PART FOUR – APPENDICES

4.1 CRITERIA FOR REGISTERING HISTORIC PARKS AND GARDENS

Each of the national heritage agencies for England, Scotland, Wales and Northern Ireland categorises historic designed landscapes deemed to be of national significance. The level of protection, and the mechanisms for this are different in each case. The different regimes are summarised below, based on information from each agency's website.

4.1.1 England

English Heritage compiles the *Register of Parks and Gardens of special historic interest in England* which forms part of The National Heritage List for England now available online at http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england/. It currently includes some 1,600 designed landscapes of many different types.

As with buildings, parks and gardens are graded I, II* and II. Grade I is the highest grade, and a relatively exclusive one.

Assessment

Of the many parks and gardens throughout England which are of historic value, a small number are considered to be sufficiently important to be included on the national *Register of Parks and Gardens of Special Historic Interest in England*.

The decision to register a park or garden is based on an assessment by English Heritage as to whether it can be said to be of 'special historic interest'. The criteria are set out in four English Heritage Selection Guides covering Rural, Urban, Institutional and Remembrance landscapes.

The majority of sites registered are, or started life as, the grounds of private houses, but public parks and cemeteries form important categories too. Even two pumping stations and hospital landscapes are included, because they have skillfully planned surroundings that reflect the landscaping fashions of their day.

As well as being of particular historic interest, registered sites might also be of note for other reasons such as their amenity value, or for nature conservation. Although these factors are not relevant when assessing the site for the *Register,* they need to be given consideration to ensure the sensitive management of the site in the future.

The specific assessment criteria are based on the assumption that the older the surviving features of a site are, the more rare that type of site is likely to be, although other factors are considered.

The kinds of sites that are likely to be of sufficient historic interest for inclusion on the *Register* are:

- Those with a main phase of development before 1750 where at least a proportion of the layout is still evident, even perhaps only as an earthwork.
- Sites laid out mainly between 1750 and 1820, where enough of the landscaping survives to reflect the original design.
- Places with a main phase of development between 1820 and 1880 which is of importance and survives intact or relatively intact.
- Those with a main phase of development between 1880 and 1939 where this is of high importance and survives intact.
- Sites which were laid out after the Second World War, but more than 30 years ago, where the work is of exceptional importance.
- Places which were influential in the development of taste, whether through reputation or references in literature.
- Sites which are early or representative examples of a particular style of layout, or a type of site, or the work of a designer (amateur or professional) of national importance.
- Sites that are associated with significant people or historical events.
- Sites where a group of sites have a strong value when taken together.

These criteria are not mutually exclusive categories and more than one of them may be relevant in the assessment of any particular site.

Protection

Although being included on the Register does not in itself bring additional statutory controls over a park or garden, local authorities are required by central government to provide for the protection of the historic environment in their policies and their allocation of resources.

Under the 2012 National Planning Policy Framework, one of the twelve core principles is that plan-making and decision-taking should conserve heritage assets in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of this and future generations.

The compilation of 'local lists' is encouraged. Local planning authorities must consult English Heritage where an application affects a Grade I or II* registered site. The Garden History Society is consulted on all applications affecting registered sites, regardless of the grade of the site. Most Local Plans contain policies to help safeguard the historic parks and gardens which lie within the area covered. These usually stress in particular those sites included in the national Register, while the best plans also cover parks and gardens of more local interest.

4.1.2 Scotland

The *Inventory of Gardens and Designed Landscapes* is compiled and maintained by Historic Scotland. It can be consulted online at www.historic-scotland.gov.uk. It is a growing and evolving record of nationally important gardens and designed landscapes across Scotland.

It is estimated that there are more than 3,000 gardens and designed landscapes in Scotland of varying size, character, value and condition. More than 1,000 sites have been considered so far, and approximately 385 sites are currently included on the *Inventory*.

Assessment

Scotland has created a value system to enable sites to be assessed and compared. Gardens and designed landscapes are assessed on each of the following common values:

- Work of Art.
- Historical.
- Horticultural, arboricultural and silvicultural.
- Architectural.
- Scenic.
- Nature conservation.
- Archaeological.

Sites are awarded a merit category in each of the above areas: Outstanding, High, Some, Little or None. Judgements are based on the condition of the garden and designed landscape as it is seen today. The value system is a means of comparing landscapes of similar scale, age and character.

Once a garden has been assessed against these criteria, a decision is made on its inclusion in the *Inventory*. There are no hard-and-fast rules for what constitutes national significance, and each garden is considered on its own merits.

Comparatively small plantsman's gardens, for example, may only score very highly in the horticultural value category and represent little value in the others, but the rare plant collections in these gardens makes them nationally important and worthy of protection.

They are considered to be as significant as much larger and grander designed landscapes, which may score very highly in almost every category.

Historic Scotland's Chief Inspector makes the final decision on the inclusion of a garden on the *Inventory*. Where the the merits of a site are not clear-cut, external experts are asked for their opinion.

'Lost gardens'

Many landscapes that were once valuable have been lost - the design destroyed or degraded to such an extent that it can no longer be clearly identified. These landscapes may have a richly documented history but are not included in the *Inventory* because they cannot be protected in any practical way.

There are also many sites where certain features have been lost or degraded - for example, walled gardens taken out of flower, vegetable and fruit production, or follies that have fallen down and their remains removed. However, the overall design of some of these sites may still be intact and easily recognisable, making them highly valuable and worthy of inclusion.

Garden structure

The dynamic nature of gardens and designed landscapes can make evaluation challenging. Although a garden or landscape may be most widely known for its colourful borders or plant collections, these are actually the most short-lived part of the landscape and it is the longer-term structures of a garden which must be considered.

The long-term structure of a designed landscape consists of the built structures, landform and trees with a lifespan of 100 years or more. The medium-term structure consists of shorter-lived trees (20-100 years) and shrubs, and the short-term structure is made up of the herbaceous plants and bulbs with a lifespan of between one and 20 years.

