

# PHCC Stylesheet

## I. Introduction

Presenters at the Harvard Celtic Colloquium (HCC) are invited to submit their papers for consideration for publication in the corresponding volume of *The Proceedings of the Harvard Celtic Colloquium (PHCC)*. Articles to be considered for publication should be submitted by December 15th of the same calendar year. They will then be subject to a process of peer review by the journal's external editorial board.

*PHCC* is edited by graduate students in the Department of Celtic Languages and Literatures, Harvard University. The production of *PHCC* is through JKD Publishing in Cambridge, MA. Distribution is through Harvard University Press.

To facilitate publication and for the convenience of the editors, contributors are strongly urged to adhere to the following guidelines when preparing their articles for submission to *PHCC*.

[For conventions not specified by the guidelines, the editors recommend those given in the *Chicago Manual of Style* but will give due consideration to authorial preference. Decisions by the *PHCC* editorial board, however, are final.]

## II. Consideration of articles for publication

Before the consideration of an article may proceed, the following are required:

### A. Contributor contact information

1. In most cases, communication between editors and contributors is through e-mail, but a full mailing address and telephone number are also required. This information is used only by the *PHCC* office and the Celtic Department of Harvard University. It will not be given out to other Harvard departments, public entities, or private individuals without express permission.
2. Contributors should notify *PHCC* of any changes to this information. Contributors are entitled to a complimentary copy of the volume in which their work appears, but if contact has been lost, *PHCC* will not exercise undue effort to locate these contributors.

### B. Electronic copies of the proposed article

1. Submissions are accepted only as Microsoft Word documents, and no alternate file formats are considered without prior agreement. Formatting must be in the normal template with only basic formatting, i.e., references as numbered footnotes, left alignment of text, 12 pt. Times New Roman. A blank line should be left between paragraphs. Tab indents, headers, and footers should not be used. Titles and subheadings should be set on

separate lines, but special fonts or highlighted settings are not acceptable. If special or custom fonts or alphabets are needed, the editors reserve the right to substitute a more compatible font or alphabet for publication. Articles should not be paginated in the computer file. There is no specific word/character count for *PHCC* articles; however, they are published substantially as presented at the conference, though some augmentation is permitted as space allows.

2. If the article includes diagrams, maps, illustrations, charts, tables, or images, their correct placement should be indicated in the document text; and images should be sent as separate files. Pictures and photographs should be .jpeg or .tiff files, 300 dsi [dots per square inch]. Additional .pdf files may be sent to show the proper layout of images and text, as ancillary reference for the editors, but electronic submissions will not be accepted in .pdf format exclusively.
3. The above mentioned files should be sent as email attachments to [phcc@fas.harvard.edu](mailto:phcc@fas.harvard.edu). Submissions will be acknowledged by email by the managing editor when received.

## C. Permission and copyright

1. Contributors must indicate clearly all use of materials and translations not of their own authorship. Contributors are responsible for securing any necessary copyright or other permission for material used in articles, and must notify the editors of *PHCC* if these arrangements have not been finalized prior to submission of the article. An article will be dropped if all such arrangements are not concluded in a timely manner.
2. During the editing process, authors will be notified of any significant editorial changes. Authors will be asked to sign a form granting permission to publish before the volume is sent to the printers. *PHCC* cannot publish an article for which it has not received signed permission. Prior to the receipt of a signed permission form by the *PHCC* office, contributors retain full control over their articles, including the right to publication elsewhere.

### III. Footnotes

*PHCC* requires the use of footnotes for text references. Footnotes are to be indicated by superscript Arabic numbers in the appropriate locations, usually at the end of sentences or quotations. To reduce the number of notes, more than one source may be cited in a single reference as long as it is clear which source pertains to which portion of the text.

#### A. Citation Style to be used in footnotes.

1. The *Chicago Manual of Style* citation format is used for *PHCC*. Examples of this citation format may be found here: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html). For the convenience of the editors and for accuracy during the editing process, authors are asked to provide their first draft with all footnotes in this citation format. The long form of the citation should be provided in the first citation, followed by an abbreviated form for citations thereafter.

