Ars Quatuor Coronatorum and Quatuor Coronati Lodge No.2076

Quatuor Coronati Lodge No.2076 was consecrated in 1886, with the purpose of promoting Masonic research, and specifically the evidence based, or 'authentic', intellectual study of Freemasonry. This is principally done by presentation and discussion of research papers in the lodge, which are then published annually in the 'Transactions', _Ars Quatuor Coronatorum (AQC)_. One of the founding aims was also to promote interest in Masonic research more generally, and QC remains the premier lodge established for this purpose. Published since the lodge's founding, _AQC_ is the longest continuously running Masonic research journal in the world, and so a valuable repository of subject knowledge for both Masons and non-Masons alike.

Process for Submitting a Paper

By its very nature Freemasonry is a broad canvas, and so, whilst principally a journal looking at historical issues, _AQC_ welcomes papers from other disciplines which intersect with Masonry as a core subject. Whilst necessarily academic in tone, they should also be accessible to the non-specialist and written with clarity and brevity. _AQC's_ general style is scholarship that is focused, well-structured, and willing to address a single problem with depth and clarity. As important, papers should also demonstrate some original research, whilst building on past papers in _AQC_ and other Masonic publications where appropriate, to demonstrate the paper's context and contribution to the Masonic body of knowledge. Any submission should be the work of the named author, not previously published elsewhere, or under consideration to be so.

Papers come in three forms according to maximum word count: 10,000 word long papers,[1] 5,000 word short papers and 2,000 word submissions for the 'Notes and Queries' section in _AQC_. Any submission should be a doc, docx or rtf file, using following format: author's surname_paper title_date (DDMMYY), for example Smith_Freemasonry_200425. Authors seeking advice as to the feasibility of a potential paper are welcome to email editor@quatuorcoronati.com with a short proposal (400 words). This should include the title, suggested areas of research and identification of any prior literature relevant to the subject. If in doubt, ask, rather than do nothing.

Papers should be submitted to editor@quatuorcoronati.com and not directly to QC lodge or any individual member of the lodge, even if they are known to the author. All submissions will initially receive acknowledgement by the secretary to the editorial committee. Papers that are

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[1] Abbreviated versions of long papers may be considered for delivery in the lodge.

outside the scope of *AQC*, significantly over the word count, demonstrate no attempt to comply with the style guide below or the editor considers otherwise unsuitable will be rejected at this stage. Those thought appropriate will be sent for peer review, and in either case the author will be advised of this decision. For fairness *AQC* uses a system of anonymised peer review, where the author's name is removed from the submission before being sent to two reviewers for comment. After review, a paper may be rejected, accepted subject to revision or accepted subject to any minor editorial changes required prior to publication.

Manuscript requirements

Turning a draft paper into an article for publication is a lengthy and time-consuming process, so, as far as possible, authors should follow the conventions below. All manuscripts should be single spaced, left justified and written in Garamond or Times New Roman 12pt font. *AQC* follows *The New Oxford Style Manual (OSM)*,[2] which consists of the *New Hart's Rules* and *Oxford Dictionary for Writers and Editors*. The *OSM* consists of almost 900 pages, so the notes here are a guide to the general principles required for authors, and not an exhaustive list of examples to follow. Submissions to *AQC* come internationally from a range of authors, including academic professionals and Masonic enthusiasts, all of which are equally welcome. If in doubt about a particular convention authors should ask for guidance, or simply do their best, rather than be put off submission.

Spelling and hyphenation

AQC uses British English conventions for spelling and hyphenation, so authors should set their spell-checking software preferences accordingly to avoid auto-correct errors, such as *labour* and *labor*. English has various anomalies and matters of spelling and hyphenation should firstly be solved by consulting a version of *The Oxford English Dictionary*, which is available online at https://www.oed.com/?tl=true.

Quotations

Short quotations within the text should be marked by single quotation marks. Quotations over four lines should be indented from the text without quotation marks and typed single spaced with 10pt font. Double quotation marks should be used for quotations within quotations.

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[2] Oxford University Press, *New Oxford Style Manual*, (Oxford: OUP, 2016).

Quotations from foreign language texts should be translated into English, with the original inserted as a footnote.

