



SCOTTISH TEXT SOCIETY

Guidelines for Editors

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Scottish Text Society Editions

The Scottish Text Society was founded in 1882 'for the purpose of Printing and Editing Texts illustrative of Scottish Language and Literature', as the series lists at the back of each volume used to advertise. Although the Society's reach has in the past extended as far as eighteenth-century texts, its focus is on publishing Older Scots works (i.e. those written before 1700, the period covered by the *Dictionary of the Older Scottish Tongue*). The Society aims to produce editions that are both scholarly and accessible. All editions offer detailed introductions and thorough annotation, but the STS is flexible in its requirements for the treatment of texts. In rare cases where a text is deemed to be of chiefly linguistic interest and the original MS or print is not readily accessible by other means (e.g. EEBO), the edition might reproduce the witness as closely as possible, even to including its original capitalisation and punctuation. More commonly, a small degree of modernisation is implemented to make a text more accessible: for details, see under 'Text' below. Modernisation never extends to standardising spelling or altering vocabulary or grammar, however; nor are translations provided.

For each edition provisionally contracted for publication, The STS will appoint an Editorial Adviser (see below for a description of the Adviser's role). It is the duty of editors to remain in contact with their Advisers about the progress of their editions, and to submit annual reports to their Advisers and to the Editorial Secretary when prompted to do so.

For any aspects not covered by these Guidelines, please refer to Boydell & Brewer's House Style Guidelines.

ORDERING OF MATERIAL

The recommended ordering of the sections of a single-volume edition is as follows:

1. *Preliminary pages*
 - a) Caption for frontispiece (if used)
 - b) Title page: N.B. the STS logo, year of publication and volume number will be inserted at copy-editing stage, if the latter two are unknown. The main thing here is to set out the title and your name exactly as you wish it to appear.
 - c) Dedication (if any)
 - d) Contents
N.B. just print '00' for the page numbers of each section, since these will not be known until the volume has been typeset. Ensure you include a separate section for any illustrations, figures or maps.
 - e) Illustrations and Figures (if any)
 - f) Foreword/Preface (if any)
 - g) Acknowledgements
 - h) List of Abbreviations

2. *Introduction*
3. TEXT(S)
4. *Textual Apparatus* (see further below)
5. *Notes* (divided into *Textual Notes* and *Explanatory Notes* if required)
6. *Appendices*
7. *Bibliography*
8. *Index of First Lines* (if relevant)
9. *Index of Names/Places* (two lists or a combined list, as seems appropriate)
10. *Glossary*

1. vii Abbreviations

Abbreviations and abbreviated titles of works cited frequently should appear in a separate list of abbreviations. You can either give full bibliographic details here, in the Bibliography, or both, but they must be given somewhere. The list may include:

- common reference works such as *DOST* (*Dictionary of the Older Scottish Tongue*), *OED* (*Oxford English Dictionary*), *ESTC* (*English Short Title Catalogue*)
- other commonly abbreviated resources such as *TA* (*Accounts of the Lord High Treasurer of Scotland*); *ER* (*Exchequer Rolls of Scotland*)
- well known and commonly abbreviated journal titles such as *SHR* (*Scottish Historical Review*) or *Scottish Literary Journal* (*SLJ*)
- series titles such as EETS OS and SS (Early English Text Society, Original Series and Supplementary Series), STS (Scottish Text Society)
- libraries and repositories such as the NLS (National Library of Scotland), NRS (National Records of Scotland), BL (British Library)
- other kinds of abbreviation, e.g. languages OSc (Older Scots), ME (Middle English), OE (Old English), OF (Old French)
- works frequently referred to, e.g. Wyntoun (Andrew of Wyntoun's *Original Chronicle*)
- frequently cited editions which are listed by title or author's name in the Bibliography, but whose editors you may wish to cite directly in your discussion, e.g. Laing, Wood, Fox (in this case, editors of the works of Henryson)

2. Introduction

The Introduction should (though not necessarily in this order):

- Describe the witnesses of the text(s). This should include a detailed physical description (size in mm, material, watermarks [if paper], number of leaves/pages, discussion of scribal hands or typeface, decoration and illustrations, degree of textual completeness). It should cite appropriate authorities (e.g. *IMEV*, *(E)STC*, Wing) and previous descriptions of individual witnesses. It should also evaluate the relative authority of extant witnesses, bearing in mind that textual authority is not necessarily dictated by age.