Protection

Although not a statutory designation, and therefore very different from either scheduling or listing, Inventory status is a material consideration in the Scottish planning system.

The Town and Country Planning (General Development Procedure) (Scotland) Order 1992, amended 2007, requires planning authorities to consult Scottish Ministers, through Historic Scotland, on development proposals affecting Inventory sites.

However, planning authorities may choose to grant consent despite objection from Historic Scotland, or refuse consent despite no objection. In cases where a planning authority is disposed to grant consent in the face of objection, Scottish Ministers cannot call in the case for their own determination unless the setting of a Scheduled Monument or a Category A-listed building is also an issue.

4.1.3 Wales

Parks and gardens thought to be of national importance are included on the Cadw/ICOMOS *Register of Parks and Gardens of Special Historic Interest in Wales*.

The *Register* was compiled in order to aid the informed conservation of historic parks and gardens by owners, local planning authorities, developers, statutory bodies and all concerned with them.

It is non-statutory and has been issued in six volumes, covering former county council areas and unitary authorities. It was completed in 2002 but is not a closed list, and sites can be added (or subtracted) at any time.

There are currently 372 sites on the *Register*. As with buildings these are graded I, II* and II.

Assessment

In choosing sites for the *Register* Cadw takes many factors into account:

- The date of the site.
- Its state of preservation.
- Whether it is a good example of its type.
- Whether it is the work of known designers.
- Whether it is associated with persons of not.
- Whether it is unusual or rare in any way.

Sites on the *Register* do not have to be open to the public, and in fact most are not. However, an increasing number do open and the Welsh Historic Gardens Trust publishes a comprehensive booklet on them, the Guide to the Historic Parks and Gardens of Wales.

Parks and gardens on the *Register* range in age from medieval to late 20th-century. Many have features from different styles and periods. There is no exact cut-off date for gardens included on the *Register,* and there are sites where significant historical developments have been added as late as the 1960s, 1970s and 1990s.

Protection

The *Register* does not affect existing planning and listed building controls, but statutory consultation on planning applications involving parks and gardens on the Register is in the process of being introduced in Wales. All applications will be referred to the Garden History Society and those concerning sites graded I and II* will also be referred to Cadw. In the meantime a similar, but voluntary, system of consultation is in place.

Cadw helps to protect historic parks and gardens through advice to local planning authorities on planning applications affecting registered sites. The aim is to prevent damage to significant features, such as historic layout,

structure, built features and planting. The authority does not simply try to preserve everything as it is. In fact, in many cases development is both benign and beneficial. However, it is important that insensitive development should not harm the historic and visual character of historic parks and gardens and consultation on planning applications can help to prevent this.

4.1.4 Northern Ireland

Information on parks, gardens and demesnes of special historic interest in Northern Ireland is currently being prepared by the Northern Ireland Environment Agency (the Department) for inclusion in a register.
This will highlight the contribution which these planned landscapes make to the appearance of their modern surroundings and their significance as a source of information about the past. The register will also seek to encourage owners to value, manage and maintain these sites.

Assessment

The character and appearance of Northern Ireland's modern landscape owes much to landscape enhancements carried out since the 17th century. Many of the hedgerow trees or tree stands which are seen in the countryside today were planned and planted as part of land management measures.

This has resulted in a rich legacy of gardens, parks and demesnes of archaeological, historical and botanical interest.

Demesnes with their distinct boundary features also make a valuable contribution to the quality and character of the local landscape, whether or not the original house survives. Additionally, parks, gardens and demesnes that are open to the general public provide an important informal recreational resource.

The Department considers it important, therefore, that these valuable features of the built heritage are protected from development which could harm their historic character.

In Northern Ireland, none of the criteria used are considered as mutually exclusive categories. For sites to be included in the *Register of Parks, Gardens and Demesnes of Special Historic Interest*, they would be expected to score well against the following criteria:

- Integrity of the site's design.
- The historic interest and importance of the site, including age and associations.
- The horticultural/arboricultural interest and importance of the site.
- The nature conservation/scientific interest of the site.
- The aesthetic and scenic quality and importance of the site.
- The site's contribution to local landscape character.
- The surviving condition of the site today.

- The high recreational or educational potential of the site.

Protection

While no additional statutory controls will follow on from inclusion of a site in the register, the effect of proposed development on a park, garden or demesne or its setting included in the register will be considered in planning and/or listed building consent applications and appeals.

The Department will not normally permit development which would lead to the loss of, or cause harm to, the character, principal components or setting of parks, gardens and demesnes of special historic interest. Where planning permission is granted this will normally be conditional on the recording of any features of interest that will be lost before development commences.

In assessing proposals for development in or adjacent to parks, gardens and demesnes of special historic interest, particular attention will be paid to the impact of the proposal on:

- The archaeological, historical or botanical interest of the site.
- The site's original design concept, overall quality and setting.
- Trees and woodland and the site's contribution to local landscape character.
- Any buildings or features of character within the site including boundary walls, pathways, garden terraces or water features.
- Planned historic views of or from the site or buildings within it.

In assessing proposals which would affect those parks, gardens and demesnes which retain only some elements of their original form - for example, those supplementary sites identified as an appendix to the proposed register - the Department will consider the need to retain distinctive elements of such sites as features within the changing landscape.

Where a decision is taken to permit development which would result in the loss of any distinctive features of parks, gardens and demesnes, the Department will normally require developers to carry out recording, working to a brief prepared by the Department, so that knowledge of this part of landscape heritage is not entirely lost.

4.2   NATIONAL GRID REFERENCES

The Ordnance Survey has established a grid for the whole of Great Britain. At the highest level there are a number of 100km by 100km squares, each of which has been assigned a two-letter prefix.

Each Landranger Map has an information section on the right-hand margin which shows the two-letter prefix for the area covered by that map. In a few cases the map will cross the boundary of two or more of these large grid squares. In these instances you should select the appropriate prefix by referring to the information in the margin.

