

EETS Guidelines for Editors

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INTRODUCTION

The following notes describe current practice in EETS printed editions. Please bear in mind that they do not apply to electronic editions, for which a separate set of guidelines will be issued as and when the Society decides to pursue this manner of publication in the future.

Editors are asked to follow the guidance given here wherever possible. Our editions conform to a 'house style', based ultimately on the conventions of the Oxford University Press. These notes should be consulted alongside the *New Hart's Rules* (2nd edn., Oxford, 2014) and the *New Oxford Dictionary for Writers and Editors* (Oxford, 2005). We ask editors to follow the preferred practice outlined in these *Guidelines* in the preparation of their typescripts. However, in the last resort, what matters most is internal consistency of practice within the volume. Editors are asked to give careful consideration to such matters as capitalization, punctuation, spelling, and citation of bibliographical references when they start to prepare their typescript. It is difficult to change typographical habits at a later stage: oversights occur, and there are limits to what search-and-replace programs can achieve.

Although we have tried to answer the questions that editors most frequently ask, a guide such as this cannot cover all eventualities. Individual editions are likely to generate individual questions as to how best to present the material. Major principles of editorial method need to be considered at the time when the initial proposal is submitted, when they will be appraised by the Council of the Society. Council currently prefers critical editions, offering a single text, into which emendations have been incorporated and not relegated to the critical apparatus. Diplomatic editions, and editions representing multiple texts in parallel, are not usual EETS practice. Proposals to offer diplomatic and parallel-text editions are accepted only in exceptional circumstances, and must be agreed by Council before the editor proceeds with the work. Similarly, the Society's policy at present is not to accept translations into modern English to accompany the edited text, unless a special case has been made to Council at the time when the proposal is submitted. Otherwise disappointment is likely to ensue, after much hard work by the editor. We are anxious to avoid such misunderstandings.

Editors should be aware that, once their proposals have been provisionally approved by Council, the proposal constitutes an agreement by the editor to present the material according to our usual conventions. Final acceptance is subject to approval of the final typescript by Council. If it appears, as the edition progresses, that departures from our usual principles may be desirable, which could not be foreseen at the outset, the editor is strongly advised to consult the Editorial Secretary. Major changes will need to be agreed by Council, and the editor is likely to be required to submit a revised proposal. Minor changes

can be agreed in correspondence with the Editorial Secretary. It often happens that editors must lay an edition aside for a period while other duties take precedence. If work on an edition has been resumed after a long interval, the editor should seek advice before sending a completed typescript, to ensure that practices have not changed in the interim. Again, it may be appropriate in these circumstances to ask the editor to supply a revised proposal for consideration by Council. In general, editors should stay in touch, and consult the Editorial Secretary for advice tailored to their particular project. Please note that advice should be sought from the Editorial Secretary, and not the members of Council.

In addition to these *Guidelines*, the *New Hart's Rules*, and the *New Oxford Dictionary for Writers and Editors*, editors should consult comparable recent EETS editions, which often offer solutions to queries and problems of presentation which may arise. We rely considerably on the precedents set by authoritative earlier editions in our series as a means of ensuring some uniformity of practice among our volumes. Clearly discretion must be used: departures from practice in earlier editions are likely to have been made for good, but particular, reasons, which do not necessarily suit others. Moreover, if they wish to make an argument from precedent, editors should follow EETS editions in preference to those of other publishers. Once again, please consult the Editorial Secretary in cases of doubt.

PREPARATION OF THE TYPESCRIPT

EETS volumes are prepared for publication by electronic typesetting, for which the editor must supply electronic files and hard copy. Detailed instructions are set out below in this section. Some older editions may have been prepared before word-processing became usual practice. Editors submitting typescripts without electronic files must be aware that, if they are accepted, the process of publication will be considerably protracted, since the typescript will need to be keyed in and there will be an additional round of proofs for the editor to read. There is considerable additional cost to be borne by the Society, and, accordingly, editors are encouraged to supply electronically readable versions of their material wherever possible.

EETS does not normally accept camera-ready copy from editors. Our volumes are professionally typeset, and it is the typesetter's responsibility, not the editor's, to make up the pages of the printed book and take care of its final appearance in type. Accordingly, editors are asked not to attempt to anticipate their book's final appearance when preparing their typescripts. This can result in excessive formatting which will only be stripped out, and can considerably impede the conversion of the files into a form usable by the typesetter. See the sections below

for instructions on keying in the critical apparatus and the Glossary; note that the advice has now changed from that given in the preceding *Notes for Editors* (1972, revised 1994), to take account of electronic typesetting.

Editors are asked to present electronic files in Word or rtf format. This applies to tables as well; please do not use Excel to format tabular matter.

