

# CoA guidance for contributors

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## 1. General editorial policy

The editors of the *Coat of Arms*, assisted by the editorial committee, are particularly interested in publishing papers that treat the interface between heraldry and the following areas, in any relevant period or part of the world:

- Social, cultural and intellectual history;
- Law;
- Emblematics;
- Traditional and new systems of identification and display;
- Visual identity - personal, family and corporate;
- Gentry studies;
- Concepts and theories of nobility;
- Art history;
- Architecture and design;
- Communication studies.

The journal publishes full-length articles, short notes, project reports, comment pieces and reviews. Notes may be brief publications of newly discovered or reinterpreted artefacts, responses to earlier articles or notes, or points of information. Comment pieces may deal with topics such as the role and treatment of heraldry or related topics in literature, film and television, the internet and other new media. Reviews may be of books, conferences, exhibitions, journals, websites, television programmes or films.

The primary readership of the journal can be assumed to be historically informed and to have at least a fair working knowledge of heraldry; but knowledge of any other specific discipline cannot be assumed. Therefore submissions need not labour at establishing the heraldic groundwork, but may benefit from including explanatory background on other subjects. The editors will be happy to advise in any particular case.

## 2. Method of submission

The editors request that any article submitted for publication in future be sent both in hard copy and as a computer file in Rich Text Format or Microsoft Word on disk to the editors at the College of Arms, Queen Victoria Street, London EC4V 4BT. Hard copies should be printed in double spaced lines. Notes (which will be printed as footnotes) should be provided in a separate file, with the references indicated on the hard copy, and not embedded in the text file although many word-processing programmes offer this feature. Illustrations should be sent as high-quality image files or as clear hard copies such as photographic prints or line drawings. Preliminary and subsequent communications can be had with the editors by e-mail at [coatofarms@theheraldrysociety.com](mailto:coatofarms@theheraldrysociety.com). Please do not send image files by e-mail.

## 3. Provision of illustrations

Authors are responsible for obtaining and providing the illustrations they wish to appear with their articles, and for obtaining permission for them to be published in the *Coat of Arms*. They are asked to have particular regard to subsisting copyright in any images they wish to use, whether that of the artist, the photographer or the library, archive or repository where the image in question is held. Illustrations should be black and white photographs or line drawings where possible, since the printing of colour greatly adds to the publishing cost of the journal.

## 4. Long quotations

Authors are asked to exercise judgment in quoting extensively from copyright text; the rule of thumb for 'fair use' in this context limits direct quotation to a maximum of 200 words.

## 5. Tables and pedigrees

When an article includes genealogical or other tables it is particularly important that accurate hard copy is provided. The digital version need make no attempt at final formatting unless the lay-out of the table is extremely simple; however the editors would welcome inclusion of all table text in a simplified format in the digital files.

## 6. Format of submissions

The editors would gratefully appreciate any effort made by authors to conform to the conventions described here and exhibited in the journal. Submissions will not be rejected because of failure to comply; but it saves much time and labour if submitted articles are already more or less compliant with the norms that will be applied. With regard to spelling, punctuation, capitalization, italicization and abbreviation, the editors will implement the norms set out in *Hart's Rules for Compositors and Readers at the University Press, Oxford* (39th edn., Oxford 1983), as modified and augmented in the following notes. All conventions are to be applied sensibly and sensitively, and if the context demands it they can be set aside or modified.

## 7. Acknowledgements

General acknowledgements and thanks should appear in the first or last footnote of the article, appended to the main text rather than a title or subtitle. Individuals may be thanked for specific points, such as provision of references, in a footnote at the relevant point in the article.

## 8. Citations

### Books

If books are referred to in the main text of an article it should be done in a natural manner, rather than with pedantic regard to bibliographic precision: 'Wagner's *Heralds of England*'; 'the usually reliable *Shell Guide* for Norfolk'; 'Pierce Egan's still enjoyable *Tom & Jerry* (1821)'. When introduced in footnotes, however, they should be cited formally in the following manner:

Sir Anthony Wagner, *Heralds of England* (London 1967).

C. T. Gatty, *Mary Davies and the Manor of Ebury* (2 vols., London 1921).

C. Wilson, *The Gothic Cathedral. The Architecture of the Great Church 1130-1530* (London 1990).

Wilhelmine Harrod and the Revd. C. L. S. Linnell, *Shell Guide to Norfolk* (third edn., London 1966).