The Landranger Maps have a grid printed on them in faint blue lines dividing the map into 1km squares. Horizontal readings across the grid from left to right (east to west) are known as 'eastings', and vertical readings from bottom to top (south to north) as 'northings'. Try to locate places to an accuracy of 100 metres, which will give a six-digit grid reference:

- First, quote 'eastings' by locating the vertical grid line to the left of your main point of reference.
- Read the large figures which label this line (shown in both the top and the bottom margins - or sometimes on the line itself) as two digits. Make sure that you include any leading zeroes. For example: 09 or 57.
- Estimate the tenths to the right of the grid line to the point of reference, as 0 to 9.
- Add the estimated tenths to the two digits from the grid line, to give a three-digit number. For example: 09 plus 0 tenths will give 090, 57 plus 9 tenths will give 579.
- Next, quote 'northings' by locating the first horizontal line below the point of reference.
- Read the large figures which label this line (shown in either the left or right margin - or sometimes on the line itself) as two digits. Make sure that you include any leading zeroes. For example: 04 or 82.
- Estimate the tenths above the grid line to the point of reference, as 0 to 9.
- Add the estimated tenths to the two numbers from the grid line, to give a three-digit number. For example: 04 plus 0 tenths will give 040, 82 plus 9 tenths will give 829.
- Finally, write down the full grid reference with the two-letter prefix followed by the two numbers together, 'eastings' first then 'northings'. For example: TU 090 829.

For more information, see http://finds.org.uk/guide/torecording/gridreferences.

Note: For Northern Ireland there is a different grid lettering system, using only one prefix letter, not two. Please use the Ordnance Survey of Northern Ireland Discoverer Maps, which are at the same scale of 1:50,000 and work out the numbers for the grid reference in the same way.

4.3 PARKS & GARDENS UK STYLE GUIDE

Writing for the web is not the same as writing for print. It is slower and less comfortable to read from a computer screen, so readers tend to scan web pages.

On the other hand, people with sight difficulties or lower literacy skills tend to read word-for-word.

You can help both types of reader to find the facts they want as quickly and easily as possible by following the guidelines below.

Use a 'top-down' approach to structuring your text, particularly in longer passages. Most readers scan the first two paragraphs and glance down the rest of the page to look for the information they want.

So put the most important facts in your first two paragraphs and lead on to greater detail.

The Parks & Garden UK website is designed to appeal to a wide range of people, of different ages, backgrounds and educational levels. As a general rule, aim to write so that the average 11-year-old can understand your text.

4.3.1 Basic rules

- Use everyday language and terms (plain English).
- Be concise.
- Prefer short, precise words to long or vague ones.
- Write in the active voice as much as possible. For example: 'Humphry Repton designed the garden' rather than 'The garden was designed by Humphry Repton'.
- Write in full sentences, particularly in the description fields.
- Stick to one idea per paragraph, and keep them short (to around 50 words).
- Use words or phrases which everyone understands.
- Avoid jargon or slang.
- Use English rather than Latin terms. For example: 'Stephen Switzer laid out the garden around 1732' not 'circa 1732'.
- Do not use abbreviations. For instance, use '15th century', not '15thc'.
- Use the same words and terms consistently (see A-Z Thesaurus).

4.3.2 Use simple punctuation

- Use commas as necessary to make the sense clear: 'The garden, which was overgrown, had a neglected air' is not the same as 'The garden which was overgrown had a neglected air' (one of several gardens).
- Try to avoid semi-colons. Break text into separate sentences instead.
- Use a colon without a hyphen to introduce an example or a list.
- Use hyphens where words need to be connected to make sense. For example 'a little used watering can' is not the same as a 'little-used watering can'.

4.3.3 'A' or 'an'

- Use 'a' for words beginning with consonant sounds, and 'an' for those beginning with vowel sounds. This is regardless of whether the initial letter of the word itself is a vowel or a consonant. For example: 'a heritage project', 'an heir to the estate', 'an unusual place', ' a usual spelling'.
- The words 'historic', 'historian' and 'hotel' are sometimes pronounced without the 'h' in speech, but in text they should be written with an 'a' ('A historic moment', 'a hotel room').

4.3.4 Avoid abbreviations

Spell out all words in full, except for:

- Commonly abbreviated titles such as 'Dr' or 'Mrs' (these do not need a full stop).
- Organisational titles. Spell these out in full the first time they are used, with the abbreviation in brackets. For example: Parks & Gardens UK (P&GUK). Use the abbreviation after that.
- Well-known acronyms. These may be used without spelling out the titles of the organisation in full. For instance: the BBC.
- People's initials, either where their Christian name is unknown, or the use of initials is part of their professional name (W.H. Auden, T.S. Eliot, J.K. Rowling). Full stops should be used after initials.
- Abbreviations such as 'am' and 'pm' can be used for opening times, and do not need full stops.

4.3.5 Capital letters

Capital letters 'interrupt' the eye of the reader and make it more difficult to read text on-screen. Use capitals as sparingly as possible:

- At the beginning of a sentence and the start of full quotations.
- For roman numerals that are part of a title, such as 'Henry VIII'.
- For proper nouns, people's names and titles, institutions, art historical movements, distinct geographical areas, historical periods and events. For example: Henry VIII, Parliament, the Arts and Crafts movement, the Lake District, the Middle Ages, the Industrial Revolution.

- For adjectives derived from proper names, such as Palladian architecture or Doric column. But not where the original connection has been lost. For instance: roman numeral, french windows.
- Generic labels and those not derived from proper names should be in lower case: baroque, rococo, medieval, modernist, north-east England, Scottish kings and queens.
- However, use a capital for a specific style where use of the lower case in the particular context might cause confusion with a more general adjective. For example: 'Picturesque' or 'Romantic'.

