

Victoria County History: Cumbria Project

Preparing Your Draft Article

The following guidelines should be followed when preparing your draft article for submission to the Project Director and/or Volunteer Coordinator. This document also outlines what you can expect in terms of feedback.

Presentation

- Draft articles should be word processed as Word files, double-spaced using Times New Roman or Arial font in size 12 font.
- Please use the automatic footnoting facility and present your notes as footnotes rather than endnotes. While drafts are being prepared footnotes should be numbered consecutively from 1 for each section of the township history. Use footnotes to cite references only, with brief explanations as necessary. They should not carry extended comment or a subordinate argument separate from the text.
- Please follow to the letter the prescribed conventions for laying out footnotes and abbreviations as laid out in the appendices to this guide.
- Margins should be set to 'normal' (Word 2007), or 2.54cm top, bottom, left and right.
- The title and section headings should be written in block capitals.
- Word length will vary according to the size and complexity of each place. You will be given guidance on this.

Submitting Your Draft

- Please submit one section of the township history at a time, so that it can be read and commented on by the Project Director and/or Volunteer Coordinator.
- At the top of each draft section should be the name of the township, your name (the author) and the date the draft was submitted, as well as the section heading (e.g. Manors and Estates).
- Make sure that the draft is double-spaced before submitting as this makes it easier to read it. Keep to single-spacing for footnotes.

- Drafts should be submitted as an email attachment so that the Project Director and/or Volunteer Coordinator can provide feedback using the Word comments facility.
- Please submit maps and illustrations as separate files; do not embed them in the text.

Feedback

- Please be prepared for your draft to be returned covered with lots of 'red ink'!
- Comments will be made on your draft using the comment facility on Word.
- Feedback will be given on :
 - how well your draft conforms to VCH guidance notes
 - the quality and quantity of research and evidence you have found
 - points requiring further research
 - citation of evidence in footnotes
- You will be given the opportunity to discuss feedback in person, as well as through email/telephone contact.

APPENDIX A

CITING YOUR SOURCES

The footnotes are an integral and vitally important part of a VCH article, enabling the reader to pursue the history of the place by delving further into the sources you have consulted. Crafting your footnotes successfully is thus a key part of writing for the VCH – and you should expect it to take time to master the skill! The following notes provide guidance for writing footnotes when submitting drafts for the project. Please read these notes carefully and follow the instructions to the letter. Correct citation of sources is an important part of the discipline of writing for the VCH.

The VCH uses the footnoting system common in Humanities subjects, in which a footnote number in the text refers to a note giving details of the reference. Standard abbreviations are used for many of the sources which are frequently cited in VCH articles: these are given on the attached sheets. **You should use the standard abbreviation where appropriate: the following guidance should be followed for sources not covered by the list of abbreviations.**

1. MANUSCRIPT SOURCES

- The broad rule is: repository name (or abbreviation, e.g. 'PRO', 'CRO', 'BL') followed by reference number (Example a, below) or description, if the repository's form of reference is insufficient to lead the reader to the exact piece of paper or parchment you are citing (Example b).
- If the manuscript is a volume, you should give the page or folio number on which the information you cite is to be found (Example a). If unpaginated, an alternative identification should be given (e.g. date of entry) (Example c).
- For archives held in private hands, give a description of the document, followed by the name of the person or institution in whose hands it is and the year in which you consulted it (Example d).
- Material in sound, image or film archives should be cited using the same conventions as for manuscript material.
- Neither quotation marks nor underlined titles are used.

Here are some examples:

- | | |
|---|--|
| a | CRO (Carlisle), D/Lons/W8/12/1, p. 235. |
| b | CRO (Whitehaven), D/Lec, box 300, Brown's survey 1758, Wasdale Head. |
| c | Keswick Museum 4692, 12 Oct. 1688. |
| d | Eskdale Commoners' Association Minute Book 1967-1980, 8 May 1968 (courtesy of Eskdale Commoners' Association, 2008). |

2. PRINTED PRIMARY SOURCES

Abbreviations are used for many of the frequently cited printed sources (trade directories, Thomas Denton's *Perambulation of Cumberland*, the *Calendar of Inquisitions Post Mortem* etc) – see the attached list of standard abbreviations. Where an abbreviation is not given, full details should be given, as follows:

- Title of volume
- Editor
- Series and volume number (if appropriate)
- Place and date of publication
- Page number (or, if documents are numbered, as in *Calendar of Inquisitions*, document number).

Denton's History, p. 101.

Cal. Inq. p.m. VII, no. 279.

Antiquary on Horseback, ed. J.M. Ewbank (CWAAS Extra Series XIX, Kendal, 1963), p. 99.