R. Oresko, G. C. Gibbs and H. Scott (edd.), *Royal and Republican Sovereignty in Early Modern Europe: Essays in memory of Ragnhild Hutton* (Cambridge 1997).

Long titles may be silently shortened at first citation, if there is no risk of confusion in doing so. Thus

Pierce Egan, *Life in London, or the Day and Night Scenes of Jerry Hawthorn, Esq., and his elegant friend Corinthian Tom, accompanied by Bob Logic, the Oxonian, in their Rambles and Sprees through the Metropolis* (London 1821).

could equally well appear as

Pierce Egan, *Life in London, or the Day and Night Scenes of Jerry Hawthorn, Esq., and his elegant friend Corinthian Tom* (London 1821).

or even

Pierce Egan, *Life in London* (London 1821).

However in the case of significant early works (before c.1700) it may be appropriate for bibliographic reasons to give full titles even when very lengthy, as well as full publication details as they appear on the title page.

Note that authors' forenames may be reduced to initials save when prefixed by a title such as Sir or Lady. Post-nominal letters and other qualifications should be eliminated. When a book is cited immediately after another by the same author it can be ascribed to 'Id.' (for idem); but note that in the case of a female author, the correct form is 'Ead.' (for eadem).

When a book re-appears in a specific page or other reference, a sensible short title should be used, though if no other work by the same author is cited in the article the surname may be used with the abbreviation 'op. cit.'. If several pages have intervened since the last citation of the work in question, it may be a courtesy to the reader to refer back to the note where the full reference appears. Thus:

Wagner, *Heralds of England*, p. 45 / Wagner, op. cit. p. 45.  
Wilson, *The Gothic Cathedral*, fig. 33 / Wilson, op. cit. fig. 33.  
Gatty, *Mary Davies* vol. 2, pp. 138-41 / Gatty, op. cit. (note 2 above) vol. 2, pp. 138-41.  
Egan, *Tom & Jerry*, ch. 9. / Egan, op. cit. ch. 9.

In some cases, however, it may be more apposite to cite by title alone:

*Shell Guide to Norfolk*, illn. on p. 18.  
*Ragnhild Hutton Essays*, pp. 75-124.

Note that a reference to two consecutive pages may be indicated by the letter 'f.'; but the abbreviation 'ff.' to indicate more than two pages should be avoided, as it is essentially vague.

When a book (especially if a renowned classic) has gone through many editions, a standard one should be introduced and referred to thereafter. In such cases, a full-title citation is not necessary even at first citation:

The Earl of Clarendon, *The History of the Rebellion* (Oxford 1826).  
Clarendon, *Rebellion* vol. 3, pp. 162f.

In many situations, however, especially in regard to works of literature and to ancient or medieval works, a well-established internal system of reference is to be used. In such cases, anything more than a very cursory citation will seem pedantic:

Dickens, *Bleak House*, ch. 12  
Shakespeare, *2 Henry VI*, iii. ii. 14  
Chaucer, *House of Fame* 1320-40  
Tacitus, *Annals* xiv 22.

## Articles and other single contributions to compilations

These should appear in the following form:

Glyn Daniel, 'Edward Lhuyd: antiquary and archaeologist', *Welsh History Review* 3 (1966), pp. 345-59.  
Thomas Woodcock, 'Baronies by writ and the Barony of Grey of Codnor, its history and the investigations involved in having it called out of abeyance', in Debrett 1995, pp. 5-16.  
P. Barber, 'Maps and monarchs in Europe, 1500-1800', in *Royal and Republican Sovereignty in Early Modern Europe: Essays in memory of Ragnhild Hutton*, edd. R. Oresko, G. C. Gibbs and H. Scott (Cambridge 1997), pp. 75-124.

When cited a second time, an article may be referred to by author's surname and title (or a short version thereof). Thus:

Daniel, 'Edward Lhuyd', p. 351  
Woodcock, 'Grey of Codnor', pp. 13-16  
Barber, 'Maps and monarchs', p. 77.

Use 'op. cit.' to refer back to previously cited articles, rather than 'art. cit.'.

