

The Ricardian: Notes for Contributors

In 2026 *The Ricardian* will be available to members of the Richard III Society through the members' section of the Society website. Members and non-members will also have the option to purchase a print on demand copy. It is currently our practice to make every issue available online for anyone to read five years after initial publication.

1. Submission, format, deadline

- Articles will usually be approximately 5,000 words long but can range between 2,000 and 8,000 (this should be discussed with the editor).
- In Word format, do not use line justification or word breaks.
- Times New Roman, double spaced (text and footnotes), with size 12 font, number all pages (bottom right).
- Use autonumbering for footnotes as superscript and not in brackets. They should follow the end of a sentence, e.g. '... he died.¹ There was no heir ...'
- Please do not use endnotes.
- Permission to reproduce quotations of more than 250 words (in print and online) should be obtained by the author and provided before final submission.
- Contributions are to be sent electronically to the editor: Ricardian.editor@richardiii.net.
- The deadline for initial submission is 1 December but early submission is strongly encouraged.
- All submissions will be sent to at least one suitably experienced external reader for peer review and returned to the author in the following January.
- The deadline for final versions following suggested amendments is 28 February.
- Please attach
 - a short biography of yourself for the List of Contributors (two or three sentences)
 - an abstract (not exceeding 200 words)
 - 4–7 keywords for online searchability
- Proofs will be sent out in March/April. If you are likely to be away for a period of time which might delay checking these by more than 7 days, please advise the editor.

2. Layout

- All paragraphs except the first (or the first after a subheading) should be indented. Do not justify and do not insert blank lines between paragraphs or use any other additional formatting or symbols such as an asterisk.
- Subheadings (if you want them) should be in bold, without numbers, and ranged left.
- After full points and other concluding punctuation in the body of the essay, please leave a single space.

3. Plates

- Images will usually be published in black and white in the body of the text. Please discuss with the editor if your preference is for separate colour plates.
- To be of high-definition quality at least 300 dpi.
- 1Mb file size minimum. (You can check these specifications by opening the image file and checking 'properties')
- Submitted as TIF or JPEG files (not as a PDF).
- Permission for reproduction (in print and online) should be obtained by the author, provided at submission and be included in the caption. Captions should be listed separately.

4. Diagrams/line drawings

- Diagrams, maps, tables, as well as other illustrations should be supplied as finished artwork. Please consult with the editor before proceeding to final submission.
- All of the above, as well as plates, should be referred to in the text by number separately (e.g. Table 1) not by placement (e.g. see Table below).

5. Stylistic conventions

NB these were revised for the 2025 issue, so please do not refer back to previous issues of *The Ricardian* for guidance. If in doubt, layout in *The Fifteenth Century* series is usually a good guide or contact the editor.

- Quotations (under thirty words): use single quotation marks only; double quotation marks may be used for a quotation within a quotation.
- Quotations (over thirty words) should be indented (1 cm) without single quotation marks. Do not use italics for quotations.
- Please use either UK or American spellings consistently. In words with alternative endings -ise or -ize, the former is preferred (e.g. finalise rather than finalize).
- Dates: Use '25 October 1415' in the main text; '25 Oct. 1415' in notes; c.1410; 1416–17; 1423–4; the 1430s, the fifties (for decades); the fifteenth century (noun), a fifteenth-century bishop (adjectival), the mid fifteenth century; '15th century' in notes.
- Numbers up to 100 should be in words in the text. Spell out numbers from one to a hundred, but use figures for 101 or more. [Exceptions: use figures before abbreviated units of measurement (5lb, 10ft), and before percentages (7%)]
- For numbers in series use maximum elision except for the teens, e.g. 1–19, 212–13, but 20–2, 63–4, 100–8, 223–5. Please use n-dashes rather than hyphens.
- Currency: express English money with the ciphers £ s. d.: e.g. £10 13s. 4d.; £3 15s. 0½d. Note that there is no point after £. Include s. even if the number of shillings is 0, e.g. £1 0s. 6d.
- Capitals: minimal use of capitals is preferred in the text.
 - Use lower case for titular offices: the chancellor, king, pope, bishop of Durham, archbishop of Canterbury, earl of Arundel, duke of York.