- Discuss date and authorship (insofar as either can be determined) and the early history of the text, with a particular -- though not exclusive -- focus on Scottish interest.
- Describe the language of the text. This may be less important for late texts but is desirable for earlier ones, particularly when it has a bearing on dating the text.
- Some verse texts may benefit from a section on verse form, particularly if the editor's understanding of it has had a bearing on the treatment of the text (e.g. if there has been emendation for the sake of metre or alliteration).
- Assess the text as a literary and historical production.
- Describe and comment on any previous editions of the text (in some cases, this section might follow on most naturally from discussion of the text's early history and dissemination).
- Give a clear statement of editorial practice, giving details on how the witness text has been presented (e.g. handling of such matters as punctuation, capitalisation, handling of the witness's distribution of thorn/y, yogh/z, *i/j* and *u/v/w*) and how any variants have been indicated for multiple witnesses; principles adopted in emendation, etc.

3. Text

N.B For more on formatting, see under TYPESCRIPT AND ELECTRONIC FILES below.

- Lines of verse should be left-aligned and separated by hard returns.
- Lines should be numbered in fives, with line-numbers placed to the right of the text (use the Tab key and align the numbers as far to the right of the text as practicable).
- *N.B. The layout and line-numbering of prose texts is more complex and will need to be discussed with the Editorial Secretary and B&B production staff. Likewise texts with marginalia.*
- *Folio/page or signature numbers.* These should always be included. They can be placed either to the left of the column of text (indenting the entire text by one tab stop if so) OR to the right, one tab stop further than the line numbers. So long as they are clearly marked, their final placement can be altered if need be at the copy-editing/typesetting stages.
- *Change of hand in a manuscript witness:* it is helpful to mark this with an asterisk * at the point of change in the text and add a note in the Textual Apparatus identifying it. If there is more than one change of hand on a single page, they will need to be differentiated, e.g. *] *Hand A stint begins*; **] *Hand B stint begins*
- *Abbreviations/suspensions:* Silent expansion of abbreviations makes for a more readable text and is the standard policy for comparable scholarly text societies such as EETS, so silent expansion is the recommended practice for all but the most deliberately conservative of STS editions.
- *Letter-forms.* Although practice in past STS volumes has varied, Council has decided that, given the remit of the STS as a publisher of scholarly editions, the default expectation from now on is that editors will RETAIN obsolete letter-forms and usages. Thus original MS/print distribution of *i/j*

and *u/v/w* should be retained, as well as yogh (*ȝ*). Where a witness fails to distinguish between graphs *y* and *þ*, however, thorn should be printed wherever this is the intended value.

If an editor feels there is a strong case to be made for diverging from this practice, the matter must be discussed beforehand with the Editorial Adviser AND Editorial Secretary (the latter on behalf of Council, who may be consulted on the matter). The case for such treatment will then need to be set out clearly in the section on editorial practice in the Introduction.

4. Textual Apparatus

In most cases, the Textual Apparatus will appear at the foot of the relevant pages in the published volume. However, you should present it to B&B as a separate list keyed to line-numbers (for poetry: prose texts are a different matter and will require individual handling). In an edition of a single text, the Textual Apparatus should have its own Word file; for an edition of multiple shorter texts, it may be simpler to list lemmata at the end of each poem, marking them 'Textual Apparatus for Insertion' on the hard copy. Either way, B&B can be relied upon to position them correctly at the typesetting stage.