4.3.6 Dates

- Refer to periods by date rather than style. For instance, say 'a mid-19th-century garden', rather than 'a Victorian garden'.
- Dates should be written as 16 February 1872, with no commas.
- Do not use apostrophes for plural numbers: 1880s not 1880's.
- Use ' the 1960s and 1970s', not 'the 60s and 70s' or 'the sixties and seventies'.
- Write 'the garden was laid out from 1842 to 1843' or 'between 1842 and 1848', not 'from 1842-43' or 'between 1842-48'.
- Use hyphens for ranges of dates in parentheses (curved brackets), and use the shortest possible form: 1761-2, 1853-64, 1899-1902. For example: Lancelot Brown (1716-83); William Kent (1685-1748).
- In titles and subtitles, pairs of dates should be given in full: 1761-1762, 1853-1864.
- Say 'dates from' or 'dates back to', rather than 'dates to'. For example: 'The garden layout dates from the 16th century', not 'The garden layout dates to the 16th century'.
- Write '15th century', not '15th century', 'fifteenth century' or '15thc'.
- Hyphenate centuries when using the phrase adjectivally: 'The 15th-century arch was discovered in the 19th century'.
- Hyphenate when using a prefix. For example: mid-17th century, pre-Roman.

4.3.7 Hyphens

- Hyphens are used to connect words that need to be read together to make sense.
- Word combinations that are in frequent use and easily recognisable do not generally need hyphens (email, online, landowner, roundabout, battlefield, redesigned).
- However, a hyphen should be used where the word would be difficult to read or unfamiliar without one (on-screen, ill-advised, re-approved), or where the lack of a hyphen changes the meaning of a phrase 'Three-year-old trees' are not the same as 'three year-old trees').

- Adjectival word compounds that appear before a noun often need to be hyphenated to make sense and show that they should be read together (a well-tended garden, a fast-growing species).
- The exception to this is adverbs that end in –*ly*, which are not hyphenated to a following adjective or participle. For instance: 'early Renaissance architecture', 'frequently used paths'.
- Some words, such as 'late' do not always need a hyphen as part of an adjectival word compound, although others, such as 'well', usually do. For example: 'The house is a well-preserved example of late 17th-century architecture'.
- A prefix always needs a hyphen where it is not part of a single word (pre-Roman, mid-19th century, anti-establishment, post-war. Prevent, midsummer, posthumous).
- Where two or more similar hyphenated terms are combined, the hyphen should be left in after the first word, followed by a space (pre- and post-war architecture).
- For centuries before and after nouns, please use the following constructions:
  - The castle was built in the 19th century. It is a 19th-century castle.
  - The castle was built in the mid-19th century. It is a mid-19th-century castle.
  - The castle was built in the early 19th century. It is an early 19th-century castle.
  - The castle was built in the late 19th century. It is a late 19th-century castle.

4.3.8 Measurements

- Where modern measurements are given, use metric units first, with imperial measurements in brackets if necessary.
- Where historical measurements are referred to, give the original measurement first followed by the modern equivalent in brackets: 'In 1745 the duke purchased 54 acres (21.84 hectares) of land'.

4.3.9 Money

- Use the shortest available decimal amount for numbers of up to six figures: £501,275, £105, £24.50, £24, 75p.
- Use numerical digits followed by a word for numbers above six figures: £2 million, £3.5 million.
- Amounts in pre-decimal currency should appear as £8 3s 6d, 7s 3d or 8½d.

4.3.10 Names and titles of people

- Use a person's full name the first time they are mentioned. Their surname can be used after that. For example: 'William Kent laid out the garden at

Chiswick from 1725 onwards. Kent's design included temples, columns and rustic houses'.

- Use people's initials only where their Christian name is unknown, or the use of initials is part of their professional name (T.S. Eliot, J.K. Rowling). Full stops should be used after initials.
- Ordinal numbers that form part of official titles should be written as digits: 'The 1st Duke of Marlborough laid out the garden, to which the 4th Duke made several alterations'.

4.3.11 Names of plants

- Follow standard horticultural nomenclature: Genus (italics) + species (italics) + cultivar (plain, in single quotation marks) or variety (italics, no quotation marks). For example: *Hosta fortunei* 'Marginata Alba', *Hosta undulata var. albomarginata*
- Use lower case text for general plant names. For instance: The *Clematis montana* was getting overgrown, but the wisteria was looking lovely.
- Check the spelling of plant names at www.rhs.org.uk/rhsplantfinder/plantfinder.asp

Note: Italics can be used only in the Long Description and Long History fields of the database. Use roman type where necessary.

4.3.12 Numbers

- In text, spell out single-digit numbers as words, and numbers of more than one digit in figures. For instance: 'There is one statue close to the house and 15 more in the landscape beyond', or 'The garden covers five hectares of the 100-hectare estate', but 'The garden covers 5.5 hectares of the 100-hectare estate'.
- Spell out fractions: three-quarters, two-thirds.
- Spell out numbers at the beginning of a sentence: 'Forty-two years before…'.
- Use hyphens for spelt-out numbers up to ninety-nine and for fractions (two-thirds, three-quarters) but not for approximates: half a dozen, half a mile.
- Use numerical digits followed by a word for numbers above six figures: 5 million, 16 billion.
- Use commas to separate numbers of more than three digits: 500; 5,000; 53,000.
- In map scales, separate figures of more than three digits by a space: 1:25 000, 1:50 000, 1:10 560.
- Use roman numerals for the titles of kings and queens, and listings grades only. For instance, use Henry VIII, Grade I and Grade II. But World War 2 or the Second World War.
- Number-based adjectives, such as 'first', 'second', 'third' should normally be spelt out in text, except where they appear in aristocratic titles. For example: 'The 4th Earl of Southampton was the first person to lay out a London square'.

4.3.13 Published works

- Titles of published books, newspapers, magazines, long poems, plays, films and works of art mentioned in the text should be in italics.
- The titles of chapters, articles, short poems and radio and television programmes should be in plain type in single quotation marks.

Note: Italics can be used only in the Long Description and Long History fields of the database. Use roman type where necessary.