- Use upper case if ambiguities are likely to arise (e.g. the Speaker), and when titles immediately preface names (Pope John, Bishop Lacy, King Henry, Duke Edmund, Viscount Beaumont, Cardinal Beaufort, Archbishop Stafford, John, Lord Tiptoft).
- Use lower case for institutions, government departments, etc.: the king's bench, the king's chamber, chancery, the royal council, the court of common pleas, the crown, the exchequer, the king's wardrobe, the household, parliament; but use upper case to avoid ambiguities or where convention insists: the Lords, the Commons, the Inner Temple, the Church.
- For institutions and place-names, use the following forms: the priory of Lilleshall, Lilleshall Priory, the castle of Framlingham, Framlingham Castle.
- Words in Middle English should be quoted in the original. In the case of especially obscure words, please include clarification in square brackets in the text, or in the footnote, as appropriate.
- Words in foreign languages (French, Latin etc.) should be italicised as a general rule, with certain exceptions where the word is in common use, e.g. elite, via.

Please translate all quotations in foreign languages into English in single quotations within round brackets, or in the footnotes, as appropriate according to length.

Note: Latin abbreviations in common use need not be italicised: cf., e.g., etc., i.e., q.v. *Sic* should be italicised; c. (circa) is not italicised (e.g. c.1500). Please avoid *ibid.*, *op.cit.*, *loc.cit* and *art.cit.* if possible. Instead, use name and short title after first citation, unless three or more consecutive footnotes require the same citation.

• Citations:

- where possible avoid citing websites; if unavoidable, provide the url link and date of access (the latter in square brackets).
- where authors' names are given as initials, there should be no space between initials.
- the title of the work should be in italics.
- where applicable include the number of volumes.
- place and date of publication.
- volume number(s) (if applicable) to be in lower case Roman.
- page number(s).
- editors' or translators names are to follow the title.
- journal numbers should be in Arabic without a following comma, followed by the year in round brackets e.g. *Bulletin of the John Rylands Library* 20 (1936).
- series names should not be in brackets. Series names and journal titles should not be followed by a comma before the number, e.g. RS 82; *Medieval Archaeology* 31.
- for titles of articles in journals use single quotation marks; for those of articles or chapters in books use single quotation marks and add the word 'in' before the title of the book.
- all significant words in English titles should be capitalised. For foreign language titles please use the following conventions: for Romance languages and Latin, use lower case except for the first word and proper nouns; for German, capitalise all nouns.
- where several editions of a primary source exist, please include chapter numbers and/or line references where possible to assist readers using different editions.

- standard abbreviations as set out below may be used at first citation. NB for clarity of reading, use p. or pp. after the date in *CPR* (and similar) references.
- subsequent references to the same work should be by author and short title.

e.g.

Cora L. Scofield, *The Life and Reign of Edward the Fourth, King of England and of France and Lord of Ireland*, 2 vols (Stroud, 2016), ii. 294–5.

[Subsequent citation: Scofield, *Edward the Fourth*, ii. 223.]

B.P. Wolffe, ‘When and why did Hastings lose his head?’ *English Historical Review* 89 (1974), 835–44, at 837.

N.W. Alcock and R.J. Buckley, ‘Leicester Castle: the Great Hall’, *Medieval Archaeology* 31 (1987), 73–9, at 77–8.

Anne F. Sutton, “‘A Curious Searcher for our Weal Public’: Richard III, Piety, Chivalry and the Concept of the “Good Prince””, in *Richard III: Loyalty, Lordship and Law*, ed. P.W. Hammond (London, 1986), 58–90, at 71.

Geoffrey of Monmouth, *The History of the Kings of Britain*, tr. Neil Wright, ed. Michael D. Reeve (Woodbridge, 2009), 158–9, c. 116, ll. 276–8.