When keying in the edition, please observe the following general points:

- All parts of the edition must be double-spaced. Set the right-hand margin 'ragged': that is, do not attempt to justify the right-hand side of the page. Do not use the automatic hyphenation program. Hard returns need to be used at the ends of lines of verse text, but should not be used in prose texts (except at the end of a paragraph or heading).
- Do not leave additional space between paragraphs. Use the Tab key to indent the first line of each paragraph, but not the first paragraph after any heading.
- Distinguish clearly between different levels of heading.
- Use a single font throughout, which shows up roman, bold, and italic type when printed out.
- SPECIAL CHARACTERS may be created either by using a font which includes them in its repertoire or by substituting other characters (e.g. dollar signs or ampersands) for them. Ensure that there is a clear distinction between upper- and lower-case varieties, and take particular care that no symbol has more than one function. For example, asterisks must not be used to substitute for a special character if they are also used with other values, as, in linguistic discussion, to indicate that a form is otherwise unrecorded. The numeral 7 must not be used for the Tironian 'et'. The numeral 3 must not be used for yogh, which should be coded as {y}. The distinction must be observed between o (zero), and the letter 'O'. If the editor has a problem with special characters, the Editorial Secretary should be consulted. When submitting their typescripts for typesetting, editors should include a list of all special characters used, attaching an image if the character is not available in the Times New Roman set or the Symbols font. All special characters should be listed and identified in words, as:

þ this is a lower-case thorn

Þ this is an upper-case thorn

The list should be sent in both electronic form and pdf format.

- Each new entry in the Glossary should begin on a fresh line, and the editor should not attempt to imitate the double columns used in the published volume.

- The apparatus should now be presented as footnotes to the text, not as a separate list, as described in previous versions of the *Guidelines*. The cue should be placed at the *beginning* of the word.
- Line numbers. Editors should be aware that any references to line numbers of a prose text in the Introduction and Glossary will need to be changed at proof stage, once the edition has been set.

SOME POINTS OF STYLE

In general, do not use abbreviations in ordinary prose. Elided forms of verbs ('don't', 'doesn't', etc.) should be avoided. Spell out 'manuscript(s)' in ordinary prose (rather than 'MS(S)'), unless a specific manuscript shelfmark is being given: for example, 'Durham University Library, MS Cosin V. iii. 9', in which case there is no full stop following 'MS'.

Use of the first-person pronoun should be avoided for the expression of the editor's own opinions.

Preferred spellings

British spelling (as given in the *Oxford English Dictionary* and its derivatives) should be used. See further, *The New Oxford Spelling Dictionary*, ed. Maurice Waite (2005) (which also includes advice on word division). Note that *-ize* spellings should be used, as specified in *OED* and *The New Oxford Spelling Dictionary*.

Capitalization

Be as consistent as possible—this is an area where it is hard to observe a uniform practice. It can be helpful for an editor to make a list of words which he or she has decided to capitalize regularly—it is very difficult to change practice part way through the project, and spot all instances (for example, words such as 'Bible', 'Scripture', Commandments (i.e. the Decalogue), or the distinction between 'the Church', meaning the institution, and 'the church', signifying a particular building). Do not capitalize pronouns when referring to the Deity.

In book titles in English (and usually the titles of articles in periodicals as well) the first letters of 'main words' are capitalized, which normally means nouns and adjectives. For most foreign languages the rule is that after the first word there is no capitalization except where the word in question must have a capital in the language anyway (for instance, if it is a proper noun). In German, all nouns are capitalized. In French, the rule is slightly more elaborate: if the title begins with

the definite article, then all the words up to and including the noun which goes with the article have an initial capital; subsequent words remain lower case. See examples given under 'Bibliography' below.

Punctuation

- Full stop (full point)
Do not add full stops after headings, or in abbreviations made up of capital letters (EETS, PMLA), or after titles (Dr, Mr, St (i.e. 'Saint'), or SS ('Saints')).
- Quotation marks
Use single quotation marks, reserving double ones for quotations embedded within quotations.
The relative position of a closing quotation mark and punctuation can be a source of difficulty. Briefly, if the quotation forms a complete sentence, it will have its closing full stop inside the closing quotation mark; otherwise outside it.
- Parentheses and punctuation within italic
If parentheses and square brackets occur within words in italic type, they should be presented in their upright form, and not in italic. Ensure that you do not inadvertently italicize punctuation immediately following a word in italic.

Numbers and dates

It is usual to spell out numbers below 100 in words in ordinary discursive prose, although it is acceptable to use figures if the context is one in which greater concision is desirable, as when a great deal of numerical information is being given, for instance in tables or in footnotes. Figures are used for exact units of measurement, currency, or people's ages. Spell out numbers in words when they form the beginning of a sentence.

- Ranges of numbers
Use the least number of figures in ranges of numbers consistent with clarity: '76-7', '235-6', '100-2', except for the group 10-19 in each group: '116-19', rather than '116-9'; '210-11', rather than '210-1'.
- Dates
Use the form '14 September 1466', without commas. Spell out 'fifteenth century' ('fifteenth-century' when used adjectivally: 'a fifteenth-century manuscript'), except in footnotes and manuscript descriptions. Use 's. xv' in manuscript descriptions; '15th c.' in footnotes.