## B. Additional Notes

1. In addition to the guidelines stipulated by the *Chicago Manual of Style*, the following standards require attention:
  - The initial citation of an article, chapter, or comparable range of pages should include the full range followed by the specific page on which the cited detail is found. Example:
    - Roy Flechner, “The Chronicle of Ireland: Then and Now,” *Early Medieval Europe* 21 (2013): 422-54 at 432.
    - David N. Dumville, “Latin and Irish in the Annals of Ulster, A. D. 431–1050,” in *Ireland in Early Mediaeval Europe: Studies in Memory of Kathleen Hughes*, ed. Dorothy Whitelock et al. (Cambridge: Cambridge University Press, 1982), 320-41, at 325.
  - After the initial citation, an abbreviated form for the citation should be used. Example:
    - Flechner, “The Chronicle of Ireland,” 425.
    - Dumville, “Latin and Irish in the Annals of Ulster,” 340.
  - Modern, conventional English place names should be used in lieu of their non-English counterparts (when the location is known and there is no doubt about its modern equivalent), even when the printed publication information for a given item includes the non-English name. Example:
    - Dublin (not Baile Átha Cliath)
    - Rome (not Roma)
  - If the place is now unknown or there is uncertainty about the identification, the name should be left as it appears in the source text. A tentative modern name and location can be given in parentheses if the author wishes.

## C. Electronic citations

1. Web sites, blogs, electronic lists and other online resources are subject to updates, and they are not always permanently accessible. Footnote references must fully identify the nature of the site (blog, webpage, list archive) its owner/poster/proprietor, give a URL or other locator, and they must include the date upon which the reference was accessed by the author. If there is any confusion regarding this issue, please refer to the examples of the *Chicago Manual of Style* linked above.
  - Electronic dictionary citations, for example, should have the following form:
    - *Electronic Dictionary of the Irish Language (eDIL)*, s.v. “milchobur,” accessed February 1, 2016, <http://www.dil.ie/32230>
    - *Geiriadur Prifysgol Cymru (GPC)*, s.v. “arth,” accessed February 1, 2016, <http://welsh-dictionary.ac.uk/gpc/gpc.html>.
  - After the initial citation, an abbreviated form for the citation should be used. Example:
    - *eDIL*, s.v. “fail (3),” accessed February 1, 2016, <http://www.dil.ie/21088>.

- *GPC*, s.v. “hiced (1),” accessed February 1, 2016, <http://welsh-dictionary.ac.uk/gpc/gpc.html>.

#### IV. Poetic verse citations, or short quotations

1. Three consecutive lines or fewer may be quoted as part of the text. The citation should be in quotation marks and line separation should be indicated by a slash (/) set off by spaces on either side. If the quotation is in a language other than English, italics are not required. However, they may be used if the author wishes. See section VI. B below.
2. If a translation follows a quotation of three or more lines, or the author wishes to draw particular emphasis to the lines, a block quotation is preferable. See VI ‘Block quotations’, below.

#### V. Abbreviations

### A. Common abbreviations

1. Since *PHCC* has a wide readership across many fields, all abbreviations should either be given in full in the first instance, or expanded in the notes and bibliographic references. Whenever possible, abbreviations used in the *Dictionary of the Irish Language* and in *Geiriadur Prifysgol Cymru* should be followed, however, these still must be given in full in the first instance in the text. Abbreviations of primary texts’ titles should also be italicized, e.g., *Táin Bó Cúailnge* as *TBC* or the *Táin*.

### B. Custom Abbreviations

1. Abbreviations either coined by authors or unlikely to be known to readers outside the field should be avoided unless used frequently in the article. In such cases, short forms of names or titles may be more helpful to the reader. The full name or title should be provided in the first instance, as with common abbreviations.