## Law cases

Legal conventions should be used for citing law cases but not articles on legal topics, even when they appear in professional journals. Thus:

*Bromley v Tyron* [1952] AC 265  
*Stjerna v Finland* (1994) 24 EHRR 195.

But:

G. D. Squibb, 'The end of the Name and Arms Clause?', *Law Quarterly Review* 69 (1953), pp. 219-25.

## Manuscripts

The archive or library should be given first, making full use of the standard abbreviations and any abbreviations used internally by the archive or library to designate its collections:

BL Ms Lansdowne 6 fo. 221.  
BL Add Ms 12484 fo. 11.  
Bod Ms Eng Top 121 fos. 44-56.  
Soc Ant Ms Tillotson 221 fo. 45v.  
CA Ms Vincent 126 fos. 21v-23r.

However in the case of entries in the official records of the College of Arms (grants of arms, visitations, record pedigrees, Earl Marshal's books and funeral certificates, as well as chapter books and partition books), the Ms should be described as such and the reference given in the following form:

CA record Ms Grants 142/29.

Documents held in the Public Record Office (now the National Archives) and local record offices should be cited as follows:

West Suffolk RO E2/22/2: Michael Lort to George Ashby, 29 Jan. 1778.  
TNA (PRO): WO97/2312

## Heralds' Visitations

Contributors citing entries in the Heralds' Visitations should make it absolutely plain to readers whether they are relying on a record or other Ms in the College of Arms, some other Ms, or a printed version. If the latter, it should be cited as a printed work in accordance with the conventions in section 8 (i) above.

## 9. Blazon

When blazon is quoted directly from some other source, such as a grant of arms or a secondary writer, the source's spelling and punctuation should of course be preserved, as in any other instance of quotation. In such cases the fact that the blazon is a quotation should be clearly indicated in the text. In all other cases, blazon should be done as follows:

- (i) The word is to be spelled 'blazon' rather than 'blason'.
- (ii) Blazon should be in italics, without abbreviations (save in footnotes, where the tinctures may be abbreviated in the way indicated in the list of abbreviations). Commas should be used as sparingly as possible.
- (iii) The only capital should be the first letter of the blazon and the initial letter of any proper noun that appears in the blazon.
- (iv) The shield and crest and any supporters are blazoned separately; any linking phrases such as 'For his crest, on a wreath of the colours', do not constitute blazon. Stilted and formulaic linking phrases should be avoided.
- (v) Spelling. Blazon words deriving from French past participles should terminate in *-y* rather than *-ee* or *-ée*: thus *fitchy* rather than *fitchée*. Other blazon words with alternative spellings should be spelled as follows:

*caboshed* rather than *cabossed*.  
*chequy* rather than *checky*.  
*chevron* rather than *cheveron*.  
*demi lion* rather than *demi-lion*.  
*fess* rather than *fesse*.  
*fleur-de-lys* rather than *fleur-de-lis*. The plural is *fleurs-de-lys*.  
*griffin* rather than *gryphon*.  
*guardant* and *reguardant* rather than *gardant* and *regardant*.  
*mullet* rather than *molet*.  
*pall* rather than *pairle*.  
*sejant* rather than *sejeant*.  
*tiger* rather than *tyger* when the natural animal is intended.  
*tyger* rather than *tiger* when the heraldic monster is meant.

wyvern rather than wivern.

Note also the following spellings of words which, though not blazon, have a heraldic reference:

*Clarenceux* rather than *Clarencieux*

*pursuivant* rather than *poursuivant*.

(vi) Vocabulary. Describe roundels as such, giving their tincture, rather than as *hurt*, *pomeis* and the like. Similarly, use *guty azure* rather than *guty* (or *goutée*) *de larmes* and the like. Ancient, astral, celestial, eastern, naval, mural and palisado crowns should be described as such rather than as coronets; but the item frequently referred to as a ‘ducal coronet’ should be blazoned and referred to as a *crest coronet*. The following words and phrases should be preferred to the stated alternatives:

*mantling* rather than *lambrequin*.

*mill rind* rather than *ink moline*.

*mullet pierced* rather than *spur rowel*.

*per fess*, *per pale* etc., rather than *party* (or *parted*) *per fess*, *party per pale* etc.