Folio references

In the printed volume, folio references in the text are placed in the outer margins of the page. Rectos and versos are indicated by superscripts: ‘f. 1^r’, ‘f. 1^v’ etc. Superscript ‘a’ and ‘b’ should be used to indicate the columns on a page, not rectos and versos: thus ‘f. 1^{ra}’, ‘f. 1^{rb}’, ‘f. 1^{va}’, ‘f. 1^{vb}’. The form of reference used is ‘f.’ and ‘ff.’, not ‘fol.’ or ‘fo.’. Folio references should be placed within the text rather than in the margins, within double square brackets on either side of the reference: ‘[[f. 1^r]]’. These will be moved to the margin. If the change of folio occurs anywhere except at the beginning of a section, place | in the file after the closing square bracket, omitting the space if it occurs in the middle of a word.

Biblical references

Biblical references should be abbreviated according to the current conventions of Oxford house style, e.g. Matt. 23: 13, Lam. 4: 4, Deut. 4: 2, Rev. 12: 16. Use arabic numbers for the chapter, followed by colon and space and the verse number, also in arabic. The abbreviated reference to the biblical book should be followed by a full point. The extra-short abbreviations, such as Mt., Mk., Lk., Jn., should be reserved for tabular material or marginal references.

THE CONTENTS OF AN EETS EDITION

An EETS edition typically consists of some five or six parts, in the following order:

1. Prelims (includes optional frontispiece, editor’s preface, contents list, list of plates, and/or figures, if relevant), and abbreviations. See comments below on plates and permissions.

2. Introduction

In addition to a general statement on the scope of the edition and the significance of the text edited, date, and some account of the author (if known), the Introduction normally includes descriptions of the manuscripts, a discussion of their textual history, the language of the text, sources, and an account of the editorial method employed. It may be desirable in individual editions to include discussion of other relevant matters, such as metre, and some account of historical context. However, editors should bear in mind that all such discussion should bear primarily on the elucidation of the text being edited. It is usually better to prosecute lengthy general discussion, or tangential arguments, in other publica-

tions. The component parts of the Introduction should be carefully ‘signposted’ with subheadings.

Editors are asked to pay particular attention to the concluding account of their editorial method. This is one of the most important parts of the whole edition, to which readers and reviewers pay close attention. Readers should not be left to attempt to deduce an editor’s practice from the text, but be given a clear, full, and detailed statement. Editors should pay careful attention to previous editorial statements in earlier volumes for comparison.

Notes to the Introduction

The notes should be keyed in as automatic footnotes. References to works cited will usually be given in full on the first citation, and as a short title thereafter. The same style of citation should be used as in the Bibliography (see below). For example:

Thorlac Turville-Petre, *The Alliterative Revival* (Cambridge, 1977).
Turville-Petre, *Alliterative Revival*, 44.

OUP no longer uses p. or pp., except with roman numerals or in other cases of ambiguity. Volume numbers are lower-case roman: i. 215, 217–32. A comma is placed after the journal title, except when it is abbreviated.

J. P. Oakden, *Alliterative Poetry in Middle English*, 2 vols. (Manchester, 1930, 1935), i. 215, 217–32 and ii. 2, 79.
Ralph Hanna, ‘Studies in the Manuscripts of *Piers Plowman*’, *Yearbook of Langland Studies*, 7 (1993), 1–25.

When editors need to direct the reader to specific pages of the discussion, the relevant page(s) are noted at the end of the reference, in the form ‘27–52 at 38–52’:

J. M. Bowers, ‘Hoccleve’s Huntington Holographs: The First “Collected Poems” in English’, *Fifteenth-Century Studies*, 15 (1989), 27–51 at 38–52.
M. L. Samuels, ‘Chaucer’s Spelling’, in J. J. Smith (ed.), *The English of Chaucer and his Contemporaries* (Aberdeen, 1988), 23–37 at 24.

Short titles are used in subsequent references:

Bowers, ‘Hoccleve’s Huntington Holographs’, 38–52.
Samuels, ‘Chaucer’s Spelling’, 24.

Editors are discouraged from using ‘op. cit.’ and ‘loc. cit.’, since a shortened reference, giving the author’s surname plus short title, is more helpful to the reader.

However, if the references are particularly lengthy and extensive, it may be easier and more economical to use the author–date, or ‘Harvard’, system of referencing (e.g. ‘Turville-Petre (1977)’). The decision to use this system must be cleared with the Editorial Secretary. If the author–date system is used, the following points should be noted:

- If the author’s name occurs naturally in the sentence, only the year is added in parentheses.
- If both name and date appear in the parentheses, then there is no comma between them: (Turville-Petre 1977)
- If two or more works by the same author were published in the same year, use italic lower-case letters after the date (*a*, *b*, etc.).

