

References should follow the following system. They should be numbered in the order in which they appear in the text, and even though they will be set as footnotes should be supplied separate from the main text, in the following form:

Citation Style

(a) Book

Author, *Title* (Place of Publication, Year), page reference.

e.g. Sarah Palmer, *Politics, Shipping and the Repeal of the Navigation Laws* (Manchester, 1990), 10.

Subsequently: Palmer, *Politics*, 10.

e.g. Gordon Boyce, *Information, Mediation and Institutional Development: The Rise of Large-scale Enterprise in British Shipping, 1870-1919* (Manchester, 1995), 122.

Subsequently: Boyce, *Information*, 122.

(b) Edited text

Original Author, *Title*, Editor (No. of vols., Place of Publication, Year), volume [in Roman numerals], page reference.

e.g. Edward, Earl of Clarendon, *History of the Rebellion*, ed. W. Dunn Macray (6 vols., Oxford, 1888), V, 288.

Subsequently: Clarendon, *History*, V, 288.

(c) Journal article

Author, 'Title of Article', *Journal*, volume number [Arabic numerals] (Year), article pagination; at page reference. NB: Part Numbers [Arabic numerals] within volumes are optional.

e.g. Yrjö Kaukiainen, 'Coal and Canvas: Aspects of Competition between Steam and Sail, c.1870-1914', *International Journal of Maritime History*, 4, No. 2 (1992), 184.

Subsequently: Kaukiainen, 'Coal and Canvas', 184.

e.g. John J. McCusker, 'The Demise of Distance: The Business Press and the Origins of the Information Revolution in the Early Modern Atlantic World', *American Historical Review*, 110, No. 2 (2005), 299.

Subsequently: McCusker, 'The Demise of Distance', 299.

(d) Essays in collections

Author, 'Title of Essay', in Editor, *Book Title* (Place of Publication, Year), essay pagination; at page reference.

e.g. David J. Starkey and Craig Lazenby, 'Altered Images: Representing the Trawling in the Late Twentieth Century', in David J. Starkey, Neil Ashcroft and Chris Reid, eds., *England's Sea Fisheries. The Commercial Sea Fisheries of England and Wales since 1300* (London, 2000), 166.

Subsequently: Starkey and Lazenby, 'Altered Images', 166.

Femme S. Gaastra, 'War, Competition and Collaboration: Relations between the English and Dutch East India Company in the Seventeenth and Eighteenth Centuries', in Huw V. Bowen, Margarete Lincoln, and Nigel Rigby, eds., *The Worlds of the East India Company* (Woodbridge, 2004), 52.

Subsequently: Gaastra, 'War, Competition and Collaboration', 52.

(e) Newspapers

The title should appear as on the masthead. If the city is not part of the title, place it in parentheses. We do not need page or column numbers.

e.g. *The Times* (London), 23 July 1854.

(f) Theses

e.g. Stephanie Jones, 'A Maritime History of the Port of Whitby, 1700-1914' (Unpublished PhD thesis, University of London, 1982), 239.

Subsequently: Jones, 'Port of Whitby', 239.

(g) Unpublished Documents

The general order is: repository, collection, reference number, date. In general, we do not require page references for archival material unless it is part of the reference number.

(h) Online Sources

The basic format for citing an online source is: Author, 'Page Title', *Website Title*, URL [date accessed].

If no author is available begin the reference with the website owner.

(i) Personal Communications

Informant, personal communication, date.

Please be sure to obtain the informant's permission, where possible.

Other Conventions

Please do not use p. or pp. in citations.

Avoid Latin or latinate terms, such as op. cit., ibid., loc. cit., etc.

Book titles should have the initial letter of the principal words capitalised, e.g. *Politics, Religion and the English Civil War*, not *Politics, religion and the English civil war*.

Numbers in the text. Express whole numbers up to ten in words. Otherwise use Arabic numerals (e.g. 6.1, 11, 100, 789).

Per cent is written as two words. Percentages follow the same formatting conventions as other numbers, except that: percentages in whole numbers – use per cent (e.g. eight per cent; 11 per cent); percentages with decimals – use numerals and % (e.g. 6.1%; 99.9%).

Dates should always be in the format day month year (e.g. 29 August 1774).

Abbreviations and contractions should be avoided where possible. An obvious exception is geographic locations, which should be abbreviated in CAPS without a full stop, e.g., MA for Massachusetts.

Ships' names should be Italicized.