Use three point ellipses ... when omitting material within quotations. Do not put brackets around ellipses and avoid their use at the end of quotations. Punctuation should come after closing quotation marks, except for exclamation marks and question marks belonging to the quotation, or a full stop if the quotation is (or ends with) a grammatically complete sentence beginning with a capital. Use square brackets for words inserted into the original content to make a sentence grammatically correct.

Examples:

Mr Smith asked the committee meeting whether 'the lodge will be open at 6pm?'
The summons stated that 'The Lodge will be opened at 6pm.'
The late visitor explained that 'Mr Smith told me "the Lodge will be open at 6pm", but I misheard him'.
The second charge to the Master Elect states he should be '… a peaceable subject'.
The fifteenth charge asks him to '… promise that no visitor shall be received into … [his] lodge without due examination'.

Foreign words and phrases

Although *AQC* is published in English, the global extent of Freemasonry sometimes necessitates the use of words and short phrases in other languages. To differentiate these should *italicized* and not placed in inverted commas, except when they are commonly used in English. This does leave room for interpretation, however. For example, *sotto voce* may be italicised, even if an actor may be familiar with the term, whilst status quo or croissant would not. Whilst judicious use of other languages may be necessary for a particular subject, as a rule authors should avoid too much non-English content, as they cannot assume their readers' competence or knowledge in other languages.

Numbers, Times and Dates

As a non-technical journal, *AQC* follows simple numerical rules, but the key principle is consistency throughout. The first is to use words to spell out numbers up to ninety-nine. Note compound numbers are hyphenated, such as twenty-three. Large numbers can be a mix of

number and word, or just word, for example both 6 million and six million are acceptable, as long as the same format is used throughout. When a sentence contains a mix of numbers, some over 100, it may be neater to use numerical terms; 'Grand Lodge membership consisted of 76 lawyers, 25 politicians and 124 men who described themselves as "gentlemen"'. Decimals should always be in figures (£56.78, 15.7kg), but fractions can be either numerical or word, ¾ or three quarters, depending on context. Percentages should be in figures, with the words 'per cent', i.e. 50 per cent not 50%. Numbers over a thousand should be punctuated with commas, such as 56,890. Numbers ranges are reduced to the fewest figures possible, unless they change across the range, i.e. 30–1, not 30–31 , and 30–41. Date ranges follow a different rule, i.e. 1940–46, or 1940 to 1946, but not 1940–6. Numbers with units of measure greater than one can be either a figure or spelt out, depending on consistency within a sentence or paragraph. For example, both 20 miles and twenty miles are acceptable, as are $100 or one hundred dollars, but not a mix of the two formats.

Times should be spelt out if referring to whole or fractions of an hour, such as four o'clock or quarter past four. If detailed times are a recurring part of the content, a.m. and p.m. may be used, or the twenty-four-hour clock, if they are consistent throughout the paper, i.e. do not jump between formulations. Dates should be figures for years and days, words for months, and not abbreviated, so 21 April 2025, not 21/04/25 or equivalent. Do not use *-st, -rd* or *-th* with a figure unless quoting verbatim from an original source:

> 23 January not 'the 23rd of January' or 'January 23rd'
> Saturday, 30 July 2011 not 'Saturday the 30th of July 2011' or 'Saturday July 30th, 2011'

Decades may be written numerically or in words, either the 1950s or the fifties, with no apostrophe, so 1940s not 1940's. Again, authors should choose one style and stick with it throughout a paper. Words should be used when describing a period noted for its particular conditions, such as the 'roaring twenties.' Centuries should be written in words, such as the nineteenth century, but may be abbreviated when used in tables and footnotes, such as 19th c or 19th cent.

Abbreviations

Strictly speaking abbreviations are formed by omitting the end of a word, such as *Brig.* for Brigadier, and have a full stop. These should be avoided, unless part of an original source quoted verbatim, or if used in a table for space and formatting purposes. Contractions are formed by

omitting the middle of a word, such as *Dr, Mr* or *St*, and do not have a full stop. Abbreviated Masonic titles, such as *Bro., W. Bro.* and *V.W. Bro.* have full stops. A full list of abbreviations for Masonic Grand and Provincial ranks is in the *Masonic Year Book*, such as *AsstProvGM,* and should not have full stops. Acronyms, formed by the initial letters of words, do not have full stops, such as UGLE, but should be written out in full the first occasion they are used with the acronym to be used placed in brackets, i.e. the United Grand Lodge of England (UGLE). The only exception to the *OSM* is the use of italics for honorifics and post-nominals, following UGLE practice, such as *MBE* or *FRS*, which should only be stated once for an individual.