Whichever system is chosen, the editor’s practice must be consistent, and not a hybrid.

3. Abbreviations and bibliography

Abbreviations and abbreviated titles of works cited frequently should appear in a separate list of abbreviations as the last matter in the prelims. It should not include works that can easily be cited by author’s last name and short title. The Bibliography should be select, giving references to works cited in the edition. Editors should not attempt a complete bibliography of all works pertaining to the text, which may, in some cases, be far too long to incorporate. The editor needs to exercise judgement as to what it is helpful to a reader to include: there are no hard-and-fast definitions of what a ‘select’ bibliography should contain. The editor should include a brief headnote explaining the principles of selection and organization.

It is often simplest to divide the Bibliography into primary and secondary sources. If this is done, the editor must remember that authors of secondary works may also be editors of primary ones, and some confusion can ensue if readers are not sure under which section to look up a reference. Please ensure that references are unambiguous, and add cross-references if they will resolve the difficulty.

Two or more works by the same author should be arranged in alphabetical order. All works by single authors precede works which they have co-authored.

It is good practice to cite an author’s name in the form given on the title–page of his or her work.

Some examples follow, intended to illustrate some of the principal difficulties which may arise. The style selected is intended as a neutral one: once again, internal consistency of practice within the volume is of the greatest importance.

i. Unpublished theses:

Egan, K. J., 'The Establishment and Early Development of the Carmelite Order in England' (Ph.D. thesis, Cambridge, 1965).

Kightly, C., 'The Early Lollards: A Survey of Popular Lollard Activity in England, 1382–1428' (D.Phil. thesis, York, 1975).

ii. Printed books and essays in printed collections:

Entries should name each author or editor by surname first, followed by initials or first name(s). Initials should be spaced ('A. B.', not 'A.B.'). An extended dash is used instead of repeating an author's name for subsequent works by the same writer.

Burrow, J. A., 'Autobiographical Poetry in the Middle Ages: The Case of Thomas Hoccleve', *Proceedings of the British Academy*, 68 (1982), 389–412

—— 'Hoccleve's Series: Experience and Books', in R. F. Yeager (ed.), *Fifteenth-Century Studies: Recent Essays* (Hamden, Conn., 1984), 259–73.

Editions should be listed as far as possible alphabetically by author's name (if known), or title, followed by 'ed.' and the editor's name. Sometimes it may be necessary to supply the title by which a work is usually named, if it is not used by the editor.

English Wycliffite Sermons, ed. Anne Hudson and Pamela Gradon, 5 vols. (Oxford, 1983–96).

Gascoigne, Thomas, *Loci e libro veritatum*, ed. J. E. Thorold Rogers (Oxford, 1881).

Gerson, Jean, *Œuvres complètes*, ed. P. Glorieux, 10 vols. (Paris, 1960–73).

Love, Nicholas, *Nicholas Love's Mirror of the Blessed Life of Christ*, ed. Michael G. Sargent, Garland Medieval Texts, 18 (New York, 1992).

[Old English Martyrology], *Das altenglische Martyrologium*, ed. G. Kotzor, 2 vols., Bayerische Akademie der Wissenschaften, phil.-hist. Klasse, NS 88. 1–2 (Munich, 1981).

References to EETS editions (with some examples of titles in other series) should be given in the following form. Note that, in the case of EETS editions, it is necessary to indicate the Original Series only when it runs concurrently with the Extra Series, and not, therefore, from number 160 onwards. The abbreviations OS, ES, SS are set in small capitals.

The Cely Letters 1472–1488, ed. Alison Hanham, EETS 273 (1975).

John Myrc: Instructions for a Parish Priest, ed. E. Peacock, EETS OS 31 (1868).

Songs, Carols and Other Miscellaneous Poems from Balliol MS 354, ed. R. Dyboski, EETS ES 101 (1908).

Non-Cycle Plays and Fragments, ed. Norman Davis, EETS SS 1 (1970).

Knighton's Chronicle 1337–1396, ed. and trans. G. H. Martin, Oxford Medieval Texts (Oxford, 1995).

Lollards of Coventry, 1486–1522, ed. and trans. Shannon McSheffrey and Norman Tanner, Camden 5th ser., 23 (Cambridge, 2003).

iii. Articles in periodicals:

- Give the title of an article in roman type, within single quotation marks; use italic for the title of the journal.
- Cite the volume number of the journal in arabic numerals, not roman (it is not necessary to preserve the style of the original journal).
- If abbreviated forms are used to denote the titles of journals, ensure that they are all included in the ‘List of Abbreviations’.
- The abbreviations ‘vol(s).’ and ‘p(p).’ are omitted.
- When identifying the page extents of articles, and giving page references, use the fewest numbers of figures necessary to avoid ambiguity: 11–13, 30–1, 42–3, 132–6.

