 'second world war' rather than 'First/Second World War' or 'World War I/II'.

- Seasons are written lower case.

iii. Dates

Days

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

Days are spelled out in full in the main body of a biography, 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, divided by en dashes, are presented as follows:

- 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 figures not words, e.g., 1950s not '50s or fifties (Note: 'fifties' can be used in reference to a person's 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 and other vessels or vehicles are in italics.

- The names of music bands are presented in title case (roman style), e.g., The Drifters, Joe Dolan and The Drifters.

v. Numbers

Basic rule

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

The rule also applies to ages, and age ranges are presented in words, i.e., 'twenties' not '20s'.

Exceptions

- Dates (e.g., 21 June 2006).

- Editions: in citations and references edition numbers are written in numerals (e.g., 2nd ed.).

- House numbers and postcodes in addresses (e.g., 19 Dawson Street, Dublin 2).

- Measurements/quantities: use 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 scores e.g., 1–0, 2–2, 5 wickets.

- Sums of money: €1 million not one million euro (ditto other denominations where a symbol is used to indicate the currency, e.g., £, $, ¥).

- Successions of specified quantities (over three), where some or all are under 100, are presented in numerals, i.e., 20, 40 and 119 not twenty, forty and 119. This also applies in entries 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 %.

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Brackets

Standard rounded brackets are used. Where a bracket within a bracket is needed, for example if the text in the main bracket is a quotation and the source needs to be included, the internal bracket is also a rounded bracket.

Square brackets are only used to indicate where a clarifying word has been added into quotations.

Ellipses

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

En/em rules

The en rule is applied as follows:

- 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 (note: the en dash is unspaced).
- To stand in for 'to', e.g., 1977–87, Dublin–Cork railway, 1–20 (note: 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.

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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

Basic rules

DIB uses British English as standard. The Oxford Dictionary is its reference for correct spelling.

-ence or -ense:

- Defence not defense
- Pretence not pretense
- Offence not offense
- Practice as a noun (e.g., general practice) but pract*ise* as a verb (e.g., practising medicine)
- Licence as a noun (e.g., television licence) but licen*se* 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.

Tendencies in US English spelling to avoid
- *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)

Place names

Irish place names are spelled as per Ordnance Survey standards.

viii. Non-biased language

The DIB adopts a bias-free approach to language. In 2022, a review of language used in older DIB entries in relation to mental and physical health, race, gender/sexuality and social/economic status, etc. was undertaken, and various edits implemented to ensure that terminology was updated for a contemporary audience.

As a rule, the DIB will not use terms that could cause offence unless they are part of an official name or contextually relevant (for example, part of an illuminating quotation).

Examples would be terms like lunatic, cripple, Indian (or 'native', in relation to the indigenous people of America), negro, spinster (where it implies a judgement or when the subject's marital status is irrelevant), homosexual/lesbian (where the word is being used in an unnecessarily clinical way, i.e., indicating a disorder), 'third world' and 'poor countries'.

2. Citing and referencing

i. Page numbers

Page numbers should only be given for:
(1) Articles in journals (with volume (vol.) and issue numbers (no.)) 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 a 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., 354–60. When multiple page numbers are referenced they are presented in chronological order and separated by commas, e.g., 171–80, 287, 312.

ii. Guidelines for citations within entries

When citing a specific source directly (either quoted or paraphrased) indicate the source (which will also be supplied at the end of the entry in the 'Source' section) and give the publication date in brackets immediately afterward.

Newspaper articles
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' (*Irish 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).

Books, journals, chapters

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). 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.

Plays, films, songs

If the quote/paraphrased text is sourced from a play, film, song, for example, include its title in italics or quotation marks depending on relevant rule (see part 1, section iv 'Naming conventions' above) as well as the release year in brackets after the reference, e.g., ('Juno and the paycock', 1924). 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 entries

In DIB entries, references are presented as one continuous line separated by semi-colons. A full stop is not used at the end of the reference list. Sources are presented in chronological order. Materials without a specific date (usual internet materials) are placed at the end of the list.

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. A basic example of a newspaper reference is: *Irish Times*, 1 Jan. 1980. Non-Irish newspapers with similar titles to Irish ones are differentiated by included the place of publication in brackets after them, e.g., *Times* (London) and *Independent* (London).

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 the date of publication in brackets, followed by a comma, and

(v)   page number(s).

Example:

- David A. Fleming, 'Patriots and politics in Navan, 1753–5', *Irish Historical Studies*, vol. 36, 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), vol. 2, 86–8

If there is more than one edition of a book, the relevant edition used should be specified, 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) and include the relevant volume number after the date of publication as per the below example.

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), vol. 2, 789–814

DIB entries

When citing a DIB entry in the sources section place the name of the subject in inverted commas followed by an italicised *DIB* and the year of publication in brackets e.g., 'Simpson, Alan Patrick', *DIB* (2009). If it is a revised entry it should read: 'Simpson, Alan Patrick', *DIB* (rev. 2022). Revision information is available at the end of each DIB entry online.

Websites or other online material

References to internet materials should be inserted within the chronology of the sources section, unless they are from database websites (e.g., imdb.com) that do not provide publication dates, in which case the websites are to be listed at the end of the sources.

Access dates should be included alongside internet materials as follows:

- If only one internet source is included insert the last access date directly after it, e.g., (accessed Nov. 2022)
- If more than one internet source is included do not insert individual access dates but rather one access date at the end of the sources list, e.g., (internet material accessed Nov. 2022)

If the contributor is referencing an article from an online publication or blog, it should be referenced in the same way as an article from a print publication, but additionally provide the correct website URL at the end.

Example:

- Rhona McCord, 'A garden city – the Dublin Corporation Housing Scheme at Marino, 1924', *The Irish Story*, 7 Sept. 2011, https://www.theirishstory.com/2011/09/07/a-garden-city-the-dublin-corporation-housing-scheme-at-marino-1924/ (accessed Oct. 2022)

Details of the material sourced on websites (for example the page title, or brief summation of content) need to be provided along with website addresses, even for database websites. For example: 'Wesley Burrowes', https://www.irishplayography.com/ indicates that materials related to Wesley Burrowes were accessed on the site.