4.3.14 Quotations

- Use single marks for quotations within the main text.
- Longer quotations should be displayed separately from the main text, indented and without quotation marks.
- Use a double mark for a quotation within a quotation that has single marks.
- Stick to the original spelling and punctuation of the text you are quoting.

4.3.15 Sentences

- Keep most of your sentences short and simple (an average length of not more than 15 to 20 words).
- Write in complete sentences, particularly in the Short and Long Description fields.

4.3.16 Spelling

- Use British English spellings (centre, colour, traveller, licence, dialogue).
- Where words can end in either *–se* or *–ze*, the *–se* ending should be used (organise, analyse).
- Words spelt with double vowels should not be spelt with just an 'e' (archaeology). The one exception to this is 'medieval'.

4.3.17 Tenses

- Choose an appropriate tense for the nature of the description.
- Descriptions should be in the past tense where they describe what has happened. For example: 'A rose garden was laid out in 1856, following the 5th Duke's return from Italy'.
- Descriptions should be in the present tense when they describe what is currently there. For example: 'There is a rose garden, laid out by the 5th Duke in 1856, which remains unaltered'.
- You may need to use both past and present tenses when describing both what has happened in the past and the situation in the present. For example: 'The design of the rose garden laid out by the 5th Duke in 1856 remains unaltered. In 1976 the original rose species were restored, and today the garden holds 40 different varieties'.

- Single fields and chronologies should be in the past tense, where the text is a statement of fact linked to specific dates. For example: '1856: The rose garden was laid out'.

4.4   CREATING BIBLIOGRAPHIC CITATIONS

A bibliography is alphabetically arranged by the name of the author or editor of a book or article. The author/editor's surname should appear first, separated from her/his first name by a comma. In the case of books by more than one author/editor, only the name of the first author/editor need appear in this manner.

The following examples are offered as a guide:

4.4.1   Books

A book by one author:

To cite a book by a single author record the author's surname, her/his first name, followed by the *title of book* in italics and (place of publication: publisher, year of publication) in parentheses.

- The name of the author should be written as it appears on the title page. It should not be reduced to initials.
- The title of the book should be separated from the name of the author by a comma and be written in italics. It should appear as written on the title page. However, very long titles may be abbreviated.
- Titles in English should have the initial letter of their first word, and all other principal words, capitalised.
- A colon should be used to separate any subtitles, and a semi colon followed by 'or,' should be employed to separate any alternative titles, regardless of whether this is used on the title page by the author.
- Titles of works within titles should be contained in quotation marks.
- The place of publication, publisher and year of publication should appear after the title and be enclosed in parentheses.
- The place of publication and publisher should be separated by a colon and the publisher and year of publication separated by a comma.

   Examples:

   Cadw, *Register of Landscapes, Parks and Gardens of Special Historic Interest in Wales* (Cardiff: Cadw, 1999).

   Coats, Alice M., *Flowers and Their Histories* (London: Hulton Press, 1956).

   Colvin, Howard, *A Biographical Dictionary of British Architects 1600-1840,* 3rd edn (New Haven and London: Yale University Press, 1995).

   Conway, Hazel, *People's Parks* (Cambridge: Cambridge University Press, 1991).

Hearn, Karen, Nathaniel Bacon: *Artist, Gentleman, and Gardener* (London: Tate Publishing, 2005).

Hyams, Edward*, Irish Gardens* (New York: Macmillan, 1967).

Tait, A. A., *The Landscape Garden in Scotland, 1735-1835* (Edinburgh: Edinburgh University Press, 1980).

Williamson, Tom, *The Archaeology of the Landscape Park: Garden Design in Norfolk, England, c. 1680-1840*. British Archaeological Reports, 268 (Oxford: Archeopress, 1988).

- If the place of publication is obscure, or may easily be confused with another of the same name, include additional information for clarification. Abbreviated American state names, for instance, should be added if there is a danger of confusing a United Kingdom place name with an American location.

    Example:

    Martin, Peter, *Pursuing Innocent Pleasures: The Gardening World of Alexander Pope* (Hamden, CT: Archon Books, 1984)

- Where a book was published in two different places, or for different publishing bodies, both should be recorded.

    Examples:

    Desmond, Ray, *Dictionary of British & Irish Botanists and Horticulturalists Including Plant Collectors, Flower Painters and Garden Designers*, rev. ed. (London: Taylor & Francis and the Natural History Museum, 1994).

    Henderson, Paula. *The Tudor House and Garden: Architecture and Landscape in the Sixteenth and Early Seventeenth Centuries* (London and New Haven: Yale University Press for the Paul Mellon Centre for Studies in British Art, 2005).

    Roberts, Jane, *Royal Landscape: The Gardens and Parks of Windsor* (New Haven and London: Yale University Press, 1997).

    Stern, William T., *John Lindley, 1799-1865: Gardener-Botanist and Pioneer Orchidologist* (Woodbridge: Antique Collector's Club and Royal Horticultural Society, 1999).

- Where a book does not provide a place of publication, publisher or date of publication, the abbreviations [n.p.] no place; [n.pub.] no publisher or [n.d.] no date should be employed in brackets. If such information can be reasonably inferred, it should be contained in brackets to denote that it has

been assumed rather than provided. If the information is questionable it should be followed by a question mark, placed in parentheses, contained within the brackets.

Examples:

Royal Tunbridge Wells Civic Society, *The Residential Parks of Tunbridge Wells*, Local History Monograph, 4 ([Tunbridge Wells]: Royal Tunbridge Wells Civic Society, 2004).

Staffordshire Gardens and Parks Trust, *The Ferme Ornée: Proceedings, Association of Garden Trusts Annual Conference, Priorslee Hall, Telford, Shropshire, 4-6th September 1998.* ([Yoxall(?)]: Staffordshire Gardens & Parks Trust, 1999).