Some examples are:

Burton, T. L., ‘The Crocodile as the Symbol of an Evil Woman: A Medieval Interpretation of the Crocodile–Trochilus Relationship’, *Parergon*, 20 (1978), 25–33.
Godden, M. R., ‘Ælfric’s Changing Vocabulary’, *English Studies*, 61 (1980), 206–23.
Seymour, M. C., ‘The Early English Editions of *Mandeville’s Travels*’, *The Library*, 5th ser., 19 (1964), 202–7.

4. Text and apparatus

- The lines of prose texts will be numbered by the typesetter. For poetry, number every five lines with a hard number. Titles are not included in the line reckoning, even if they appear in the manuscript or early printed source.
- Editors should supply modern punctuation and capitalization in editions based both on manuscripts and on early printed books. A case for retaining manuscript punctuation, or the pointing of early printed books, needs to be agreed by Council at the time of submitting the proposal.
- Abbreviations should be expanded silently. Any cases of doubt about how to expand abbreviations should be discussed in the account of editorial method at the end of the Introduction.
- Manuscript use of *u* and *v*, *i* and *j*, should be retained. Ambiguous letters, such as *y/p*, or *z/3* in some manuscripts, should be interpreted according to their

phonetic intentions, and exceptional cases discussed in the account of editorial method.

- Emendations to the text should be incorporated in the text, and not relegated to the apparatus at the foot of the page. Alteration of, or addition to, the base text is indicated by the enclosure of the altered or added letters or words within square brackets, and the rejected manuscript readings are shown in the apparatus. For example:

text vnspe[k]able
apparatus vnspekable] vnspectable L

- Note that the manuscript sigil follows, rather than precedes, the variant reading. If a text is being edited from only one manuscript, it is usually unnecessary to append 'MS' to rejected readings in the apparatus. For example:

text ge[m dere and] gente
apparatus gem dere and] germandir

- Omission of words or letters from the base text should be indicated in the apparatus alone, since there is no satisfactory and neat typographical convention for indicating the omission of material within the text itself. For example:

text Lowis the kyng
apparatus kyng] *add* of Fraunce L

- Marginal and interlinear additions to the text in the manuscript are indicated by forward and reverse primes: `a'. These should be achieved electronically by using superscript \ and /. The same convention is used for the indication of marginal and interlinear alterations in the variants listed in the apparatus. Treatment of corrections made to the text by the original scribe and by later hands must be determined by the editor according to the evidence of the individual text in question. A clear account of the treatment of corrections, and of any conventions employed by the editor to indicate them within the text, must be given in the account of editorial method.
- Illegible words and letters in the base manuscript (commonly resulting from damage to the manuscript) are enclosed in angle brackets: < >. The nature of any damage may be indicated briefly in the apparatus.

Apparatus

Citation of variants should be reserved for substantive variation only. Clearly editors should exercise discretion on what they regard as 'substantive', and discuss their principles of selection in their account of editorial method. Variants which are merely orthographical are normally excluded.

Where there is a large number of manuscripts, it may be necessary to exclude particular manuscripts. Editors should discuss their policy on variants at an early stage, ideally when submitting their proposals, if problems of excessive length and complexity can be foreseen. Sometimes length and complexity of apparatus, which might otherwise overwhelm the text on the page, may make it desirable to select a single manuscript to represent a group of closely related copies, without indicating all of the variation within other members of the group. If an editor wishes to propose such a simplification of the apparatus, the principles must be clearly set out at the time of submitting the original proposal, and agreed by Council. It is likely that the editor will be asked to provide some complete collations of parts of the text, the quantity to be agreed between the editor and Council.

The apparatus should be inserted as footnotes to the text, **NB** with the cue at the *beginning* of the word; the typesetter will insert the line number. Material within the apparatus is quoted in the following form: lemma from text; square bracket (single space); variant (single space) sigil or sigils:

on hir feet] on foote LS

If a second variant to the same lemma follows, then comma (single space) second variant (single space) sigil or sigils:

aiorned] UDEC, alorneyd L, aloynede A, loyned V

All comment in variants is italicized. Such comment should be kept to a minimum:

he] *om.* V
entitement] BLY, *corr. by eras. from entedement* S, *preceded by canc.* d Y

Where a longer and a shorter variant overlap, the longer should be dealt with first if it begins before the shorter. The following example, from *The Siege of Jerusalem* (OS 320 (2003)), has been slightly simplified to make the point. The base manuscript is L. Note that, because the text is in alliterative verse, some of the variation shown has been judged by the editors to be substantive for metrical, as well as semantic, reasons.

Text: And Pilat to prisoun was [put] to pyne[n] foreuere
Apparatus: to . . . put] putt was to (in D) presone AD, to (was to E) prison put UE
was] *om.* VC put] AUDEC, do L, *om.* V pynen] pyne LVUDEC

As this example shows, omission of material in a long lemma, for reasons of economy, is indicated by ellipses.