3. NEWSPAPERS AND PERIODICALS

- Title (in italics)
- Date; page number
- Only the main title of the paper need be given. Omit 'A' or 'The' except for *The Times*.
- If an article is authored, give author, title and pages.

Westmorland Gazette, 7 Sept. 1984, p. 4.

Gentleman's Magazine, Feb. 1751, opp. p. 51.

4. WEB SITES

- If you have obtained information from a website, you must cite the site and web page precisely in your footnote. Only cite a website when the information is not available

elsewhere; in particular do not cite a website for digitised images of a printed source (e.g. trade directories; newspapers). In these circumstances, cite the source which has been digitised.

- Be precise; vague references to 'the web' will not suffice. The full citation is necessary, followed by the date on which you accessed the site.

<http://www.fld.org.uk/IN-THE-NEWS/Page-2.html> (Accessed 4 Aug. 2011)

5. BOOKS

The first citation of a book should include the following information:

- Author (with initials preceding surname)
- Full Title (in *italics*, use a colon to separate main title and any subtitle)
- Name of the series in which the book appears (if any) and volume number in that series
- Place of publication and year of publication in parentheses
- Page number(s) on which the material cited can be found, prefaced by p. (for single page) or pp. (for two or more pages)
- Where there is more than one edition of a book, you should cite the reference from the edition you have used, irrespective of the original publication date

S. Denyer, *Traditional Buildings and Life in the Lake District* (London, 1991), p. 6.

R. Sharpe, *Norman Rule in Cumbria 1092-1136*, CWAAS Tract Series XXI (Kendal, 2006), p. 21.

6. CHAPTERS IN EDITED COLLECTIONS

- The first citation should include:
- Author's name (as above)
- Title of chapter in single quotation marks
- The word 'in' followed by the names of the editor(s), title and publication details of the book (as above)
- First and last page numbers of the chapter cited or page number(s) of a specific reference.

R.W. Brunskill, 'Vernacular Building Traditions in the Lake District' in J.R. Baldwin and I.D. Whyte, *The Scandinavians in Cumbria* (Edinburgh, 1985), pp. 135-160.

7. ARTICLES IN JOURNALS

- Author's name (as above)
- Title of article, in single quotation marks
- *Title of journal (in italics) omitting 'A' or 'The'*
- Volume number, in lower case roman or arabic numerals
- Year of publication
- First and last page numbers of the article or page number(s) of a specific reference
- **NB Do not italicise the title of the article - only the journal.**

N. Gregson, 'Tawney revisited: custom and the emergence of capitalist class relations in north-east Cumbria, 1600-1830', *Economic History Review*, 2nd series, 42 (1989), pp. 18-42.

R. G. David, 'The slate quarrying industry in Westmorland: Troutbeck, Kentmere and Longsleddale', *CW2*, lxxxvii (1987), pp. 215-235.

8. DISSERTATIONS AND THESES

- Author
- Title of thesis/dissertation in single quotation marks
- Title of degree, university and date
- Page references (if necessary)

G.L. Murfin, 'Popular Leisure in Cumbria, 1870-1939', unpublished PhD thesis, University of Lancaster, 1987.

9. PERSONAL OR LOCAL KNOWLEDGE

Some information on the recent history of a place will come from your own personal knowledge or from talking to neighbours. If it is possible to corroborate such information from a written source, this should be done and the source cited. If this is not possible (e.g. 'Lady Agnes was remembered as a domineering figure who rode through the village in the 1930s on a fine black mare'), you should use the form 'Local inf.' followed by the date. If your informant is happy to be named (be sure to check; do not assume this), you could use the form 'Inf. from Mrs S. Jackson, Penrith, 2011'.

10. SECOND AND SUBSEQUENT CITATIONS

The simplest way of referring to a published work already cited in a previous footnote is to use the abbreviated author/title method. You give the reference in full (as detailed above) the first time. Then give the author's surname, a brief title, and the relevant page number(s) in subsequent references within your chapter. **Do not use the form *op. cit*'**

First reference:

4. A. J. L. Winchester, *Landscape and society in medieval Cumbria* (Edinburgh, 1987), p. 83.

Second and subsequent references:

14. Winchester, *Landscape*, pp. 41-3.

APPENDIX B

STANDARD ABBREVIATIONS

<i>Alum. Cantab.</i>	J. and J. A. Venn, <i>Alumni Cantabrigiensis to 1751</i> (1920) and <i>Alumni Cantabrigiensis II: 1751-1900</i> (1940)
<i>Alum. Oxon.</i>	J. Foster, <i>Alumni Oxoniensis 1500-1714</i> (1891-2) and <i>Alumni Oxoniensis 1714-1886</i> (1888)
AWL	R.S. Boumphrey, C.Roy Hudleston and J. Hughes, <i>An Armorial for Westmorland and Lonsdale</i> , Kendal: Lake District Museum Trust and CWAAS Extra Series XXI, 1975.
BL	British Library
<i>Book of Fees</i>	<i>Liber Feodorum. The Book of Fees commonly called Testa de Nevill, reformed from the earliest MSS by the Deputy Keeper of the Records. Part I (AD 1198-1242)</i> (London, 1920)
Bulmer, <i>Dir. Cumb.</i>	<i>Bulmer's History and Directory of Cumberland</i>
Bulmer, <i>Dir. Westmd</i>	<i>Bulmer's Directory of Westmorland</i>
Butler, <i>Cumbria Parishes</i>	<i>The Cumbria Parishes 1714-1725 from Bishop Gastrell's Notitia, with additions by Bishop Porteous 1778-1779</i> , ed. L. A. S. Butler. CWAAS Record Series Vol. XII (Kendal, 1998).
<i>Cal. Charter R</i>	<i>Calendar of Charter Rolls</i> , 6 vols [Hen. III to Hen. VIII] (London, 1903-27).
<i>Cal. Close</i>	<i>Calendar of Close Rolls</i> , 47 vols [Ed. I to Hen. VII] (London, 1892-1963).
<i>Cal. Inq. p.m.</i>	<i>Calendar of Inquisitions Post Mortem and other analogous documents</i> , 20 vols [Hen. III to Hen. V] (London, 1904-1995).
<i>Cal. Pat.</i>	<i>Calendar of Patent Rolls</i> , 72 vols [Hen. III to Eliz. I] (London, 1891-1982).

<i>Cal. SP Dom.</i>	<i>Calendar of State Papers, Domestic.</i> 12 vols [Edw. VI to Jas. I] (London, 1856-72).
Camden, <i>Brit.</i>	W. Camden, <i>Britain, or a Chorographical Description of ... England, Scotland and Ireland</i> , trans. P. Holland (London, 1610).
CDS	<i>Calendar of Documents relating to Scotland preserved in Her Majesty's Public Record Office, London</i> , ed. J. Bain, 4 vols [1108-1509] (London, 1881-8).
<i>Census</i>	Census Report (printed)
CFH	C. Roy Hudleston and R.S. Boumphrey, <i>Cumberland Families and Heraldry</i> , CWAAS Extra Series XXIII (Kendal, 1978).
CRO	Cumbria Archive Service: Cumbria Record Offices.
<i>Complete Peerage</i>	G. E. C[okayne], <i>The Complete Peerage of England, Scotland, Ireland, Great Britain and the United Kingdom: extant, extinct and dormant</i> , revised edition. 14 vols (Vols 1-13: London, 1910-1959; Vol. 14: Stroud, 1998).
Curwen, <i>Castles</i>	J. F. Curwen, <i>The Castles and Fortified Towers of Cumberland, Westmorland and Lancashire North-of-the-Sands</i> , CWAAS Extra Series XIII (Kendal, 1913).
CW1	<i>Transactions of Cumberland & Westmorland Antiquarian & Archaeological Society</i> , old series (1866-1900).
CW2	<i>Transactions of Cumberland & Westmorland Antiquarian & Archaeological Society</i> , new series (1901-2000).
CW3	<i>Transactions of Cumberland & Westmorland Antiquarian & Archaeological Society</i> , third series (2001-).
CWAAS	Cumberland & Westmorland Antiquarian & Archaeological Society.
<i>Denton's History</i>	<i>John Denton's History of Cumberland</i> , ed. A. J. L. Winchester. Surtees Society Vol. 213 and CWAAS Record Series Vol. XX (Woodbridge, 2010).

Denton, <i>Perambulation</i>	<i>Thomas Denton: a Perambulation of Cumberland 1687-1688, including descriptions of Westmorland, The Isle of Man and Ireland</i> , ed. A. J. L. Winchester with M. Wane. Surtees Society Vol. 207 and CWAAS Record Series Vol. XVI (Woodbridge, 2003).
<i>Dict. LDPN</i>	D. Whaley, <i>Dictionary of Lake District Place-Names</i> , English Place-Name Society Regional Series 1 (Nottingham, 2006).
DUL	Durham University Library, Archives and Special Collections.
<i>EEA 30: Carlisle</i>	<i>English Episcopal Acta 30: Carlisle 1133-1292</i> , ed. D. M. Smith (Oxford, 2005).
FF Cumb.	F. H. M. Parker, 'A calendar of the Feet of Fines for Cumberland, from their commencement to the accession of Henry VII', <i>CW2</i> , 7 (1907), pp. 215-61.
<i>Glynne's Notes</i>	<i>The Church Notes of Sir Stephen Glynne for Cumbria (1833-1872)</i> , ed. Lawrence Butler. CWAAS Extra Series XXXVI (Kendal, 2011).
HER	Historic Environment Record
<i>Holm Cultram</i>	<i>The Register and Records of Holm Cultram</i> , ed. F. Grainger and W. G. Collingwood. CWAAS Record Series Vol. VII (Kendal, 1929).
Hutchinson	William Hutchinson, <i>History of the County of Cumberland and some places adjacent</i> , 2 vols (Carlisle, 1794).
Hyde & Pevsner, <i>Cumbria</i>	M. Hyde and N. Pevsner, <i>Cumbria: Cumberland, Westmorland and Furness</i> . The Buildings of England (London, 2010).
Kelly, <i>Dir. Cumb.</i>	<i>Kelly's Directory of Cumberland</i>
<i>L. & P. Hen. VIII</i>	<i>Letters and Papers, Foreign and Domestic, of the Reign of Henry VIII, preserved in the Public Record Office, the British Museum and elsewhere in England</i> , 23 vols in 38 (London, 1862-1932).