Two or more books by the same author:

Arrange her/his books alphabetically by title. Record the first book as above. For each subsequent book by the same author, record as above but replace the author's name with a single hyphen. The hyphen indicates that the author is the same as the previous book(s).

Example:

Mowl, Tim, *Gentlemen & Players: Gardeners of the English Landscape* (Stroud: Sutton, 2000).
-Historic Gardens of Cornwall (Stroud: Tempus, 2005).

A book by up to three authors:

List the names of the authors in the order in which they appear on the title page, but only record the names of the first author, surname first. Separate the names of the subsequent authors by a comma and/or the word 'and', as you would in a sentence.

Examples:

Collens, Geoffrey and Wendy Powell, *Sylvia Crowe,* Monograph no. 2 (Reigate: Landscape Design Trust, 1990).

Harding, Stewart and David Lambert, *Parks and Gardens of* Avon (Bath: Avon Gardens Trust, 1994).

Taigel, Anthea and Tom Williamson, *Parks and Gardens* (London: Batsford, 1993).
Lambert, David, Peter Goodchild and Judith Roberts*, Researching a Garden's History: A Guide to Documentary and Printed Sources* (Reigate, Surrey: Landscape Design Trust, 1995).

Mallins, Edward and the Knight of Glin, *Lost Demesnes: Irish Landscape Gardening 1660-1845* (Barrie and Jenkins, 1976).

Woods, May and Arete Warren, *Glass Houses* (London: Aurum, 1988).

A book by more than three authors:

Follow the guidelines above, but record the name of the first author only, followed by the phrase 'and others'.

Examples:

Colvin, Howard and others, *The History of the King's Works, 5: 1660-1782* (London: HMSO, 1976).

Norfolk and Norwich Festival and others, *Humphry Repton, Landscape Gardener, 1752-1818* (Norwich, East Anglia: Sainsbury Centre for Visual Arts, 1982).

A book with one editor, translator or reviser:

Use the guidelines as above for authors. Record the author's surname, her/his first name, and then the *title of the book* in italics. Follow this by the phrase 'ed. by', 'trans. by' or 'rev. by' and the name of the editor, translator or reviser. End with the (place of publication: publisher, year of publication) in parentheses.

Example:

Spence, Joseph*, Observations, Anecdotes and Characters of Men,* ed. by J. M. Osborn (Oxford: Clarendon Press, 1966).

A book without an author stated and one editor, translator or reviser:

Use the guidelines as above, but record the editor's, translator's or reviser's surname, then her/his first name first. Follow this by the abbreviation (ed.), (trans.) or (rev.) in parentheses and the *title of the book* in italics. End with the (place of publication: publisher, year of publication) in parentheses.

Examples:

Armstrong, Alan M. (ed.), "*Forget not Mee & My Garden...": Selected Letters, 1725–1768, of Peter Collinson, F.R.S,* Memoirs of the American Philosophical Society, 24 (Philadelphia: American Philosophical Society, 2002).

Calnan, Mike (ed.), *Rooted in History: Studies in Garden Conservation* (London: National Trust, 2001).

Curl, James Stevens (ed.), *Kensal Green Cemetery: The Origins and Development of the General Cemetery of All Souls, Kensal Green, London, 1824-2001* (London: Phillimore, 2001).

Hind, Charles (ed.), *The Rococo in England: A Symposium* (London: Victoria and Albert Museum, 1986).

Webb, Geoffrey (ed.), *The Complete Works of Sir John Vanburgh*, 4 vols (London: Nonsuch, 1928).

A book with up to three editors, translators or revisers:

Record as above, listing the names of the editors, translators or revisers in the order they appear on the title page, but only recording the name of the first editor, translator or reviser surname first. Separate the names of the editors, translators and revisers by a comma and/or the word 'and' as you would in a sentence. Follow this by the abbreviation (ed.), (trans.) or (rev.) in parentheses and the *title of the book* in italics. End with the (place of publication: publisher, year of publication) in parentheses.

Example:

Jacques, David and Arend Jan van der Horst (eds), *The Gardens of William and Mary* (Bromley: Christopher Helm, 1988).

Watkins, John and T. W. J. Wright (eds), *The Management and Maintenance of Historic Parks, Gardens & Landscapes: The English Heritage Handbook* (London: Frances Lincoln, 2005).

Woudstra, Jan and Ken Fieldhouse (eds), *The Regeneration of Public Parks* (London: Garden History Society, Landscape Design Trust, E&FN Spon, 2000).

A book with more than three editors, translator or reviser*:*

Follow the guidelines above, but only record name of the first editor. Follow this by the phrase 'and others', the abbreviation (ed.), (trans.) or (rev.) in parentheses and the *title of the book* in italics. End with the (place of publication: publisher, year of publication) in parentheses.

Example:

Lewis, W.S. and others (eds), *The Yale Editions of Horace Walpole's Correspondence*, XXXV (London and New Haven: Yale University Press, 1973).

4.4.2 Chapters and articles in books

Record the author's surname, her/his first name, the 'title of the chapter or article' in quotation marks and the word 'in'. Follow this by the *title of the book*

in italics, the abbreviation 'ed.' and the editor's name. Next, add the (place of publication: publisher, year) enclosed in parentheses, the abbreviation 'pp.' and the span of page number/s covered by the chapter, paper or article.

Example:

Dyer, C.C., 'Gardens and Garden Produce in Later Medieval England' in *Food in Medieval England: Diet and Nutrition,* ed. by Christopher Michael Woolgar, Dale Serjeantson and Tony Waldron (Oxford: Oxford University Press, 2006), pp. 27-40.

Reeder, David A., 'London and Green Space, 1850-2000: An Introduction', in *The European City and Green Space: London, Stockholm, Helsinki and St. Petersburg, 1850-2000*, Historical Urban Studies, ed. by Peter Clark (Aldershot: Ashgate, 2006), pp. 30-40.