Manuscripts agreeing with the lemma will not normally be listed, but will be assumed to be in agreement if not cited as varying. L (the copy text) is mentioned

in the above example because the line contains two editorial emendations, and it heads the list of other manuscripts containing the same variant.

Variants should be cited according to a consistent order, on principles to be determined by the editor and explained in the edition.

5. Explanatory notes to the text

Explanatory notes should be kept as concise as possible. Their purpose is to elucidate particular points in the text, and they should not digress into tangential matters. It may be more economical to present extensive quotations from source material in appendices, rather than long notes. Source material should be quoted at length only if it is not easily available in a modern printed edition. Editorial judgement must be exercised on what needs to be annotated: it may help to bear in mind a scholarly audience, including graduate students, who have some general knowledge about the period but cannot be assumed to be specialists in the particular topic under discussion. The readership is wider than that of a doctoral dissertation, but still, by and large, an academic one. In this spirit, current EETS policy is not to translate quotations from Latin and French into modern English.

The explanatory notes should not reduplicate the information given in the glossary, although it may be helpful to offer an interpretation of a difficult idiom or unusual or ambiguous syntax.

References in the Notes to the edited text(s) take the form of a line reference in bold type. The line reference on its own is often sufficient to identify the passage in the text being annotated, without repeating the relevant portion of the edited text, as, for example, when the editor is supplying a reference for a quotation from the Bible, or some other authority:

1226 Rev. 12: 16.

(On biblical references, see further the comments under ‘Some Points of Style’ above.)

If the editor wishes to pinpoint the exact words which are being annotated, they should be quoted in italic, with ellipses if the passage from the text is lengthy:

1263–5 *fro fran . . . mitt*: ‘those who are kings according to the usual understanding of that word’.

(In the example given above, the inverted commas indicate that the editor is offering a gloss.)

It may be helpful, if an edition includes several texts, to preface the line reference by an initial letter standing for the text in question. Such initial letters can also be used in cross-references:

K 199 *curtys comly*. See note to K 197–9 above.

Such initial letters, if used, can also be employed in the glossary, to identify the sense of a word within a particular text:

sory *adj.* wretched D 403.

6. Glossary

The scope of the glossary will differ according to the nature of the edited text. As a general rule, the editor should aim at a graduate readership, familiar with Chaucer and other well-known Middle English authors (the particular needs of Old English texts are discussed separately below). Obsolete words should be included, and those whose senses are not easily recognizable in modern English. The earlier the text, the fuller the glossary is likely to be. Again, editorial judgement must be exercised; it may be helpful in the initial stages of preparation to adopt a policy of inclusion in doubtful cases. It is easier to prune them later rather than to hunt through the text seeking to add entries at the last minute.

A headnote should be included explaining the solutions which have been adopted for particular problems presented by the text—for example, the finer points of alphabetical organization, such as treatment of *u* and *v*, *i*, *j*, and *y*, or *sh* and *sch*. Editors should consult recent EETS editions to see how other editors have dealt with these and similar problems (see also the general remarks on alphabetical organization below). At the end of the headnote it is helpful to readers to include a list of abbreviations used.

Glossaries prepared from an electronic concordance may be an initial private aid to the editor in locating instances and offering words for consideration, but should not be offered to the Society for publication in this form.

Etymologies should not be included.

The most frequent spellings in the text should normally be made the headword: it is better not to supply as headwords forms (for example, infinitives in verbs) which do not occur in the text. Cross-references should be given for variant spellings if they appear at some distance from the entry (for example, '**konnyng** *see connyng n.*').

For most words it will probably be sufficient to list a small number of references, preferably to occurrences early in the text, but any use out of the ordinary should be noticed.

Grammatical categories

Following the citation of the headword (in bold type), its grammatical category is identified (in italic). The following standard abbreviations may be used:

acc(usative), adj(ective), adv(erb), anom(alous), art(icle), card(inal), comp(arative), conj(unction), dat(ive), dem(onstrative), gen(itive), ger(und), imp(erative), impers(onal), ind(icative), indecl(inable), inst(rumental), interj(ection), intrans(itive), n(oun), nom(inative), num(eral), ord(inal), p(articiple), pa(st), pa. p.=past participle, pl(ural), poss(essive), ppl.=participial, pr(esent), pr. p.=present participle, pref(ix), prep(osition), pron(oun), refl(exive), rel(ative), sg.=singular, subj(unctive), superl(ative), t(ense), trans(itive), v(erb), vbl.=verbal.