(vii) When a charge consists of a noun prefixed by another noun in the possessive aspect, such as *lion’s gamb* or *saracen’s head*, the apostrophe should not move in the plural; thus *three lion’s gamb*s and *four saracen’s head*s. This reflects ordinary language usages such as *cat’s eyes* (*The MI has over half a million cat’s eyes on it*, not *The MI has over half a million cats’ eyes on it*). The number of lions and saracens involved is immaterial, as is the number of cats in the parallel case.

(viii) Repeat tinctures rather than saying of the first or similar: thus say *Azure on a fess argent three billets azure* rather than *Azure on a fess argent three billets of the first*. However, where appropriate and natural, words such as *all* and *also* may be used: *Azure a fess between in chief a billet between two mullets and in base a cross crosslet all argent*; *Gules three lion’s gamb*s ermine armed azure each grasping a staff or flying therefrom a banner also ermine.

## 10. Abbreviations and recurring short titles

Where abbreviations in this list are linked to specific editions, other editions may be indicated, in footnotes only, by use of superior numbers: thus ‘Burke, *GA*<sup>1</sup>’ refers to the first edition of Burke’s *General Armory* (London 1842).

<i>Al. Cant.</i> .....	J. and J. A. Venn, <i>Alumni Cantabrigienses</i> (2 parts in 10 vols., Cambridge 1922-54)
<i>Al. Ox.</i> .....	J. A. Foster, <i>Alumni Oxonienses</i> (2 series in 8 vols., London 1887-92)
<i>AntJ</i> .....	<i>Antiquaries’ Journal</i>
<i>ar.</i> .....	<i>argent</i>
<i>az.</i> .....	<i>azure</i>
<i>b.</i> .....	born
Balfour Paul, <i>Ordinary</i> .....	Sir James Balfour Paul, <i>Ordinary of Arms</i> (second edn., Edinburgh 1903).
BL .....	The British Library, London
BM .....	The British Museum, London
<i>BM Seals</i> .....	W. de G. Birch, <i>Catalogue of Seals in the Department of Manuscripts in the British Museum</i> (6 vols., London 1887-1900)
Bod. ....	The Bodleian Library, Oxford
Boutell, rev. JBL .....	<i>Boutell’s Heraldry</i> , revised by J. P. Brooke-Little (rev. edn., London 1970)
BRS .....	The British Record Society
Burke, <i>GA</i> .....	J. and J. B. Burke, <i>The General Armory</i> (London 1842; enlarged edn. London 1878, re-issued with a supplement 1884). Unless otherwise specified, a citation of this book refers to the frequently reprinted edition and supplement of 1884.
Burke, <i>LG</i> .....	J. and J. B. Burke (original editors), <i>A Genealogical and Heraldic Dictionary of the Landed Gentry</i> (first edn., 3 vols. 1843-9; many subsequent edns.) Cite by year only; e.g. ‘Burke, <i>LG</i> 1952’. Editions and their years are conveniently listed in <i>Burke’s Family Index</i> (London 1976). The following more recent edition needs to be added:

