

IJNA House Style

Word-processed files should be 1.5-line spaced with 2.5 cm margins. Subheadings should not be used excessively, and should not include numbers or letters. Do not start with a sub-heading, as we start with a large dropped capital.

Do not justify the text, and please do not use automatic footnoting or endnoting. Just insert a number in square brackets in the text and list notes at the end.

Please keep formatting to a minimum. Unnecessary complexities can be difficult and time-consuming to undo in order to supply the file to the typesetter.

Use single quotation marks. Quotations of longer than about four lines should be indented and single-spaced, and do not need inverted commas.

Avoid abbreviations (exceptions include *c.* for circa, and pers. comm.). Full stops should be used when a word is shortened (for example B. G. Smith), unless the last letter is included. For example 'ed.', but 'eds' (use 'edn' for 'edition'), 'vol.' (volume), but 'vols' (exceptions include b&w (black-and-white), m (metres), mm (millimetres), kg (kilograms), km (kilometres), HMS, nd (no date), PEG (polyethyleneglycol), PO (Post Office) Box, UK, USA). Do not abbreviate hours, litres, or seconds, or inches unless the context is absolutely clear.

Use 'Fig.' for figures in the text, but 'fig.' when referring to figures in other authors' works.

'&' should only be used in business designations (Adam & Co.). Otherwise write 'and'.

Acronyms should be spelled out on first mention, with the acronym in brackets immediately afterwards. From then on the acronym can be used on its own.

Italics should be used **only** for titles of books and journals, foreign words, and names of ships (but only given names, such as *Mary Rose*, not names made up by excavators, such as 'The Cattewater Wreck').

Foreign words should be *italicised*, with accents if applicable (e.g. *entrepôt*). If foreign words have been assimilated into English, then use normal type, no accents, and anglicised plurals (e.g. 'amphoras', 'indexes', but 'appendices').

Be consistent with punctuation and only insert a single space between words, numerical values and units, and after punctuation.

Avoid slang words or jargon.

Bullet points should be avoided, as should joining two words with a / as in 'and/or'.

Numerals: spell out up to and including ten, except for numerals preceding units of measurement, or descriptions with hyphens, such as '3-pounder, 3rd-rate, 5th century'. Above ten use numbers except at the beginning of a sentence. Insert comma(s) in numbers of five figures or more, for example 5000 but 55,000.

Measurements should normally be metric, with imperial equivalents in brackets if appropriate. If the subject of discussion was clearly constructed using imperial measurements, these may come first, but metric measurements **must** be included as well.

Avoid spurious accuracy when converting figures which are themselves imprecise. For example, 'about 20 feet (6 m)' not 'about 20 feet (6.096 m)'. Do not use subdivisions of a centimetre: '25 mm' not '2.5 cm'.

% not 'per cent'.

In discussion of navigational topics distances should be given in nautical miles, speeds in knots and depths in metres. Wind-speeds should be given in terms of the Beaufort scale with the range in knots shown in brackets; or alternatively in knots alone.

Dates. Day-month-year, for example 15 December 1980.

19th century **not** nineteenth century (19th-century when used adjectivally)

BC and AD are our preferred usage, but if the writer feels strongly BCE and CE can be accepted.

BC is written after the date, AD can be written before or after, but be consistent.

Apostrophes in dates as follows: in the 1980s; in 1980s' style; in the '80s.

Historical period descriptions should be lower case when used as general adjectives, but capitalised when used almost as nouns, as for example 'neolithic/iron-age/medieval pottery', but 'dates to the Neolithic/Iron Age/Late Medieval [Period]'.

Spelling. Follow the Oxford English Dictionary, specifically the Oxford Dictionary for Writers and Editors (-ize when optional).

Hyphenate to avoid 'oo' in composite words, e.g. 'co-ordinate', 'macro-organism'.

'Foreshore' is the area between high- and low-water mark, when dry, while 'inter-tidal zone' covers the same area wet or dry. 'Shore' can be used as a less specific term.

Some regard sea-bed as the top of any sediment, and sea-floor the fixed substrate. Others use the terms interchangeably. You only need worry if ambiguity arises.

As a general rule, an adjective and a noun should be written as two separate words ('lower deck', 'lee side'), though they may be hyphenated when used adjectivally ('lower-deck conditions').

When two nouns are joined to make a third, as for example 'boathouse', 'fish-trap', 'gun-deck', then either a hyphen is used or the two words are run together. Which is done seems to depend on how long the combination has been in use, but can be checked in a dictionary. If the dictionary does not plump clearly for one version, you may need to make a decision. Common examples, including some exceptions, are included below.

aftercastle	basketwork	description preferable)
airlift	bench-mark	cannon ball (preferably 'round shot')
amidships (position)	boatbuilding	cargoes
amphoras	boathouse	cast-iron (adjective)
anchor-stock	boatman	cast iron (noun)
Anglo-Saxon	bowsprit	centreboard
archipelagos	breast-hook	centreline
artefact	bulkhead	coarse ware
	butt joint	coastline
backstay		crossbeam
baseline	cannon (generic, but specific	

cross-channel (adj)	longboat	seamark
cross-section	lugsail	sea power
cross-staff		sea shell
cutwater	main deck	seashore
	mainmast/sail	sea-wall
dendrochronology	man-of-war	seawater
dendro-date(d)	mast-head	seaworthy
diving-bell	mast-stay	sheer-line
dockyard	mast-step	sheer-strake
downwind	merchantman	sherd
dovetailed	midship (adj.)	shipbuilding
dry dock	mizen	ship-model (but model ship)
dugout (if referring to a boat, use logboat)	mizen-mast/sail	shipowner
	mortise-and-tenon (adj')	shipshape
	moulded (dimensions measured at right angles to the sided dimension)	ship-worm
ebb-tide		shipwreck
ecofacts		shipwright
edge-joined		shipyard
edge-to-edge	non-	shore-based
		shore-line
ferry boat	oar-port	sided (dimensions measured parallel to the fore-and-aft plane of a boat/ship)
fish-trap	offshore	
flat-bottomed	on board	side plank, in most cases use 'strake'
flood-tide		sidescan sonar
forestay	paddle-box	site-plan
freshwater (adj)	paddle-wheel	skin-boat
fresh water (adj + noun)	pin-point	sounding-lead
fore-and-aft (direction)	place-name	south-west or SW (but be consistent)
foreshore	plane-table	spritsail
forward and aft (position)	plank-built	square sail
forecastle	post-medieval	stave-built
foremast/sail	potsherd	steamship
	pre-	stempost
garboard		sternpost
gunboat	quarter-gallery	stern rudder
gun-deck	quarterdeck	subaqua
gun-port		swim-line
half-frames	radiocarbon-dated	
	river-bed	
	roundshot	
inshore		
<i>in situ</i>	sailing boat (not sailboat)	tableware
inter-tidal	salt-glaze	tide-mark
	scuba-diving	tideway
landmark	sea-bed	tie-beam
lighthouse	seaboard	topmast/sail
lee side	sea-borne	tramp steamer
leeward	sea-chest	treasure-hunter/hunting
leeway	seafaring	treenail
limber-hole	sea-floor	tree-ring
line-of-battle	seagoing	tree-ring-dated
logboat	sea-level	

under water (adv)
underwater (adj)
upper works
upwind

war-grave
warship
water-craft
water-depth
waterfront
water-level
waterline
waterlogged
water-power
waterproof
water-supply
watertight
wave motion
whipstaff
windlass
workaday
worm-eaten
worm-hole
wreck-site
wrought iron (noun)
wrought-iron (adj)

yard-arm

Zuider Zee