The abbreviation is followed by a full point: *v., n., prep., etc.*

Numerals in italic designate grammatical number: e.g. **longyþ** 3 *pr. sg.*, **thou**, þou, **thow**, þow *pron. 2 sg. nom.*

Alphabetical organization

It is usually simplest to treat *y* representing a vowel as a variant of *i* and place it accordingly. If *i* is used as a consonant it may take the place of modern ‘j’. If *y* is used as a semi-vowel, it should be listed as modern ‘y’. If *u* and *v* are used as a vowel, they should be placed under ‘u’; if they are used consonantly, they should be placed under ‘v’. If *ȝ* is used frequently, it should be listed separately after ‘g’. If *ȝ* is used only occasionally, as an alternative to ‘y’, it should be listed under ‘y’ with a cross-reference after ‘g’, or a mention in the headnote. If *þ* is used frequently, it should have a separate place after ‘t’, but if it is used occasionally, it may be treated as an alternative to ‘th’. In addition, when preparing a glossary of Old English, *k* is included under *c*, *æ* after *a*. The prefix *ge-* is ignored in the ordering. When variation of spelling (as between *-nes/-ness/-nys*, or *-gende/-giende/-iende/-igende*) is too great for full coverage to be attempted, and the editor considers that its inclusion would impede rather than assist the reader, comment to this effect should appear in the headnote to the Glossary.

It is usual to list names of people and places separately in an Index of Proper Names if the number of entries is considerable.

Arrangement of material within entries

In general, the explanation of senses should be placed close to the instance it glosses:

propre *adj.* own 1. 876, 28. 299; **propyr** specific 29. 78; *his* ~ *persone* himself 1. 393; ~ *place* allotted position 3. 81

This arrangement will not always be convenient when there is a wide range of forms. This is most likely to happen with common verbs, and may be dealt with by collecting the various senses after the forms of the infinitive, and bringing other inflections together at the end of the entry:

do, done *v. inf.* act E 19, put E 1639, E 1640, cause E 181, E 1303, perform E 1175, ~ *aweie* abolish T3118, T3515, *it is to* ~ *to* one should make an effort to T 386, **do** 1 *sg. pr. ind.* ~ *þe to wite* I make known to you T 2914; **do** *imp. sg.* perform T 1192; **doip** *imp. pl.* ~ *þe weie* get yourself away E 366; **do yng** *pr. p.* ~ *þankinggis* giving thanks T 506; **dide** 3 *sg. pa. ind.* ~ *us to vndirstonde* made us to understand E 1137; (y)**do(n)** *pa. p.* put T 313, T 932, done T 545, T 3204, finished E 2939

The recommended order of reference for verbs is:

- infinitive (*inf.*)
- present (*pr.*), 1, 2, 3, singular (*sg.*), plural (*pl.*; note there is rarely any need to distinguish persons in the plural).
- subjunctive (*subj.*), *sg.*, *pl.*
- imperative (*imp.*) *sg.*, *pl.*
- present participle (*pr. p.*)
- past (*pa.*) *sg.* (person marked only when necessary), *pl.*, *subj.*, *sg.*, *pl.*
- past participle (*pa. p.*)
- It is often convenient to use the term ‘participial adjective’ (*ppl. adj.*); ‘verbal noun’ (*vbl. n.*) is preferred to ‘gerund’.

Headwords and inflectional forms should be in bold type.

Grammatical description, and also phrases employing the headword, should be in italic.

Any necessary comment, over and above the definitions, should be included in roman in parentheses:

ferthyng *n.* farthing, quarter of a penny (as type of smallest unit of money) 4. 356

(Note that, in this instance, the first numeral, ‘4’, designates the number of the prose text in a collection—of saints’ lives in this case.)

An asterisk is convenient to distinguish emended forms:

frede *v.* suffer, experience *K 97

Reference will normally be to line numbers of a complete text in verse, but to page and line numbers in prose. Line numbers are separated from page numbers by an oblique stroke, as 1/20.

Repetition of the headword within an entry should be avoided by the use of the swung dash (~).

Old English glossaries—some general remarks

In general, the conventions outlined above apply to Old English texts as much as Middle English or early modern. However, some particular points of discussion arise over the amount of extra detail to be included. There has been considerable variety in practice in our editions. Editors of OE texts should give thought to what they think is desirable for their particular text, and consult relevant comparable editions in the series. Council does not wish to be too prescriptive; however, it is desirable for editors to consult Council when they submit their proposals over how they wish to proceed. They should bear in mind the usual readership of EETS editions: postgraduate students and professional scholars (who may not have specialist knowledge of the particular text, but can be assumed to have general knowledge of the period). However, as the study of Old English becomes less extensive in undergraduate syllabuses, editors may feel that, in the absence of a translation, interested readers may need more assistance than when approaching ME. (It has been noted above, in the introductory remarks to this guide, that it is not Council's current policy to include translations in EETS editions.)

In these circumstances, an editor may think it desirable to be generous in the inclusion of more information than he or she would when editing ME, without impeding the reader by giving more detail than is needed to understand the text. A philological specialist, seeking full information for linguistic reasons, may be referred to the Toronto concordance.

Grammatical gender should be included, as well as number. Because of their frequency in OE glossaries, it is economical to use the extra-short abbreviations *m., f., n.* for *masc., fem., neut.*; *s.* and *p.* for *sg.* and *pl.*; *n., a., g., d., i* for *nom., acc., gen., dat., inst.*

Classes of strong and weak verbs should also be included, employing roman numerals for strong verbs and arabic for weak. It is not normally necessary to indicate strong and weak nouns.