The Textual Apparatus should signal such things as:

- scribal emendations (scoring out and insertion by the main or other hands)
- marginal scribal activity
- editorial emendations
- particular print features (e.g. the substituted or reversed letters so useful for identifying particular editions, catchwords, paraph marks, decorative features etc.)
- variant readings from other prints or manuscripts:

In all but conservative editions whose interest is primarily linguistic, variants in the apparatus should be restricted to the substantive, i.e. different words or phrasings. Spelling variants should normally only be noted if they indicate a significant phonemic difference, e.g. *stone* for *stane/stain*. More detailed discussion of variants may appear in the Notes.

Ensure that the sigils used for all MSS and prints are clearly indicated in the Introduction. They may also be included among the 'Abbreviations' listed at the front of the volume. If numerous, a separate list may be appended to the 'Abbreviations'. Manuscripts/prints agreeing with the lemma need not be cited in a textual note. Use a consistent order in listing sigils. Try to make the sigils as clear as possible. Single letters are best, but where longer sigils are required for differentiation, ensure that the second letter is lower-case: e.g. 'Bn' (Bannatyne MS); 'Bs' (Bassandyne print). Two capital letters indicates combined witnesses, e.g. 'WS' (where 'S' is a paginary reprint of 'W' and both have been consulted).

Layout:

line number (single space); lemma from text (left-facing square bracket, single space) variant (single space) sigil(s):

22 sewit] hewit D

Where more than one variant is listed:

320 Palicene] Pelicane E, Pellan WS

Where an emendation has been adopted from another witness (here, A is the base text):

666 gruching] B, gruthing A

Where an emendation has not been adopted from another witness:

27 ryght] rythgt P verry B

Where there is more than one lemma for a single line of text, separate the notes by 5 spaces:

61 And] Syne WS watch did keep] took good heed WS

Where the lemma relates to a word that is repeated in that line, use a superscript number to indicate which instance is meant:

848 pe²] to B

All editorial comment should be in *italics* and kept to a minimum:

244 Buchquhilchanon] i *and ch written over now-illegible letters* DL

215 At] *Written with enlarged capital*

421 the] *Om.* (or '*Omitted*')

5. Notes

Where there are a great many notes concerning textual matters (e.g. if there are multiple witnesses and complex relationships between them), you may wish to create a separate set of Textual Notes preceding what should then be labelled the Explanatory Notes. If specific Textual Notes are very few, a single combined section of Notes will suffice.

Textual Notes deal with such matters as: discussion of more complex scribal corrections; interesting features of print or MS; activity by different scribal hands; alternative readings; the reasoning behind an editorial emendation, etc.

Explanatory Notes should be as concise as possible. They may offer interpretations of obscure words or lines; in relation to the given line(s), they may discuss sources, analogues and allusions; historical background, and anything else that helps to elucidate the text. They should avoid duplication of material in either the Glossary or the Introduction (though they may provide cross-references to the Introduction). Quotations from foreign languages, whether ancient or modern, should be translated.

Notes should be formatted as follows:

(tabbed indent) **line number** (space) *text for commentary (if required)*
(space) Note.

90 *birkin* ‘beat’ not listed in *DOST*, but *MED* records two examples, both from northerly texts (*Sir Gowther* and the Towneley Plays), while *OED* records a rare single instance from 1675.

6. Appendices

Appendices, where they are required in any edition, will be *sui generis* in character. Content and layout will be a matter for negotiation between the Editor, Editorial Adviser and Editorial Secretary.

7. Bibliography and References

The STS prefers the author/date referencing system. References within the Introduction or Explanatory Notes should take the form '(Smith 2012)', or '(Smith 2012, 18)' for a specific page reference. Multiple citations are separated by semi-colons: (Smith 2012, 18; Knieszsa 1997, 35)

It is normally most convenient to divide the Bibliography into Primary and Secondary Works. Individual entries should be in this order:

Last name, First name. YEAR. *Title in italics*. Place of publication: Publisher.