#### VI. Block quotations

### A. Margins

1. Text is to be inset by 1 inch (2.5 cm) from the right and left margins. A blank line should be inserted immediately before and after the block, and also between quotation and translation, widely separated passages quoted in sequence, texts from different sources, etc. The reference number should be placed at the end of the entire passage. If multiple citations are required in the same block quote, citations may be inserted within the block at the appropriate points. All block quotations should be in single line spacing.

## B. Quotation marks, italics, etc.

1. It is not necessary to use quotation marks for block quotations unless the cited material is itself a quotation or contains dialogue. Translations following a text need not be placed in brackets or parentheses. If the primary text language is a modern language, italics are not necessary. If the author wishes to use italics for earlier forms of a modern language, especially if a translation follows in modern English, italics may be used as a marker. Placement of primarily language text relative to translation text will require individual attention to be paid to each article. The editor will work closely on this issue with the author.

### VII. Quotation conventions

## A. Quotation marks

1. Curved quotation marks, i.e. “these” or ‘these,’ are to be used in all instances.

## B. Punctuation

1. Punctuation marks, including full stops, should be placed inside quotation marks with the exception of semi-colons, which should be placed outside.

## C. Use of quotation marks:

1. For use of quotation marks in citations, please see link to *Chicago Manual of Style* Guide above (Block III A).
2. Double quotation marks should be used for quotations of texts, articles, translations, and any other words which are not the author’s own.
3. Double quotation marks should also surround quoted material with words deliberately misused or used in a special sense. Examples:
  - musicians Ford calls “misguided harpies.”
  - what McKenna calls “forms of address.”
4. For foreign language quotations incorporated into the text, the *Chicago Manual of Style* does not require italics. Placement of primarily language text relative to translation text will require individual attention to be paid to each article. The editor will work closely on this issue with the author.
5. Single quotation marks should be used for attributions to common usage, but no specific person, such as standard translations of non-English words, e.g., *duine* ‘person’; or words and phrases used in a special sense, e.g., social phenomena apparent in ‘popular culture.’
6. In instances of quotations embedded within other quotations, usage of double and single quotation marks alternates, beginning with the use of double marks. At the end of the sentence, all quotations must be closed. Example:
  - “Ailill said, ‘I talked to my lawyer, Medb, and he said, “You have every reason to want a divorce, and every reason to fear the consequences.”””

## VIII. Italics

1. Titles of books, anthologies, journals, or other stand-alone published works should be italicized.
2. Titles of manuscripts do not need to be italicized, e.g., *The Book of the Dun Cow*, unless the reference is to a specific published edition of the manuscript.
3. Titles of primary texts in the original language should be italicized, e.g., *Táin Bó Cúailnge*, the *Mabinogi*. Translations are to be supplied, if necessary, in double quotation marks: *Togail Bruidne Da Derga* “The Destruction of Da Derga’s Hostel.” Abbreviations of primary texts’ titles should also be italicized, e.g., *Táin Bó Cúailnge* as *TBC* or the *Táin*.
4. Single words and phrases in foreign languages should be italicized when incorporated into the main text. Translations, if there is a need for a translation, should be supplied in single quotation marks, e.g., one might write about the early Irish *túath* ‘people, territory’ and its *rí* ‘king.’ If a longer phrase is needed for translation or explication, parentheses may be used instead, e.g., *rí* (a tribal or local ruler and warlord).

## IX. Other Punctuation Conventions

1. True ellipses should be used rather than single spaced periods, i.e., . . . instead of ... in all cases of omitted, truncated or non-consecutive text.
2. An em dash should be used rather than the single dash (which is used in compound words) when replacing commas, parentheses, or colons, e.g., Medb was drop-dead gorgeous—and knew it.

## X. Acknowledgments

1. Acknowledgements which are not covered by specific numbered footnotes should be made under a separate heading at the end of the paper. General acknowledgments should not be incorporated into the first numbered footnote in the footnotes window.

Refer to the Chicago Manual of Style.