<u>Capitalization</u>

Capital letters are used at the start of sentences, in headings and to differentiate between proper and common nouns and should also be used when quoting a complete sentence. Space permits numerous examples, but care should be taken with:

names of institutions	the British Museum, a museum
geographical locations	the Aral Sea, a sea
dates and periods	Tuesday, the Dark Ages, the sixties
specific historical events	the French Revolution, a political revolution
documents	the Bill of Rights, a bill to introduce rights
titles, honours and awards	the George Cross, a gold medal, King Charles, a king
religious terms	God, a baptism
country names and languages	France, French toast, italic script
terms derived from proper nouns	Orwellian thinking, a titanic battle
trade or brand names	Google, to google
names of ships or vehicles	HMS Ark Royal, a Royal Navy ship

In addition, *AQC* uses the following Masonic conventions:

Book of Constitutions	always in italics
brethren	not Brethren
brother	except when a named Brother, or to avoid confusion with a blood relationship: Brother Smith, the older brother of Brother Smith
chair	'the Master's chair'
chapter	except in the title of a chapter ('the chapter met at Bolton'; 'the Chapter of Aspiration')

charter	as noun; to charter, chartered, as verb
consecration	as noun; consecrated, etc., as verb
Constitution	as noun; constituted, etc., as verb
Craft	when referring to Freemasonry, but 'the craft of the operative stonemason'
degree	Craft degrees, first degree (not '1st degree' or First Degree). But when referring to a specific degree, use capital initial letters for both, or all, words. For example: the Mark Degree
dispensation	as a document or authority, but 'by dispensation'
Freemason	always
Freemasonic	avoid the use of this word
Freemasonry	always
Grand Chapter/Lodge	always, and for Province, District and Metropolitan Grand Lodges
initiation	as noun; initiated as verb
installation	as noun; installed as verb
lodge	except in the title of a lodge; for example: this lodge met at Bolton; The Lodge at the Queen's Head, No. 5(A); Quatuor Coronati Lodge No. 2076.
Mason	always, except noun referring to a mason who works in stone
Masonic	always
Masonry	capitalized unless the word refers to the product of an operative mason's craft.
Master	always when referring to the Master of a lodge. Similarly 'Installed Master', 'Past Master', 'Wardens', 'Deacons', and other officers of Masonic bodies.
Minute(s), Minute Book	as nouns; minuted, as verb
Order	as in 'Order of the Temple' and 'the various orders of Freemasonry'
Proceedings	when referring to printed reports
Registers	when referring to Masonic records
Rite	of Grand Lodges, etc., only when referring to a series of degrees such as the Antient and Accepted (Scottish) Rite; rite, in connection with a particular ceremony

summons(es)	always
Transactions	when referring to a printed publication
warrant	as noun; to warrant, warranted as verb

Citations and References

Correct citations and referencing of other people's work is an important academic skill and performs three main functions. The first is to identify any sources used in the process of research and writing of the final paper. Second, and connected to the first, is the need to attribute the work done by others and so avoid plagiarism. Thirdly, it allows the reader to check the accuracy and correctness of the use of these sources, with the reference providing the level of information required to identify exactly what source was used. There are many referencing systems in use, and papers submitted using a different style will be rejected without review. *AQC* uses Oxford Referencing, but without a reference list at the end of the paper. This is a numbered system, whereby the citation is included in a footnote, and not in the text.[3] Any book referred to in the text should be in italics, without inverted commas. In Word and other software, the insertion of a reference can be done automatically using the 'References – Insert Footnote' tool or equivalent. Note the footnote font may not be the same as the main text and will need changing.

Most Common Referencing Formats:

Books:	Author, *Title* (Location: Publisher, date) page.
	D. Harris, *Sierra Leone: A Political History* (London: Hurst, 2020), 45.
Chapter in edited book:	Author, 'Title of chapter,' in Initial. Surname (ed.), *Title* (Location: Publisher, date), page range.
	S. Pratt, 'The Government of Freetown,' in C. Fyfe and E. Jones (eds.), *Freetown: A Symposium* (Freetown: Sierra Leone University Press, 1968), 154-165.
Academic Journals:	Author, 'Title of article,' *Title of Journal,* Volume number, issue number (date), page range. Online details: (Date Accessed).[4]

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[3] The citation then appears here.
[4] When a source is read online, the URL and date accessed should be included at the end of the reference.

