

The *HJ* employs a house style based on the *Oxford Style Manual*, Edited by R. M. Ritter, 2003 edition. There is a later (2012) edition, but it is condensed and not as comprehensive, and therefore the Editorial Board of the *HJ* has found the 2003 edition to be the most useful.

The OSM gives a great deal of useful information as to the reasons that certain formats are to be preferred in print – the whys and wherefores. However it's a lot for the occasional contributor to get to grips with.

*HJ* has therefore prepared this summary. Please refer to the following sample formats. The Editor or Technical Editor can assist with further style enquiries relating to the submission of material to the *HJ* if required.

### **Citations and References**

The purpose of references in academic work is help substantiate published material; they can also serve as cues for further reading. Whatever the purpose, the way they are presented should allow readers to easily look up the cited information themselves.

Material in *HJ* does not often require extensive notes, bibliographies and references. With this in mind, we prefer to publish all such further information under the single heading of References, rather than breaking it into Notes, Further Reading, Bibliography, etc.

When following this guide in preparing your references, **please carefully observe details such as the placement of commas, full stops, italic and Roman type, etc.** They have been put there for a reason; it can take an inordinate amount of time for the *Journal* staff to fix these, especially when multiplied by a number of articles, and subsequent checking with to-and-fro communication with the authors.

*ALL published works, be they books, periodicals, films, music, etc, are to have their title in Italic font.*

Capitalise all main words in the title, omitting conjunctions, prepositions, etc.

Sub-titles to appear after the title, separated by a colon.

In the examples below, the information between square brackets (including the brackets themselves) should simply be replaced with the relevant information, and the reference will be correctly displayed.

Author names are to be listed as they appear in the work being cited:

If the full name is used (e.g. Donald de Carle), then list the full forenames and surname, in that order.

If only the initials and surname are recorded in the work, then the citation should have surname first, followed by initials (e.g. Bailie, G. H.)

## For references to books:

### 1. Simple form:

[Author name], [*Title of the Book*] ([Place published]: [Publisher name], [Year published]), [page range separated by an en-rule].

Example:

Donald de Carle, *Complicated Watches and Their Repair* (London: N.A.G. Press, 1977), p157.

Kathleen H. Pritchard, *Swiss Timepiece Makers 1775-1975* (West Kennebunk, Maine: National Association of Watch and Clock Collectors, Phoenix Publishing, 1997), pp. H-55–H-60

We have deviated from the OSM slightly with regard to the abbreviations for page numbers; OSM declares their use no longer necessary, but in the interest of HJ's references being TOTALLY UNAMBIGUOUS, we have decided to retain the use of the abbreviations in this case.

Use p for a single page, and pp for a range of pages. Separate the page range with the longer 'en-dash' (Copy paste it from here if you can't find one on your word processor –).

Volume numbers are given as roman numerals, preceded by 'vol.' and a space.

### 2. For **multi-volume** works:

[Author name], [*Title of the Book*], vol. [volume number in lower-case roman numerals] ([Place published]: [Publisher name], [Year published]), p/pp[page range].

Example:

John Culme, *The Directory of Gold & Silversmiths: Jewellers & Allied Trades 1838–1914*, vol. ii (Woodbridge, Suffolk: Antique Collectors' Club, 1987) pp84–86.

### 3. Reference to a specific **edition** is formatted as follows:

[Author name], [*Title of the Book*], [Abbreviated edition number] edn. [followed by any further edition data that would help somebody find a copy of the SAME edition] ([Place published]: [Publisher name], [Year published]), p/pp [page range].

Example 1:

Britten, F. J., *The Watch & Clockmakers' Handbook, Dictionary and Guide*. 11th edn. new impression (Woodbridge, Suffolk: Barron Publishing Ltd, 1972).

Example 2:

Donald de Carle, *Watch & Clock Encyclopedia*, 2nd edn. reprinted with Supplement (London: N.A.G. Press 1975).