Liber Eliensis, ed. E.O. Blake, Camden Society, 3rd ser. 92 (London, 1962), 14–15.

[Subsequent citation: *Liber Eliensis*, ed. Blake, 10–13.]

Paston Letters and Papers of the Fifteenth Century, ed. Norman Davis, 2 vols (Oxford, 1971–6), i. 401 (no. 240).

[Subsequent citation: *Paston Letters*, ed. Davis, i. 315 (no. 190).]

Joel F. Burden, ‘Rituals of Royalty: Prescription, Politics and Practice in English Coronation and Royal Funeral Rituals c. 1327 to c. 1485’ (Ph.D. thesis, University of York, 1999), 39, n. 31.

CPR, 1467–77, p. 366.

‘Edward IV: October 1472, First Roll’, *PROME*, item 12.

BL, Add. MS 29615, f. 181v.

TNA, E28/93, no. 89.

TNA, E403/739, mm. 14, 17.

Norfolk RO, NCC, Reg. Wolman, f. 206.

LIST OF ABBREVIATIONS

<i>BIHR</i>	<i>Bulletin of the Institute of Historical Research</i>
BL	<i>British Library, London</i>
Bodl.	<i>Bodleian Library, Oxford</i>
<i>BJRL</i>	<i>Bulletin of the John Rylands Library</i>
<i>BRUC</i>	<i>Biographical Register of the University of Cambridge</i>
<i>BRUO (to A.D. 1500)</i>	<i>Biographical Register of the University of Oxford to A.D. 1500</i>
<i>BRUO (A.D. 1501–1540)</i>	<i>Biographical Register of the University of Oxford A.D. 1501–1540</i>
c.	circa [not italicised and no gap before the date]
<i>CAD</i>	<i>Catalogue of Ancient Deeds</i>

Cal. Letters Bk. A, B, C, etc.

Calendar of the Letter Books preserved among the Archives of the Corporation of the City of London, ed. R. R. Sharpe, 11 vols A-L (London, 1899-1912)

CCR *Calendar of Close Rolls*

CFR *Calendar of Fine Rolls*

Ch. Charter

CIPM *Calendar of Inquisitions Post Mortem*

CP G.E. Cokayne, *The Complete Peerage of England, Scotland, Ireland, Great Britain and the United Kingdom*, ed. V. Gibbs et al., 12 vols (1910–59)

CPR *Calendar of Patent Rolls*

CUL Cambridge University Library

d. died

EETS Early English Text Society (O.S. original series; E.S. extra series; S.S. supplementary series), e.g. EETS, OS 31

EHR *English Historical Review*

Harl. 433 *British Library Harleian Manuscript 433*, ed. Rosemary Horrox and P.W. Hammond, 4 vols (Gloucester, 1979)

HMC Historical Manuscript Commission

HR *Historical Research*

JP (JPs) Justice(s) of the Peace

LMA London Metropolitan Archives

OED *Oxford English Dictionary*

ODNB *Oxford Dictionary of National Biography*

PCC Prerogative Court of Canterbury

p. / pp. page / pages (if clarity requires use)

PROME *Parliament Rolls of Medieval England 1275-1504*, ed. Chris Given-Wilson et al., 16 vols. (Woodbridge, 2005)

Rolls Series RS

RO Record Office

STC *Short Title Catalogue*

TNA The National Archives, London

TRHS *Transactions of the Royal Historical Society*

VCH *Victoria County History*

vol. / vols volume / volumes

Note 1: In citing CPR, etc., the following references are to page numbers e.g.:

CPR, 1429–36, pp. 91–2

CFR, xix, 44

CCR, 1441–7, pp. 477

CIPM, xv, 13

Note 2: In citing ODNB:

first citation: Victoria M. Tudor, ‘Godric of Finchale [St Godric of Finchale] (c.1070–1170)’, in ODNB, followed by, in square brackets, date of access; second citation: Tudor, ‘Godric of Finchale’ ODNB.