E.g. Bawcutt, Priscilla. 1992. *Dunbar the Makar*. Oxford: Clarendon Press.

But for publications by text societies such as the STS or EETS, no further information about the publisher is required:

Smith, Jeremy J. 2012. *Older Scots: A Linguistic Reader*. STS 5th series 9. Edinburgh.

For essays within collections:

Knieszsa, Veronika. 1997. ‘The origins of Scots orthography’. In *The Edinburgh History of the Scots Language*. Ed. Charles Jones. Edinburgh: Edinburgh University Press, 24–46.

Editions are listed by author wherever known:

Henryson, Robert. 2010. *The Complete Works*. Ed. David J. Parkinson. Kalamazoo: Medieval Institute Publications.

by title where not:

Deidis of Armorie, The. 1994. Ed. Luuk Houwen. 2 vols. STS, 4th Series 22–23. Edinburgh.

and by editor for a collection of texts published under a modern editorial title:

Purdie, Rhiannon, ed. 2013. *Shorter Scottish Medieval Romances*:

Florimond of Albany, Sir Colling the Knycht, King Orphius, Roswall and Lillian. STS, 5th Series 11. Edinburgh.

Dissertations:

Mackay, Margaret Ann. 1975. 'The Alliterative Tradition in Middle Scots Literature'. Unpublished Ph.D. Diss., Edinburgh.

or, for dissertations available electronically:

MacGregor, Martin. 1989. 'A Political History of the MacGregors before 1571'. Ph.D. Diss., University of Edinburgh. URI:
<http://hdl.handle.net/1842/6887>

For authors who have more than one publication in the same year, distinguish them with letters:

Mapstone, Sally. 1999a. 'Invective as Poetic: The cultural contexts of Polwarth and Montgomerie's *Flyting*', *Scottish Literary Journal* 26, ii, 18–40.

——— 1999b. Review of *The Works of Geoffrey Chaucer and 'The Kingis Quair'*, *Review of English Studies* 50, 504–5

8. Index of First Lines

This is only relevant for collections of poems whose titles are not listed on the Contents page, or whose first lines may be more familiar to some readers than any editorial titles assigned.

9. Index of Names and Places

This may be presented as one list or two, depending on quantity. All instances of a given name should be cited: this is a finding-guide for readers. All spelling variants should be recorded. Translations or explanations may be provided for potentially unrecognisable names. Adopt the layout of the Glossary.

E.g. **Meledas** Meliades, beloved of Clariodus RL779n
Tern(e)way Darnaway Castle, Morayshire 992, 1000

10. Glossary

Glossaries in STS volumes are selective, but should serve a reasonably broad audience. They should cover obsolete words, usages that differ from modern standard English, Scots words (even if their usage remains the same in Modern Scots) and those whose spellings may render them unrecognisable. Etymologies should not be included. Definitions should be as succinct as possible: try to offer the single most appropriate gloss, rather than an indecisive list of synonyms.

The headnote to the Glossary should mention any peculiarities of alphabetical ordering, such as treatment of thorn and yogh (if printed) and whether vowels *i/y* have been conflated (recommended for all texts where they are used interchangeably). Consonantal *i=j* should be listed separately from vowel *i/y*; it is likewise helpful to alphabetise *u/v/w* according to value, i.e. whether it represents vowel *u*, consonant *v* or semi-vowel *w* (some cross-referencing may be necessary). Thorn should be treated as *th* and yogh as semi-vowel *y* or consonant *z*, as appropriate.

The most frequent spelling of a word in the text should be used as the headword, with cross-references provided for all variants unless adjacent to the headword: do not make less experienced readers guess where to find a word, nor swell the Glossary with duplicated entries. Do not create artificial headwords that do not appear anywhere in the text: e.g. if a noun only occurs in plural form in the text, the plural form should be the headword.

