

## STYLE GUIDE

### *Pons Aelius* (Newcastle University)

2025-'26

Please read this guide thoroughly before submitting, and ensure your submission follows these guidelines. Accepted submissions will be required to follow this format; minor corrections can be made during editing. Submissions should be original and previously unpublished works, with all sources referenced thoroughly.

**Abstract:** Each submission should include an abstract of 150-250 words, on the accompanying Cover Sheet. The abstract should describe the key aims and arguments of the piece whilst situating it in relevant literature or historiography and should be accompanied by five key words for indexing.

**Contact details:** Submissions should include the accompanying Cover Sheet with the full names and email addresses (institutional if applicable) of all contributors.

**Language/Spelling:** British English spelling should be observed at all times. For guidance on use of punctuation in British English, please see the Oxford University style guide [here](#).

**Font:** Times New Roman, 12pt, double-spaced.

**Word Count:** Articles should be up to 5000 words, and book reviews up to 1000 words, including footnotes but excluding the bibliography.

**Referencing Style:** Please use Chicago (Notes, Bibliography) style, 18<sup>th</sup> edition. This style uses footnotes, not endnotes, and requires a bibliography at the end of the piece. Please separate your bibliography into primary and secondary sources, listed alphabetically by surname. For examples, please see the official Chicago 18 style guide [here](#).

**Quotations:** Quotations of fewer than 50 words stay within the body of the text, using double quotation marks. For quotations within quotations, single quote marks are used, e.g.:

Discussing the variety of definitions of the North of England in contemporary scholarship on the North-South divide, Tom Hazeldine argues “the problem in writing about the North is how to characterise a region which constitutionally doesn’t exist.”<sup>1</sup> OR

Commenting on growing up in rural Cumbria, Rebecca Smith felt that “[i]f it was ‘nowhere’, then there was a lot of it.”<sup>2</sup>

Quotations of 50 words or more are separated from the body of the text and indented but not placed in quotation marks. For quotations within such a passage, double quotation marks are used. For example:

Yet the construction of “NHS staff” as a worker identity functions on an additional level. The importance of work for the NHS as an institution can be located outside the status afforded to nurses

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<sup>1</sup> Hazeldine, Tom, *The Northern Question: A History of a Divided Country* (Verso, 2021), 3.

<sup>2</sup> Smith, Rebecca, *Rural: The Lives of the Working-Class Countryside* (William Collins, 2023), 1.

and doctors. In this respect, the cultural effects of the NHS are unique among national health systems.<sup>3</sup>

**Dates/Numbering:** For values between one and nine, use Latin script; for values of 10 and above, use numerals, as in this sentence.

Use Common Era dating and the following format: 14 October 1835. When writing out centuries, use the same conventions as for numbering listed above, i.e. sixth century but 19<sup>th</sup> century, with century in lowercase. If dating requires specific conventions within your specialism, e.g. for the 1750s in Europe, briefly justify the use of dates in your article.

For C14 (radiocarbon) dates, please give the date range and use “cal. BP” (Before Present), e.g., “hearth context 101 was dated to 3423 cal. BP.” For typological chronologies, please use Roman numerals if used in the wider literature, e.g., “Nordic Bronze Age II.” For other methods, please use industry standard terminology.

**Images:** If using images, please ensure you have the right to use them under UK copyright law, and that you credit the copyright holder; if you need written permission to use them, for example, via a signed copyright form from a specific archive, please send us that too. Sole responsibility for correct image use, including paying any costs required, lies with contributors. *Pons Aelius* has a general limit of two tables and five images per article; if your submission requires more, please let us know and we will consider this on a case-by-case basis. Please attach all images as .JPEGs inserted into a separate Word document, each captioned with their origin.

If using maps or images generated using specific software, e.g. ArcGIS, please include their origin and a brief explanation of how you generated them. Images/maps produced using open-source software like GISOnline are permissible; others will be considered on a case-by-case basis.

**Use of AI:** At *Pons Aelius*, we strongly discourage the use of any generative AI or large language models (such as ChatGPT) when producing submissions. *Pons Aelius* aims to provide a space where early career researchers can learn and explore the academic publishing process in a welcoming and supportive environment. This requires contributors to approach the process authentically and use their abilities to develop an independent and original analysis. If you plan to use generative AI to help produce your article, we suggest *Pons Aelius* is not the appropriate place for it.

If you are using AI for another purpose in your work, please include an explanation of what you are using it for, and why, in the body of your email. All other uses of AI will be treated on a case-by-case basis.

We encourage submissions of all types within the disciplines of History, Classics, and Archaeology. *Pons Aelius* aims to provide a space for postgraduate students and early career researchers to gain experience of the publishing process and share their work with a supportive audience. If you would like to submit, please do not be afraid to have a go. We look forward to reading your work!

Please contact the Senior Editor at [ponsaelius@newcastle.ac.uk](mailto:ponsaelius@newcastle.ac.uk) with any questions. Happy editing!

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<sup>3</sup> Saunders, Jack, “The Making of ‘NHS Staff’ as a Worker Identity,” in *Posters, Protests, and Prescriptions: Cultural Histories of the National Health Service in Britain*, ed. Jennifer Crane and Jane Hand (Manchester University Press, 2022), 28.