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.


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


**(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.


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


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.
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
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(g) Unpublished Documents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.