In choosing a verb's headword, select the infinitive if available, then present over past tense forms, singular over plural. Unite all forms of a verb under a single headword, providing cross-references as necessary (this can be surprisingly time-consuming):

haue, haif, haife *v.* have KO48 SC162 SC171 FA48; convey KO98; *pres.1 sg.* KO58. **hes** *pres.3 sg.* KO6 SC231 FA137 FA155 etc.. **haue, have, hes** *pres.pl.* SC100 FA10 FA23 FA34 etc. **had(e), haid** *pa.t.* KO44 KO148 SC15 FA475 etc.; brought FA97

Grammatical categories (adopted from EETS Editorial Guidelines):

acc(usative), *adj(ective)*, *adv(erb)*, *anom(alous)*, *card(inal)*, *comp(arative)*, *conj(unction)*, *dat(ive)*, *dem(onstrative)*, *gen(itive)*, *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 (e.g. in participial adjective, *ppl.adj.*), *pr(esent)*, *pr. p.* = present participle, *pref(ix)*, *prep(osition)*, *pron(oun)*, *refl(exive)*, *rel(ative)*, *sg.* = singular, *subj(unc- tive)*, *superl(ative)*, *t(ense)*, *trans(itive)*, *v(erb)*, *vbl.* = verbal (e.g. in *vbl.n.* 'verbal noun').

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

The list of grammatical abbreviations should appear at the head of the Glossary. If they have been used frequently elsewhere in the volume, e.g. in a discussion of language in the Introduction, you may wish to add a note at the end of the preliminary Abbreviations list referring readers to the Glossary for grammatical abbreviations.

The recommended order of reference for verbs is:

Infinitive. Present 1, 2, 3 singular; plural (note there is rarely any need to distinguish persons in the plural). Subjunctive singular, plural. Imperative singular, plural. Present participle. Past singular (person marked only when necessary), plural. Subjunctive singular, plural. Past participle.

For frequently occurring words, cite the first three occurrences followed 'etc.' If, however, there are multiple spellings, ensure that an occurrence is cited for each spelling.

Line-numbers of emended words should be asterisked; line-numbers for which there is a relevant explanatory note should be followed by 'n' (often, both will apply):

skrik *n.* shriek KO42*n

Definitions should be placed next to the examples they gloss, and glossed phrases should replace the headword with a tilde:

biforne *adv.* ahead of KO39, in front of SC61. **þe streit** ~ in the street KO90n

TYPESCRIPT AND ELECTRONIC FILES

The Council-approved final version of your STS edition (see below under 'Stages of Publication') should be submitted to B&B on disk or memory stick *and* in hard copy; the hard copy and files on disk/memory stick must be identical. Editors are asked to submit their work as **MS Word** files. Please label the disk/memory stick clearly. Images can be included on the main disk/memory stick or on a separate disk.

In a cover note, list ALL files submitted, including illustrations, the strike-out file and any pdf guides for the layout of parallel texts (see below). Ensure that the separate files are clearly labelled in your hard copy if you will be posting this directly to B&B yourself (you may find it convenient to frill the edge of your printed manuscript with labelled stickies).

Do not submit the book as an enormous single file (although it can be extremely helpful to make an enormous single file of the final draft for yourself, for ease of searching and checking). Separate files should be created for: the Preliminary Pages; Introduction; Text (divide into separate files if more than one, or if extremely long); Textual Apparatus (if not included at the end of the text files); Notes (or separate files of Textual and Explanatory Notes); Appendices; Bibliography; Index of First Lines; Index of Names/Places; Glossary. Ideally, the pages should be numbered consecutively throughout the manuscript except for the Preliminary Pages, which should be numbered separately.

Files should be as bare of formatting as possible: do not insert blank pages, use special templates or automated styles (other than 'Normal'). The appearance of the final published page is the B&B typesetter's responsibility and they will consult closely with you in ensuring it is what you want.

Hard copy should be printed out double-spaced and single-sided.