Robins, J.A., 'History of the Royal Horticultural Society of Ireland' in *Irish Gardening and Horticulture*, ed. by E.C. Nelson and A. Brady (Dublin: Royal Horticultural Society of Ireland, 1979), p. 84/

Streatfield, David C., 'Art and Nature in the English Landscape Garden: Design Theory and Practice, 1700–1818', in *Landscape in the Gardens and the Literature of 18th-Century England. Papers Read at a Clark Library Seminar, 18 March 1978*, ed. David C. Streatfield and Alistair M. Duckworth (Los Angeles: University of California, The William Andrews Clark Memorial Library, 1981), pp. 3–87/

Walpole, Horace, 'Letter to Richard Bentley, September 1753', in *The Yale Editions of Horace Walpole's Correspondence*, ed. W.S. Lewis and others, XXXV (London and New Haven: Yale University Press, 1973) pp. 148-49.

4.4.3 Articles in journals

An article in a scholarly journal with continuous pagination throughout a volume/year:

Record the author's surname, her/his first name, 'title of article' in quotation marks, *title of journal* in italics, volume (year in parentheses) and page numbers covering the full page span of the article. Note: the latter should not be preceded by the abbreviations 'p.' or 'pp.'

Examples:

Brown, Marilyn M. 'The Gardens of Glamis: An Aerial View', *Proceedings of the Society of Antiquaries of Scotland*, 135 (2005), 19-39.

Taylor, Christopher. 'A Late Seventeenth-Century Garden at Babraham, Cambridgeshire', *Proceedings of the Cambridge Antiquarian Society*, 93 (2004), 143-50.

An article in a scholarly journal in which each issue of the journal begins on page 1*:*

Record the author's surname, her/his first name, 'title of article' in quotation marks, *title of journal* in italics, volume. issue. number, each separated by a full stop (year) in parentheses and page numbers covering the full span of the article. Note: the latter should not be preceded by the abbreviations 'p.' or 'pp.'

Examples:

Fulton, Moira and Helen Lazenby, 'The Gardens at Middlethorpe Hall, York: History and Restoration', *Garden History*, 34.1 (2006), 112-31.

Munroe, Jennifer, 'Gender, Class, and the Art of Gardening: Gardening Manuals in Early Modern England', *Prose Studies*, 28.2 (2006), 197-210.

Rutherford, Sarah, 'Landscapers for the Mind: English Asylum Designers, 1845-1914', *Garden History*, 33.1 (2005), 61-86.

4.4.4 Articles in newspapers and magazines

To cite an article in a newspaper or magazine record the author's surname, her/his first name, 'title of article' in quotation marks, *title of source* in italics, day month year, page references.

Example:

Foxcroft, Hannah, 'Slow to Blossom but Hardy', *Independent*, 3 February 2000, p. 9.

4.4.5 Articles from a reference book with the author stated

Record the author's surname, her/his first name, 'title of article' in quotation marks, followed by the word 'in' and the *title of reference book* in italics, the abbreviation ' ed.', editor's name, volume number (place of publication: publisher, year) in parentheses and the abbreviation 'p.' or 'pp.' with the span of page number/s covered by the chapter, or articles.

Example:

Harvey, John H., 'Medieval Garden' in *The Oxford Companion to Gardens*, ed. by Patrick Goode and others (Oxford and New York: Oxford University Press, 1991), pp. 362-67

4.4.6 Unpublished theses and dissertations

Record the author's surname, her/his first name, 'title of dissertation/thesis' in quotation marks (unpublished doctoral thesis, name of university, year).

Example:

Gordon, Susan E., 'The Iconography and Mythology of the 18th-Century English Landscape Garden' (unpublished doctoral thesis, Bristol University, 1999).

Jordan, Harriett, 'Thomas Hayton Mawson, 1861-1933: The English Gardens of an Edwardian Architect' (unpublished doctoral thesis, London University, Wye College, 1988).

4.4.7 Archival materials, manuscripts and early printed books

Archival materials, manuscripts and early printed editions of rare books are arranged alphabetically by the location of the archives or libraries in which they are found.

To cite this type of material, record the name of repository, name of manuscript collection, followed by the number of document.

Examples:

British Library, Add MS. Stowe 211, fo. 3.

Christ Church, Oxford, Evelyn MS. 39a, Epistle 161.

Hertfordshire Record Office, MS 10448.

Linnean Society, Collinson MSS. Large Book, p. 31

4.4.8 Electronic resources

A website:

Record the site/material author's surname, her/his first name, *name of the page* in italics, the <electronic address> and the [date of access] in brackets.

> **Example:**
>
> English Heritage, 'Wrest Park', *Past Scape*, <http://www.pastscape.org/hob.aspx?hob_id=1117125&type=garden&class1=None&period=None&county=None&place=&yearfrom=ALL&yearto=ALL&recordsperpage=5&source=text&sort=1&nmr=&defra=&p=1#> [accessed 23 May 2007].
>
> Hitching, Claude, *The Pulham Legacy: Pulham Sites in Scotland* <http://www.pulham.org.uk> [accessed 15 June 2007] .
>
> Lowe, Roz, 'Sir Samuel Meyrick and Goodrich Court', *Historic Herefordshire Online* <http://www.smr.herefordshire.gov.uk/samuel_meyrick. htm> [accessed 27 September 2007].

An online book:

Record the author's surname, her/his first name, *title of book* in italics*,* (place of publication: publisher, date) in parentheses <electronic address> and [date of access] in brackets.

> **Example:**
>
> Welsh Historic Gardens Trust, *Historic Parks & Gardens of Wales = Arweiniad I Barciau a Gerddi Hanesyddol Cymru* (Talybont: Welsh Historic Gardens Trust, 2004) < www.whgt.org.uk> [accessed 25 July 2007].

An online article:

Record the author's surname, her/his first name, followed by the 'article title' in quotation marks, the *name of online journal* in italics, and the volume. issue separated by a full stop followed by the (year) in parentheses, page numbers covering the full span of the article <electronic address> and [date of access] in brackets.

