

Acta Historiae Sancti Lazari Ordinis *Instruction to authors*

The *Acta Historiae Sancti Lazari Ordinis* is a refereed journal devoted to all aspects of the history related to the Order of Saint Lazarus and other Chivalric Orders, with the aim of broadening and deepening the understanding of the subject through high quality historical studies.

It is published by the *Sancti Lazari Ordinis Academia Internationalis*–International Academy of the Order of Saint Lazarus which is a registered academic voluntary organization whose aim is to promote the historical knowledge related to the Military and Hospitaller Order of Saint Lazarus of Jerusalem, and other Crusader and related orders of chivalry as this relates to the hierarchy, their components, their traditions, their laws and their ancient history, as well as their relations with Christian Churches. It is affiliated to the Military and Hospitaller Order of Saint Lazarus of Jerusalem.

The Editorial Board is committed towards maintaining the finest international academic standards in refereeing of submitted papers. The journal publishes in English, and authors whose first language is not English, may wish to have their English-language manuscripts checked by a native speaker before submission. This is optional, but may help to ensure that the academic content of the paper is fully understood by the editor and any reviewers.

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Papers should be submitted electronically by email to the Editor Prof. C. Savona-Ventura at charles.savona-ventura@um.edu.mt. When your submission is complete you will receive an email confirmation. Contributions are considered on the understanding that they are the original work of the author(s), not under consideration for publication elsewhere, and have not been published before.

- Articles should preferably not exceed 12,000 words including notes.
 - An abstract of up to 250 words should be included.
 - A list of up to 6 keywords is required.
 - Files to be in Microsoft Word Doc or RTF.
 - Give your name and address on a separate cover sheet, as reviews are double blind.
 - Main text: Calibri, 11pt. Footnotes: Calibri, 9pt.
 - Divide the text with sub-headings, Calibri, 11pt. in bold.
 - **Do not** use ALL CAPITALS.

Typographical Conventions

- Paragraphs should be denoted using an indent; put a line space between paragraphs.
- Use UK English spellings. Set your spellchecker to UK English to help with this – Tools > Language > UK English.
- Reference works, names of biological organisms, Latin or other foreign text, etc. appearing in the main text should be italicised.
- Use capitals for First Crusade, Hundred Years War, First World War, Second World War. etc.
- Use hyphens where grammatically appropriate (e.g. 50-year-old man, good-looking, doctor–patient relationship) and to break up vowels in compound words (e.g. anti-alcoholism; micro-organism; co-ordination).
- Abbreviations do not require full stops (e.g. ‘Dr’ not ‘Dr.’; ‘St’ not ‘St.’); Acronyms should be capitalised but not separated by full stops (e.g. ‘USA’ not ‘U.S.A.’). Never use an abbreviation (‘e.g.’) at the start of a sentence.

Dates

- 15 May 1840; May 1840; 1840–1903; 1843/4 (use for a term or period overlapping the years). Do not abbreviate months.
- Sixth century, mid-eleventh century, mid-century; mid-thirteenth-century statute; mid-1700s; late 1770s, BCE [for Before Common Era – not BC] and CE [for Common Era – not AD].

Numbers

- One to a hundred in words, 101 onwards in figures, except for round numbers (e.g. a thousand, a million, etc.) Use hyphenated numbers (e.g. fifty-four).
- Exceptions to this: when the text is making a series of comparisons (e.g. ‘the numbers were 42, 58 and 64 respectively’), ages (‘80-year-old’, but ‘aged eighty’), and use of decimal places (6.55).
- Always write the number out in full at the start of the sentence.
- Use as few figures as possible: 1252–4 but 1850–1903, and for pagination 119–125, 13–15, 300–301.

Quotations

- Use single apostrophes for quotes, double apostrophes for quotes within quotes (e.g. She did say ‘I will’; ‘We know that she said “yes”.’)
- If quote runs to more than three lines, set out as separate paragraph – Font: Calibri, italics, 10pt. Left indent x1. No apostrophes unless quote within quote.

Illustrations & Tables

- All illustrations or tables should be supplied with captions detailing their origin and date, with a clear indication of the text

to which they refer. Copyright/permission details should be provided.

- The online version will include colour . The print-on-demand version will only appear as a two-tone version (black & white).
- **Do not** supply your images embedded in a Word Document, but indicate where best they are to be included within the text. Supply images as separate files (jpg or tiff files ideally at 1200dpi) [see Naming Files below]

Footnotes and References

- In main text: use superscript for notes (automatic in Word), following punctuation.
 - Italicize reference titles within main text.
- Footnotes: Calibri, 9pt. Italicize quotations in footnotes; additional comments not italicized.
- References: to be included in footnotes [see below for Reference style].
 - Full reference when quoted for the first time within the text; abbreviated to [Authors surname only] [Year], *op. cit.*, [pagination] for subsequent quotes. Alternatively use *Ibid.*, [pagination] if referring to previous note.
 - If more than three authors: First author followed by *et al.*
 - Separate multiple references in same footnote by semi-colon.

Reference format

- **Book:** James Johnston Abraham, *Lettsom: His life, Times, Friends, and Descendants* (London: Heinemann, 1933), 33-35.
- **Journal:** Iлина Singh, 'Bad Boys, Good Mothers, and the "Miracle" of Ritalin', *Science in Context*, 15, 4 (2002), 577-603.
- **Edited book:** W.F. Bynum and R. Porter (eds), *Medicine and the Five Senses* (Cambridge: Cambridge University Press, 2005), 37–43.

- **Chapter in Book:** 'The rise of the modern hospital in Britain', in A. Wear (ed.), *Medicine in Society* (Cambridge: Cambridge University Press, 1992), 197-218.
- **Translation of book:** W. Wundt, *Principles of Physiological Psychology*, E. Titchener (trans.), 5th edn (London: Swan Sonnenschein & Co., 1910), 11.
- **Thesis:** 'Title of Thesis' (unpublished PhD thesis: University of XXXX, 2005).

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