Parallel Texts: It is the typesetter's job to ensure that parallel texts are aligned

correctly in the final version, so each text should be supplied as a separate file. However, it is very helpful if you can supply a pdf showing how you wish them to be aligned, to act as a guide for the typesetter. (For this, you may find it convenient to load each text into columns in Word and align as desired before saving the whole as a pdf clearly marked FOR REFERENCE ONLY.)

Paragraphs: new paragraphs should be marked by indentation (use the Tab key) rather than by leaving a space.

Verse: Lines of verse should be separated by hard returns.

Headings: be consistent in the use of headings and subheadings, and ensure that differing levels of heading are clearly marked, e.g. by labelling them 'A', 'B' etc. by hand in the margins of the hard copy.

Quotations: quoted material of over 50 words in length (e.g. in the Introduction or Notes) should be separated from the main body of the text: indent from the left margin and give a line space (i.e. two hard returns) above and below the extract. Use tabs rather than the space bar to indent text (or use the 'paragraph indent' command for a prose block quotation).

Cross references: Please indicate cross-references to pages with the use of 0, i.e. 'p.0' or 'p.00'. You should then complete the reference at page-proof stage by writing the correct number on the proofs.

Special Characters: Please supply a separate strike-out file -- in hard copy and on your disk/memory stick -- of a list of special characters used which do not occur on a standard keyboard, e.g. thorn, eth, yogh, diacritical mark, Greek letters etc. (there is no need to include the standard accented characters of modern French, German, Spanish, Italian, etc.). The list should include the page number of that character's first appearance, which it would be helpful to highlight on the hard copy. If you have been unable to find þ, ȝ etc. in your version of Word, please indicate how you have denoted them on your script. The important thing is to avoid assigning a second meaning to an existing character, i.e. do not use numerals '3' for yogh, or '7' for '&'.

Software developers seem to delight in hiding the extended character&symbol set in a new place for each version, so the advice below will inevitably go out of date (or be too recent for users of older versions). Nevertheless, all systems will have a version of an extended character&symbol set hidden in them somewhere, so it is worth seeking it out.

- For Mac users, thorn, yogh, diacritics and phonetic symbols etc. can all be found in Latin menu of the 'Character Palette' or 'Characters', or 'Emoji&Symbols', depending on the age of the system. From within Word, you can click Edit>Emoji&Symbols (in earlier versions, Insert>Symbols) then click the tiny 'Characters' symbol in the top right of the window to bring up the full 'Characters' menu. (Save any you are likely to want again

as 'Favorites'.) To make the Characters/Emoji&Symbols viewer permanently accessible from the top right of the menu bar (whether or not Word is open), go to System Preferences>Language&Region>Keyboard Preferences>Keyboard> and check the box for 'Show Keyboard, Emoji, & Symbol Viewers in menu bar'.

- Users of Windows 10 will find the Character Map from Start>Windows Accessories>Character Map.
- Users of some earlier versions of Windows will find it from Start>All Programs>Accessories >System Tools>Character map.

Illustrations and Figures

Although illustrations are not required for STS editions, a frontispiece is a desirable addition, and there may be other peculiarities of a witness's appearance or codicological make-up which it would be helpful to illustrate. You may also wish to present some information in tabular or diagrammatic form. All prospective illustrations should be discussed beforehand with the Editorial Adviser and Editorial Secretary.

Illustrations -- whether images or diagrams and tables -- should be supplied at the same time as the final manuscript as separate files: do not embed them in your Word files. It is the Editor's responsibility to order or commission them and to obtain any necessary permissions, although the STS will reimburse the associated costs. Indicate *on the hard copy* where you wish any illustrations other than a frontispiece to appear. You may also insert a placeholder in the electronic copy, e.g. '[INSERT FIGURE 1 HERE]', but be sure to check that this note has been removed at proof stage. If you want to show only part of a photograph supplied, please indicate on a separate photocopy of it what should be omitted.

