

## Surtees Society

### EDITORIAL CONVENTIONS FOR POST-MEDIEVAL RECORDS

< >	Text supplied from another source (should be explained in Editorial Method section)
\ /	Insertions or additions in the same hand as the surrounding passage
\ //	Insertions or additions in a different hand from the surrounding passage
<u>Underlined</u> or <i>italic</i>	Words underlined in the text (principles used should be explained in Editorial Method section)
<del>deleted</del>	Text deleted or crossed through in MS
[ <i>Editorial comment</i> ]	Editorial comment
[et]	Text supplied editorially, e.g. <ul style="list-style-type: none"><li>• text omitted by clerk</li><li>• conjectural extension of abbreviations</li><li>• conjectural readings of faded or barely legible words (with note)</li></ul>
[7 <i>cm.</i> ]	Extent of lost or illegible text
---	Letters lost or illegible (up to three letters)
{ }	<i>Uncommitted use</i>

#### Presentation of u/v and i/j

*Normally*, u and i should be consistently used as vowels and v and j as consonants. *Alternatively* (explained in Editorial Method section): u/v and i/j are consistently recorded as in the MS, except that a capital I/J should be recorded as I.

#### Presentation of numerals

Use of Arabic and Roman numerals should be retained as in the MS. For Roman numerals M, D, C should be printed in capitals, l, x, v, i or j in lower case. Superior figures should be in suprascript (iii<sup>jxx</sup>, ij<sup>C</sup>, v<sup>M</sup>)

*Money*: sums expressed other than as standard £ s. d. should be retained as in the MS (e.g. xvi<sup>li</sup> 16<sup>s</sup> 8<sup>d</sup>; 53s. 4d.; 16d.; 4 guineas). Where sums are expressed in modern form, 's' and 'd' should be followed by full stops and should not be superscript, e.g. £12 14s. 6d.

#### Abbreviations

*Standard abbreviations* should be expanded silently, including use of thorn ('ye' should be rendered 'the'; 'y<sup>t</sup>' as 'that' etc). Other examples of standard abbreviations which may be expanded without comment include 'w<sup>ch</sup>' for 'which'; 'w<sup>th</sup>' for 'with'; 'M<sup>ties</sup>' for 'Majesties'; 'y<sup>r</sup>' for 'your'; 'S<sup>r</sup>' for 'Sir'; 'L<sup>d</sup>' for 'Lord' (this list is not exhaustive).

*Abbreviations to be retained* include 'Mr'; 'Mrs'; 'etc' and use of the ampersand (&). *Names*: Standard first names should be silently expanded if there is no ambiguity about the form (Johannes, Thomas), but if there is ambiguity this should be noted according to the conventions, e.g. Ed[mun]d. Surnames should not be extended silently without comment. Place-names should be reproduced as in the MS, including abbreviation marks if present.

### **Handling of clerical errors**

The use of *sic* is best avoided. Instead *either* correct an error in the text, if the correction is obvious, and record the MS form in a footnote, *or* leave the error in the text but note any difficulty in a footnote.

### **Punctuation**

Punctuation should normally be modernised where the meaning is unambiguous. Where punctuation is ambiguous this should be explained in a footnote.

### **Capitalization**

*Either* the original capitalization should be retained (provided it is sufficiently unambiguous) and scrupulously observed, *or* it should be consistently modernized. In the latter case capitals should be employed sparingly (e.g. for names of people, places, days and months).

### **Editorial conventions**

All the editorial conventions adopted and abbreviations employed should be explained and recorded in an 'Editorial Method' section following the introduction of each volume.

### **Footnotes**

Texts should be annotated with footnotes (1) to explain obscurities or *lacunae* in the text, (2) to note clerical errors, as suggested above, (3) to explain editorial intervention in the text, if necessary, (4) to identify persons and places not more conveniently identified elsewhere in the volume.

AJLW

AJH

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