Burke, <i>LG Scot</i> 2001	<i>Burke's Landed Gentry of Great Britain together with members of the titled and non-titled contemporary establishment</i> . 19th edn., volume 1: <i>The Kingdom in Scotland</i> ; ed. Peter Beauclerk Dewar (Wilmington, Delaware, 2001)
Burke, <i>PB</i>	J. and J. B. Burke (original editors), <i>A Genealogical and Heraldic Dictionary of the Peerage, Baronetage and Knightage</i> . Cite by year only: e.g. 'Burke, <i>PB</i> 1970'. To the editions listed in Burke's Family Index add the following two:
Burke, <i>PB</i> 1999	<i>Burke's Peerage &amp; Baronetage</i> . 106th edn., ed. Charles Mosley (Crans, Switzerland, 1999)
Burke, <i>PB</i> 2003	<i>Burke's Peerage Baronetage &amp; Knightage. Clan Chiefs. Scottish Feudal Barons</i> . 107th edn., ed. Charles Mosley (Wilmington, Delaware, 2003).
CA	The College of Arms, London
CChR	<i>Calendar of Charter Rolls</i>
CCIR	<i>Calendar of Close Rolls</i>
CEMRA	A. R. Wagner, <i>A Catalogue of English Medieval Rolls of Arms (Aspilogia 1</i> , London 1950)
CFR	<i>Calendar of Fine Rolls</i>
CIMisc	<i>Calendar of Inquisitions Miscellaneous</i>
CIPM	<i>Calendar of Inquisitions Post Mortem</i>
CLR	<i>Calendar of Liberate Rolls</i>
CoA	<i>The Coat of Arms</i>
co.	<i>comitatu</i> : in the county of
<i>Coll Top &amp; Gen</i>	<i>Collectanea Topographica &amp; Genealogica</i> (1834-43)
CPR	<i>Calendar of Patent Rolls</i>
CSP Col	<i>Calendar of State Papers, Colonial</i>
CSP Dom	<i>Calendar of State Papers, Domestic</i>
CSP For	<i>Calendar of State Papers, Foreign</i>
CSP Ire	<i>Calendar of State Papers relating to Ireland</i>
CSP Scot	<i>Calendar of State Papers relating to Scotland</i>
CSP Ven	<i>Calendar of State Papers and Manuscripts relating to English Affairs existing in the Archives and Collections of Venice</i>
CTB	<i>Calendar of Treasury Books</i>
CTP	<i>Calendar of Treasury Papers</i>
CUL	Cambridge University Library
DBA	<i>The Dictionary of British Arms. Medieval Ordinary</i> . Vol. 1 edd. D. H. B. Chesshyre and T. Woodcock (London 1992). Vol. 2 edd. T. Woodcock, Hon. J. Grant and I. Graham (London 1996). Vol. 3 edd. T. Woodcock and S. Flower (London 2009).
Debrett	J. Debrett (original editor), <i>Debrett's Peerage of England, Scotland, and Ireland</i> (London 1802). Many subsequent edns. with various titles down to <i>Debrett's Peerage and Baronetage</i> , ed. Charles Kidd (London 2011). Cite by year only.
d.	died
div.	divorce(d)
DNB	<i>The Dictionary of National Biography</i> . Unless specified otherwise, the original edition is intended. The 2004 edition may be referred to as <i>Oxford DNB</i> or 'the new <i>DNB</i> '.
erm.	<i>ermine</i>
EM	Earl Marshal
Fairbairn	<i>Fairbairn's Book of Crests of the Families of Great Britain and Ireland</i> (fourth edn., 2 vols., London and Edinburgh 1905).
Fox-Davies, <i>AF</i>	Arthur Charles Fox-Davies, <i>Armorial Families. A Directory of Gentlemen of Coat Armour</i> (first edn., Edinburgh 1895; seventh and last edn., 2 vols., London 1929. Cite by year only.
fun. cert.	funeral certificate
GEC	G. E. C[okayne], <i>Complete Peerage</i> (first edn., 8 vols., London and Exeter 1887-98; revised and enlarged edn. by Hon. Vicary Gibbs and others [G. E. C.'s editorship nominal], 13 vols. in 14, London 1910-59; supplement vol. 14, Stroud

1998). Unless otherwise specified the revised edition is intended.