Photographs may be supplied as glossy prints, transparencies, or electronically, scanned to no less than 300 dpi at a size of at least 12cm by 18cm. If an electronic image supplied is to be cropped, the cropped section must have a resolution of 300 dpi with these measurements. Electronic images should be supplied as **TIFF files**. B&B require a print-out in the case of transparencies and electronic images.

Tables and Graphs with a complicated layout should be sent as samples in advance for checking by B&B production staff; this is particularly the case with genealogical tables (B&B can tidy up a slightly amateurish-looking genealogical table drawn up in Word, for example). Consult with the Editorial Secretary in the first instance if you are unsure of the best way to present such material.

Please ensure that you have obtained permission for all illustrations where necessary, and see that any acknowledgements have been made. **Please check carefully to see that you have used the exact wording in the credit line as specified by the relevant institution.** In the case of both illustrations and text, you should ask for world English-language rights when seeking permission. Please send photocopies of the letters and any statements defining conditions of use to the Editorial Secretary; retain the originals for your files. B&B can supply a template letter for use in seeking permissions if desired.

STAGES OF PUBLICATION

STS editions are published by Boydell & Brewer *on behalf of* the STS (this is why our official place of publication remains Edinburgh, rather than Woodbridge). The authority to approve a manuscript, and the responsibility to ensure its quality, thus lies with STS Council.

I Submission to the STS

1. The editor submits the final draft *in electronic form* (unless other arrangements are agreed) to the Editorial Adviser, who will read it through and draw up a brief report (see 'The Editorial Adviser's Role' below). If any adjustments are recommended at this stage, they should be discussed with the editor, taking care to keep the Editorial Secretary informed, and the editor will submit a revised draft. The Adviser will submit their final report to the Editorial Secretary, who receives it on behalf of Council.
2. The editor submits the final draft of the edition (revised if necessary) *in electronic form* to the Editorial Secretary. This should include all ancillary illustrations, and be accompanied by any relevant letters of permission.
3. The draft plus the Adviser's report will be forwarded by the Editorial Secretary to a reader appointed by Council, who will prepare a more detailed report for Council (see 'Reader's Report' below). It is not expected that a draft that has reached this stage will be rejected, but further alterations may be requested by the reader before publication can be recommended to Council.
4. At this stage the Editorial Secretary also reads the draft for points of style, presentation and general confirmation to requirements (ensuring that, for example, the editor has obtained appropriate permissions for images).
5. The reader's report is circulated around Council for approval.
6. A summary of the approved reader's report is communicated to the editor by the Editorial Secretary (allowing the reader to remain anonymous). If the report contains any recommendations for revision, a revised draft of the edition should be submitted to the Editorial Secretary for confirmation (by the reader) that these recommendations have been adequately addressed.
7. The Editorial Secretary will notify B&B that the manuscript is ready for submission.
8. At this point, the editor can EITHER submit to B&B directly (the Editorial Secretary will confirm details of where and to whom to send it) or -- if the editor foresees difficulties in sending hard copy -- all material can be sent electronically to the Editorial Secretary, who will arrange for the printing of hard copy and submission to B&B. Either way, B&B should receive the

complete edition (including hard copy, disk/memory stick and all illustrations) from a single person, rather than having it arrive piecemeal from different sources, risking the displacement or loss of some elements.

II Submission to Boydell & Brewer

From this point, you will be in direct communication with staff at B&B and the stages of production will be as set out in their standard *Author Guidelines*, to which you are referred for more detail. B&B normally allow 10-11 months from receipt of the final manuscript to finished book, although STS editions are often turned around slightly faster than this.

1. The manuscript goes to a free-lance copy-editor, who will communicate directly with you about major copy-editorial queries (cc'd to the STS Editorial Secretary, who can advise if you are uncertain how to resolve them). Minor queries may be left until page-proof stage. B&B normally expect this phase to be complete within 3 months.
2. The manuscript goes to type-setting. B&B advise that this can take anywhere between 3 weeks and 2 months, depending on complexity. They will try to keep you informed of progress so you can plan for the arrival of the proofs.
3. You are sent hard-copy proofs for checking, accompanied by the hard copy of your original manuscript (which may be marked up with copy-editing queries). Ideally the proofs should be turned around in 3-4 weeks.
4. You will be sent a proof of the book's label for checking.
5. The volume is sent to the printer and binder.