<i>Lanercost Cart.</i>	<i>The Lanercost Cartulary</i> , ed. J. M. Todd. Surtees Society Vol. 203 and CWAAS Record Series Vol. XI (Gateshead, 1997).
<i>Later Recs N. Westm.</i>	J. F. Curwen, <i>The Later Records relating to North Westmorland or the Barony of Appleby</i> , CWAAS (Kendal, 1932).
Mannix & Whellan, <i>Dir. Cumb.</i>	Mannix & Whellan's <i>Directory of Cumberland</i> (1847)
<i>Monasticon</i>	W. Dugdale, <i>Monasticon Anglicanum: a history of the abbies and other monasteries ... in England and Wales</i> , ed. J. Caley et al., 6 vols (London, 1846).
N&B	Joseph Nicolson and Richard Burn, <i>The History and Antiquities of the Counties of Westmorland and Cumberland</i> , 2 vols. (London, 1777; facsimile reprint with introduction by B.C. Jones, Wakefield, 1976).
Nicolson, <i>Misc. Acct.</i>	William Nicolson, <i>Miscellany Accounts of the Diocese of Carlisle</i> , ed. R. S. Ferguson (Carlisle, 1877)
Nightingale, <i>Ejected of 1662</i>	B. Nightingale, <i>The Ejected of 1662 in Cumberland and Westmorland</i> , 2 vols. (Manchester, 1911).
ODNB	<i>Oxford Dictionary of National Biography</i> .
OE	Old English
OED	<i>Oxford English Dictionary</i> .
ON	Old Norse
OS	Ordnance Survey
Parson & White, <i>Dir. C. & W.</i>	. W. Parson & W. White, <i>History, Gazetteer and Directory of the Counties of Cumberland and Westmorland with that part of the Lake District in Lancashire</i> (Leeds, 1829)
<i>Plac. Abbrev.</i>	<i>Placitorum Abbreviatio, Richard I – Edward II</i> , ed. G. Rose and W. Illingworth (London, 1811).
PNC	A.M. Armstrong, A. Mawer, F.M. Stenton and Bruce Dickens, <i>The Place-Names of Cumberland</i> , English Place-Name Society Vols XX-XXII (Cambridge, 1950-52).

<i>PNW</i>	A. H. Smith, <i>The Place-Names of Westmorland</i> , English Place-Name Society Vols XLII-XLIII (Cambridge, 1967).
<i>PRO</i>	The National Archives, Kew: Public Record Office.
<i>RCHME</i>	Royal Commission on the Historical Monuments of England
<i>Rec. Kend.</i>	W. Farrer, <i>Records relating to the Barony of Kendale Vols. I and II</i> , ed. J. F. Curwen; and J. F. Curwen, <i>Records relating to the Barony of Kendale Vol. III</i> , CWAAS Record Series Vols IV-VI (Kendal, 1923-6).
<i>Reg. St Bees</i>	<i>The Register of the Priory of St Bees</i> , ed. James Wilson. Surtees Society Vol. 126 (Durham, 1915).
<i>Reg. Wetheral</i>	<i>The Register of the Priory of Wetherhal</i> , ed. J. E. Prescott (London and Kendal, 1897).
<i>Rot. Chart.</i>	<i>Calendarium rotulorum chartarum et inquisitionum ad quod damnum</i> , ed. J. Caley (London, 1803).
<i>Rot. Litt. Claus.</i>	<i>Rotuli litterarum clausurum in Turri Londinensi asservati</i> , ed. T.D. Hardy, 2 vols (London, 1833-44).
<i>VCH Cumb.</i>	<i>The Victoria History of the County of Cumberland</i> , ed. James Wilson (London, 1901-5; reprinted 1968).

AJLW/SR

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