	M. Wallace, '"Are We Men?": Prince Hall, Martin Delany, and the Masculine Ideal in Black Freemasonry, 1775-1865.' *American Literary History*, 9(3), 1997, 396 – 424. Available at: http://www.jstor.org/stable/490174 (Accessed: 1 April 2023).
AQC:	Author, 'Title of article,' *AQC* Vol. No. (date), page / page range. G. Draffen, 'Prince Hall Freemasonry', *AQC* 89 (1970), 70-81.
Webpages with author:	Author, 'Title of Website.' Available at: URL. (Accessed date).
Webpage with no author:	Organisation (date or 'no date'), *Title of Web Page.* Available at: URL. (Accessed date).
Archive:	Item details followed by Name of Archive, Location, Archive Reference. *Sir Ernest Samuel Beoku-Betts: Biographical History*, UGLE Archives, London, GBR 1991 P 10/2/43.

Subsequent citations using the same source are simplified to author's surname*, shortened title,* page (where necessary). If this is immediately followed by another citation from the same source then Ibid. may be used:

[1.] D. Harris, *Sierra Leone: A Political History* (London: Hurst, 2020), 45.

[2.] Harris, *Sierra Leone,* 206.

[3.] Ibid., 38.

Images, Graphs and Tables

The use of images, graphs, and tables can be useful tools to illustrate a point, summarise complex data, or to make something more visually appealing and easier to comprehend for the reader. Given the range of potential subjects that might be considered for inclusion in *AQC*, it is impossible to provide detailed guidance, other than authors are responsible for obtaining any necessary permissions for the use illustrations generated or owned under copyright by someone else, for example portraits or maps. If permission is given the author should keep a record and acknowledge this in the description of the image. Because of issues with file size when a document includes images or pictures, low resolution illustration may be used when submitting a paper. If an article is accepted, higher quality images may be required for publication, however. Note *AQC* is published in black and white.

Author use of Artificial Intelligence (AI)

AI is an emerging field, that presents both benefits and difficulties for authors and researchers, a fact recognised in academia and publishing. Institutions and individuals are currently wrestling with the possibilities of a new technology, which, like the Internet before it, may well revolutionise how academic research is conducted. At the heart of this is a dilemma between the speed and efficiency Generative AI (GenAI) can perform in such tasks as routine searches and reviews of data, and the capability to create new material, which can be passed off as an author's own work. This results in the potential compromise of academic integrity, whilst also offering a useful tool in the creation of content.

Currently the *OSM* does not contain any guidance on the use of GenAI, which is illustrative of the speed in which this technology is advancing. As a result, for consistency *AQC* will currently follow the Oxford University Press (OUP)[5] guidelines on the issue, which are themselves subject to change. Their first advice is not to upload your work or any personal or copyright material to any GenAI application or platform, which may result in information compromise, or your work being used by others without accreditation to yourself. The OUP suggests three principles to follow, which are paraphrased here:

Authorship

Gen AI is not an author, and should not be used as such, i.e. to write any substantive part of a paper. It can be used to generate content, such as data or specific illustrations, but these should be acknowledged as such. Authors may be asked to replace any or all GenAI material should the editorial team at *AQC* think is appropriate.

Accountability

Gen AI can create results that are incorrect, biased or incomplete, and so cannot be totally relied upon. In short, it can be an aid to, but not a substitute for, original research and writing. Individual authors are solely responsible for the content of any submission, its accuracy and originality, which includes any AI generated content. In the same way that plagiarism is not permitted, any use of Gen AI should not compromise an author's academic or research ethics.

Disclosure

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[5] Oxford Academic, *Author use of Artificial Intelligence (AI)*, Available at: https://academic.oup.com/pages/for-authors/books/author-use-of-artificial-intelligence. (Accessed: 23 April 2025).

The inclusion of any Gen AI generated material should be identified and disclosed with the submission of a paper. This should be as a footnote in the text formatted as follows: 'Generated by [GenAI tool], date.' For example, 'Generated by ChatGPT, 23 April 2025.'