The Editorial Adviser's Role

Editorial Advisers will normally be members of the STS Council and will have particular expertise relevant to the text being edited, whether generic (e.g. political poetry) or periodic (e.g. late sixteenth century). On occasion it may be necessary to appoint an Adviser from outwith Council's membership. The Adviser is a first source of counsel for the editor. They should be able to advise on textual and contextual issues, and to have an opinion on the best way to present and explicate the text within the Society's published Editorial Guidelines. They should be willing to read samples of texts, notes and other material. Where questions concerning presentation and format are not adequately addressed by the Editorial Guidelines, they should ensure that the Editorial Secretary is consulted, since the latter has responsibility for ensuring a measure of consistency across the Society's editions. Decisions or recommendations made by Council regarding the edition will normally be communicated to editor and Adviser by the Editorial Secretary: Advisers should endeavor to ensure that such recommendations are implemented.

It is a requirement that, at some point during the production of an edition, the Adviser check the accuracy of a sample of transcribed text against the original (whether the actual original or a reasonable reproduction of it).

Annual Reports: When the Editorial Secretary requests an annual report from the editor, it should go in the first instance to the Adviser so that s/he has the opportunity to add any comments or glossing s/he feels may be required. The Editorial Secretary will present the combined reports, redacted if necessary, to Council as part of the annual Editorial Secretary's report. (The annual editors' reports should be requested at least month before the relevant Council meeting to give editors and Advisers sufficient time to complete them.)

Final Report: The final draft of the edition will be sent to the Adviser in the first instance. The Adviser is expected to read the full draft and prepare a brief report on it for Council (see under 'Stages of Publication'). This should comment on its overall suitability for publication, and should also confirm that the Adviser has -- now or at some earlier point in the editing process -- checked a sample of the text against the original witness(es) for accuracy of transcription. It may (but need not) recommend further changes to the edition before it is submitted to Council: again, see under 'Stages of Publication' above.

The Editorial Secretary's Role

The Editorial Secretary is responsible for the administration of all matters directly relating to the production and publication of STS editions. This includes preparing an annual report for Council containing individual reports on all editions in active preparation, and maintaining an archive of editors', advisers' and readers' reports. S/he is responsible for updating the STS Editorial Guidelines where deemed necessary by Council, and ensuring that all editors and advisers are informed if revised Guidelines have been issued.

The Editorial Secretary is responsible for maintaining a level of consistency across the Society's editions: this means that s/he should be party to any correspondence between editors and Advisers on matters of style, presentation, and general approach. S/he will liaise between editors and the publishers where necessary. S/he will consult with Council in finding an appropriate reader for the final draft of an edition; pass the draft and its Adviser's report to the reader when these come in; relay the substance of the reader's report back to the editor (this allows the reader to maintain anonymity). S/he will also read through the final draft of an edition, although chiefly for points of style and presentation. Once publication has been formally recommended to Council by the reader, s/he will liaise with the editor over submission of the typescript to Boydell & Brewer: see under 'Stages of Publication' above.

Reader's Report

Before the STS can approve an edition for publication, it requires a report from an independent, anonymised reader appointed by Council. The reader should be someone with relevant expertise who has not been involved in work on the edition, nor be so close to the editor as to impede impartiality. S/he will normally be a member of Council, but it may be necessary on occasion to appoint a reader not currently on Council. The report should be reasonably detailed, commenting on all major sections of the edition as outlined in the Editorial Guidelines. It should make clear whether it recommends publication as is, or if further changes are advised. Where changes have been advised, the reader will see the resubmitted draft in order to confirm to Council whether or not the recommendations have been adequately addressed.

Rhiannon Purdie
November 2016