Example 3:

François Lecoultré, *A Guide to Complicated Watches*, 3rd edn. (Neuchatel: Simonin A., 2004), pp15–23.

In the third example, *A Guide to Complicated Watches* had already existed in two preceding editions in French. However it is not necessary to mention the language of this edition, as it is apparent from the language of the title.

4. Sometimes, **chapters** within a book are the work of different authors. In this case, cite the name of the chapter-writer, the chapter name in single quotes, followed by a comma and the word 'in', followed by the rest of the citation as normal.

[Name of the chapter's author], '[Chapter Title in roman/upright font]', in [The name of the compiler/editor/translator of the volume] ([ed./trans.]), [Title of the Book] ([Place published]: [Publisher name], [Year published]), p/pp[page range].

Example:

Carol Aiken, 'Imperial Easter Eggs: A Technical Study', in G. Von Habsburg, M. Lopato, et al., *Fabergé Imperial Jeweller* (London: Thames and Hudson, 1993), pp76–80.

In the preceding example, the book's multiple authorship has been condensed by listing just the names of the first two, followed by 'et al.' in Roman type.

John McGonigle, 'Bridging the Horological Divide', in British Horological Institute, *BHI 150: A Seminar Celebrating the 150th Anniversary of the British Horological Institute. June 7–9 2008*, (Newark: BHI, 2010), pp133–138.

The preceding example also demonstrates that when the work is product of an organisation and not a single author, the organisation should be treated as the author.

### **For references to periodicals:**

Authors' and editors' names in periodicals are treated the same as those for books.

The following general structure is to be followed:

5. [Author], '[Article Title, properly capitalised and in upright font, surrounded by single quotes]', [*Periodical Title in italic font*], vol. [volume number, in ARABIC numerals] ([Month, abbreviated to usual 3 or 4 letters if a long name] [year]), p/pp[page range].

Example 1:

Douglas Bateman, 'The Schroder clock, Properties of the Pendulum and its Timekeeping', *Horological Journal*, vol. 124 (March 1982), pp12–14.

This example also illustrates that the leading definite article (or indefinite article, as the case may be) in the periodical name is not used.

Example 2:

Jonathan Hird, et al, 'The Diamond Pallets of John Harrison's Timekeeper – H4', *Annals of Science*, vol. 65, issue 2 (April 2008), pp171–200.

Here, only the leading author's name of a multi-author paper is cited, followed by 'et al.' in roman type.

6. For **short references** in parentheses, such as used in the Letters pages of *HJ* when an article or paper is being referred to, the following format should be used:

...([*Periodical Title in italics*], [Month] [year])...

Example:

'Jonathan Betts's letter replying to Nick Woods (*HJ*, June 2015) comes at an opportune...'

Note that there are no commas preceding or following the reference.

#### **For references to theses and dissertations:**

Most universities and other academic institutions in the English-speaking world do NOT publish theses and dissertations as a matter of course. As a consequence, the titles of these works are listed between single quotes and are not italicised when referenced.

Please take care to accurately record the usage by the particular university as to the type of work (thesis or dissertation), as these are not consistent from one university to another. The safest way is to reproduce the term as given on the title page, noting also that some universities use D.Phil., and others Ph.D.

[Author Name], '[Title of the work]', [type of work – thesis or diss.] ([name of Institution], [year]) p/pp[page range or section, as appropriate].

Example:

Samantha Cavell, 'A Social History of Midshipmen and Quarterdeck Boys in the Royal Navy, 1761–1831.', Ph.D. thesis (University of Exeter, 2010), Appendix G4.

#### **When referencing DVDs and other electronic media**

The format of such works varies widely, and the referenced material should be listed in a way that makes it easy to find, while sticking as closely to the strict format of the printed styles as possible.

Examples:

Moorhouse, Farmer and Phillips, *The Anatomy of a Singing Bird Box*, (DVD, Private release from the authors, 2012).

John Redfern, 'The Rochat Brothers' Singing Bird Pistol', *Patek Philippe Museum*  
(DVD, Geneva: Patek Philippe, 2004).