<i>Genealogical Mag.</i>	<i>The Genealogical Magazine</i> (1897-1904)
<i>Genealogist</i>	<i>The Genealogist</i> (1876-1922)
<i>Genealogist's Mag.</i>	<i>The Genealogist's Magazine</i> (1925-)
<i>Gent.'s Mag.</i>	<i>The Gentleman's Magazine</i> . Up to 1810 cite by year and page number only: thus <i>Gent.'s Mag.</i> 1779, p. 643. From 1810 the pagination started afresh halfway through the year, so cite (e.g.) <i>Gent.'s Mag.</i> 1843 (ii), p. 221.
Godfrey & Wagner, <i>CA</i>	Walter H. Godfrey and Sir Anthony Wagner, with H. Stanford London, <i>The College of Arms</i> (London Survey Committee monograph 16: London 1963)
Grantees of Arms	Joseph Foster, ed. W. Harry Rylands, <i>Grantees of Arms named in Docquets and Patents to the end of the Seventeenth Century</i> (Harl. Soc. pubns. vol. 66, London 1915).
<i>gu.</i>	<i>gules</i>
<i>H &amp; G</i>	<i>Herald and Genealogist</i> (1863-74)
Harl. Soc.	Harleian Society
<i>Hist. Parl.</i>	<i>The History of Parliament</i> . Cite the various parts in the form <i>Hist. Parl.: The Commons 1660-90</i> .
HMC	Historical Manuscripts Commission. The folio series of HMC reports may be cited in the form <i>HMC Seventh Report</i> (1881); the octavo series as <i>HMC Portland IV</i> (1891).
IPM	<i>inquisitio post mortem</i>
<i>JBAA</i>	<i>Journal of the British Archaeological Association</i>
m.	married
marr.	marriage
MI	monumental inscription
<i>Misc Her &amp; Gen</i>	<i>Miscellanea Heraldica et Genealogica</i> (1874-1938)
Moule, <i>Bib. Her.</i>	Thomas Moule, <i>Bibliotheca Heraldica Magnae Britanniae</i> (London 1822).
<i>N &amp; Q</i>	<i>Notes &amp; Queries</i>
<i>NEHGR</i>	<i>New England Heraldic and Genealogical Register</i>
NLW	The National Library of Wales
<i>OED</i>	<i>Oxford English Dictionary</i>
OIOC	Oriental and India Office Collections
<i>Pap. Reg.</i>	<i>Entries in the Papal Registers relating to Great Britain and Ireland</i> . Either <i>Papal Letters</i> (14 vols., 1894-1961) or <i>Petitions to the Pope</i> (one vol., 1897).
Papworth	J. W. Papworth, ed. Alfred W. Morant, <i>Ordinary of British Armorial</i> (London 1872)
PCC	Prerogative Court of Canterbury
PCY	Prerogative Court of York
PPR	Principal Probate Registry
PRABScot	Public Register of All Arms and Bearings in Scotland
PRO	Public Record Office
<i>PRO Seals</i>	R. H. Ellis, <i>Catalogue of Seals in the Public Record Office</i> (two vols., London 1978-81).
<i>purp.</i>	<i>purpure</i>
<i>qtly.</i>	<i>quarterly</i>
Reid & Wilson, <i>Ordinary</i>	<i>Ordinary of Arms volume II</i> , edd. David Reid of Robertland and Miss Vivien Wilson (Edinburgh 1977)
Rietstap	J. B. Rietstap, <i>Armorial Général</i> (2nd ed., 2 vols., Paris 1884-7, with 8 supplement vols. and 6 vols. of illns. by V. and H. V. Rolland, Lyons 1904-54).
<i>RP</i>	<i>Rotuli Parliamentorum</i> (6 vols., ed. J. Strachey, 1767-77, repr. 1783, with index 1832).
<i>sa.</i>	<i>sable</i>
Shaw, <i>Knights</i>	Wm. A. Shaw, with G. D. Burtchaell, <i>The Knights of England</i> . (2 vols., London 1906).
Siddons, <i>DWH</i>	Michael Powell Siddons, <i>The Development of Welsh Heraldry</i> (4 vols., Aberystwyth 1991-3, 2007). Volume 2 ( <i>A Welsh Armorial</i> ) may be cited as <i>DWH</i>

2; volume 3 (*An Ordinary of Welsh Arms together with Mottoes of Welsh Families*) as *DWH* 3; and volume 4 (supplementary volume) as *DWH* 4.

Soc. Ant.....	The Society of Antiquaries of London
<i>s.p.(m.)</i> .....	<i>sine prole (mascula)</i> : without (male) issue
TNA .....	The National Archives. Documents held in the National Archives may continue to be additionally ascribed for clarity's sake to either the PRO or the HMC: TNA (PRO) or TNA (HMC).
unm. ....	unmarried
V&A.....	The Victoria and Albert Museum, London
<i>VCH</i> .....	<i>The Victoria County History</i> . Specific county histories may be cited as, e.g., <i>VCH Bucks</i> , <i>VCH Oxon</i> and so forth.
<i>vt.</i> .....	<i>vert</i>
<i>WG</i> 1 .....	P. C. Bartrum, <i>Welsh Genealogies A.D. 300-1400</i> (8 vols., Cardiff 1974). Cite by ancestral or regional heading, e.g. Adam ab Ifor 1, Tegeingl 5.
<i>WG</i> 2 .....	P. C. Bartrum, <i>Welsh Genealogies A.D. 1400-1500</i> (18 vols., Aberystwyth 1983). Cite as for <i>WG</i> 1. A descent running from <i>WG</i> 1 to <i>WG</i> 2 with the same name and number may be cited simply by reference to <i>WG</i> .