> **Example:**
>
> Phibbs, John, 'An Approach to the Methodology of Recording Historic Landscapes', *Garden History*, 11.2 (1983), 167-175

<http://links.jstor.org/sici?sici=0307-1243%28198323%2911%3A2%3C167%3AAATTMO%3E2.0.CO%B2-B> [accessed 23 January 2008].

An article in an online reference book where no author is given:

Record the 'title of article' in quotation marks, in the title of the book in italics, <electronic address> [and date of access] in brackets.

>   **Example:**
>
>   'Victorian Britain', in *Encarta Encyclopaedia*, <http://encarta.msn.com> [accessed 7 June 2008].

An article in an online reference book where an author is provided:

Record the author's surname, her/his first name, followed by the 'title of article' in quotation marks, the word 'in', the *title of the book* in italics, <electronic address> [and date of access] in brackets.

>   **Example:**
>
>   Manno, Antonio, 'Abercrombie, Sir (Leslie) Patrick', in *The Grove Dictionary of Art Online,* ed. L. Macy <http://www.groveart.com> [accessed 23 October 2007].

An article in an online newspaper or magazine:

Record the author's surname, her/his first name, 'title of article' in quotation marks, *title of source* in italics, day month year original source was published <electronic address> [and date of access] in brackets.

>   **Example:**
>
>   Kennedy, Maev, 'Antique Garden Statues Back Home for Repair', *Guardian*, 4 December 2004 <http://www.guardian.co.uk/uk_news/story/0,3604,1366197,00.html> [accessed 23 April 2007].

A CD-ROM:

Record the t*itle of the CD-ROM* in italics followed by the (place of publication: publisher, year of publication) in parentheses and the phrase [on CD-ROM] in brackets.

>   Example:
>
>   *Garden History Reference Encyclopaedia* (London: Gardenvisit.com, 2005) [on CD-ROM].

An article in a reference database on CD-ROM:

Record the 'title of article' in quotation marks, followed by the word 'in' and the *title of CD-ROM* in italics and (place of publication: publisher, year) in parentheses with the phrase [on CD-ROM] in brackets.

> **Example:**
>
> Tom Turner*, '*Geoffrey Jellicoe: The Subconscious and Landscape Design', in *Garden History Reference Encyclopaedia* (London: Gardenvisit.com, 2005) [on CD-ROM].

4.4.9 Films, videos, television and radio programmes

Record the 'title of the programme' in quotation marks, followed by the show's director, distributor and date.

> **Examples:**
>
> 'A Picture of Britain', James Muir, London, BBC1, 18 June 2005.
>
> Hunt, Tristram, 'Edward Milner and Lincoln Arboretum', Park Masters, 5, London, BBC Radio 4, 2 February 2007.

Note: the director of a radio programme may not be known.

4.4.10 Other sources

A work of art:

Record the artist's surname, her/his first name, the title of the work in italics, the name of the institution housing the work, followed by a comma and the city in which the artwork can be found.

> **Example:**
>
> Rysbrack, John Michael, Thuner, Victoria and Albert Museum, London.

If you want to indicate the work's date, you may include this after the title.

- To cite a work of art viewed in a text, you must not only indicate the present location of the work but also the complete publication information for the source in which the photograph appears.

> **Example:**
>
> Finlay, Ian Hamilton with Peter Coates and Andrew Whittle, *Benches,* The Serpentine Gallery Garden, Hyde Park, London, Photo: Patrick

Eyres, 1998, Plate 14 in 'Colour Plates', *Garden History*, 28.1 (2000), [180].

- For a work of art viewed online, follow the above guidelines yet end your citation with <electronic address> [and date of access] in brackets.

Example:

_{Wilson}, George Washington, *The Old Gardener Simpson....and His Wife,* 1854, [The Balmoral Album: Photographs by George Washington Wilson, W. & D. Downey and Henry John Whitlock](), National Portrait Gallery, London. <[http://www.npg.org.uk/live/search/portrait.asp?search=sp&sText=garden&rNo=0]()> [accessed 10 June 2007].

A lecture or public address:

Record the speaker's surname, her/his first name, followed by the title of the lecture in quotations, name of the meeting and organisation sponsoring the lecture, the lecture location, and the date.

Example:

Wheeler, Richard, 'Architectural Gardening: Robert Adam & the Design of the Osterley Pleasure Grounds', The Osterley Seminar: Architect and The Garden: Floristic Shrubberies in the Osterley Landscape, The National Trust , Osterley Park, Isleworth, 7 June 2007.

A personal interview:

State the name of the interviewee, the type of interview and the date conducted.

Example:

Strong, Roy, Personal interview, 10 December 2006.

A personal letter:

To cite a letter that you have received, begin with the writer's surname, her/his first name and add the phrase "Letter to the author," followed by the date.

Example:

Felus, Kate, Letter to the author, 8 January 2005.

Email:

Begin with the writer's surname, her/his first name and the subject line. Then write 'email to' followed by the name of the recipient. End with the date of the message.

Example:

Good, Les, 'Deer Parks', email to Jo Smo, 15 March 2005.

4.5   HISTORICAL MEASUREMENTS

Area measurements are often given on historical plans in acres, roods and perches, signified by a, r and p respectively.

- 1 pole = 5m (the length from the back of a plough to the ox's nose, which was 16 feet and 6 inches).
- 1 square pole = 25 square metres.
- 1 square perch = 30.25 square yards, or a 160th part of an acre.
- 1 acre = 4 roods; 160 (square) perches, poles or rods; 4840 square yards, 4047 square metres or 0.405 hectares.
- 1 rood = a quarter of an acre, 40 (square) perches, poles or rods; 1210 square yards, or 1011.56 square metres.
- 1 hectare = 10,000 square metres or 2.471 acres.
- 1 yard = 3 feet or 0.914 metres.
- 1 mile = 1760 yards or 1.61kilometres.
- 1 square mile = 640 acres or 2.59 square kilometres.