Length marks over vowels should not be included.

A middle way on the matter of cross-references might be to adopt the policy that they are given for spelling variants when such variants would be alphabetized at some distance from the main entry. It may not be helpful to report every instance of common variant spellings (such as the doubling of consonants, or variation between medial *i/ig/ige/ge*). The editor is encouraged to take the view that grammatical forms should be illustrated only when they might give the reader difficulty, or where they are of phonological or morphological interest. Equally, too much knowledge should not be taken for granted: it may assist the reader, for example, to provide cross-references to forms of strong verbs.

If the text being edited is a translation from Latin, it may be helpful to include references to the Latin word being translated, for example:

mycelnes *f.* *multitude n. sg.* Lk. 2: 13 [multitudo]

(Note that, in this case, the text is a translation of the gospels, and reference is accordingly to the biblical chapter and verse. The customary line numbers by fives have not been used in this edition. Because the information is tabular, it is acceptable to use the extra-short abbreviation ‘Lk.’, rather than the customary ‘Luke’.)

THE PRINCIPAL STAGES OF PUBLICATION

After an initial proposal has been provisionally approved by the Council of the Society, the editor submits the typescript of the completed work for final acceptance, or acceptance subject to revision, or rejection by Council (electronic files should not be submitted at this stage). Editors should note that Council is the governing body of the Society. Responsibility for the acceptance or rejection of editions lies with Council as a body, not with individual members, the reader, or the Editorial Secretary (who is an officer of the Society, and not a member of Council). Council meets annually, as from 2008 in September, and editors should try to accommodate themselves to this timetable. Typescripts should be sent to the Editorial Secretary no later than the end of July, and earlier if possible. A reader will be assigned, who will prepare a report for discussion at the meeting of Council. Because the responsibility for acceptance is corporate, not individual, editors are not normally given copies of the reader’s report; instead, the Editorial Secretary gives a summary of its points when notifying the editor of Council’s decision.

Once Council has accepted the typescript for publication, the editor may be asked to make some revisions. After they have been implemented, the electronic files, a pdf, and hard copy should be submitted. The typescript is read for points of style and presentation by the Editorial Secretary. The pdf and electronic files are then sent to the Society’s copy-editor. Note that all three formats should contain identical information. The copy-editor will reformat the files to ensure that they are usable by the typesetter, and will edit on screen, making changes to house style automatically, and noting queries to the editor. The edited files will be supplied to the editor for checking and return. The more difficulties that can be sorted out at this stage, the more smoothly the proofreading stages will run, and unnecessary expense to the Society can be avoided.

The production of the edition then begins. The process, from acceptance to the book’s final appearance, normally takes no more than twelve months, depending on the complexity and length of the project, and the editor’s efficiency in returning proofs. After an edition has been accepted by Council, it is

usually envisaged that it will be published at some point in the year following the meeting, unless an editor is required to take his or her place in a queue. Our publications usually appear in the Original Series. Editors should bear in mind that the Society does not publish more than two volumes a year in the OS, and that it may be desirable to vary the content of the two volumes for the sake of the members.

Editors can expect two stages of proofreading. The first round is page proofs. Editors are asked to keep editorial corrections to a minimum, and to avoid any alterations which are likely to disrupt the pagination or the lineation of the text.

After the corrected page proofs have been returned, revised proofs will be prepared. The purpose of these is simply to ensure that corrections to the page proofs have been made correctly. Fresh editorial corrections are to be avoided, unless absolutely essential, at this stage, and may need to be negotiated with the Editorial Secretary, who reserves the right to accept or reject editors' alterations.

After corrected, revised proofs have been returned, final corrections are made, checked by the typesetter and Editorial Secretary, and the material is sent for printing. Printing and binding usually take six to eight weeks. The editor normally receives ten complimentary copies, and the Membership Secretary writes to the editor, after the books have been delivered to OUP, concerning these. Joint editors will receive six copies each.

Photographs

At the time when the typescript is accepted for publication, the editor should let the Editorial Secretary know if he or she wishes photographs to be included. It is common for a single black and white image of the manuscript on which the edition is based to be included as a frontispiece; unless the editor wishes to make a special case for palaeographical reasons, they are not usually reproduced at actual size, but fit the standard page size. If the editor wishes to include several photographs, this should be negotiated with the Editorial Secretary. Editors are encouraged to think about an appropriate photographic image which could be used on the dust jacket of their volume. This image need not be taken from the manuscript being edited, or from a manuscript at all, and should preferably not be a simple reproduction of a page of text, but a striking image which relates in some way to the theme or content of the volume.

It is the editor's job to order the photographs from the relevant institutions, and to seek the necessary permissions for reproduction. However, the Society bears the cost of photography, and permission fees, if they are requested.

