

***Cahiers Élisabéthains* Style Guide**

- These guidelines are intended to help you and us – the better prepared an article is the more efficiently it will pass through the production process.
- Please pay particular attention to the **Notes and references** section.
- Please make sure the style you use is *consistent* throughout the article and is compatible with the journal's guidelines below.

General style notes

- UK punctuation throughout article.
- UK spelling consistently throughout article (-ise/-yse NOT -ize/-yze) but use American spelling in American proper names, such as Pearl Harbor, and in quotes.
- Single spacing only after all punctuation; initials should be spaced: A. J. Smith not A.J. Smith (NB i.e. and e.g.); space after the point in the following contractions: ed., p., pp., ch., vol., etc.
- Maximum capitalisation is used on all headings and titles of published works within the text and the notes (use different typesizes to distinguish different levels of heading).
- Page numbers are elided: 4–7, 8–13, 16–18 (not 16–8), 20–7, 34–76, 104–6, 136–42.
- Dates are written in full: 31 January 1678; BC years must be given in full: 536–514, not 536–14; spell out nineteenth century, but 1800s (NB hyphenate when adjectival – e.g. 'in the seventeenth century' but 'seventeenth-century furniture'; use 1930s, not thirties, 30s or '30s).
- Years are elided to two digits: 1674–89, 1674–77, 1674–1723.
- Apostrophe: Thomas's, Jones's, but Moses', Bridges': i.e. when the word ending is pronounced 'iz', use an apostrophe only. Also use s' for classical names ending with an 's' i.e. Venus' doves, Brutus' wife, Hercules' club, Sophocles' plays.
- Parenthetical dash: use a spaced dash to indicate a parenthetical dash (indicate in typescript by a single hyphen with a space either side).
- Raised letters/superscripts in quotes should be clear - these will be set as superscript letters.

Numbers

- Spell out numbers below 100, use digits for numbers over 100.
- Exceptions – a series of numbers appearing close together; numbers in mixed sequence (under and over 100) in which case use digits for all numbers in that section; numbers giving exact measurements or with abbreviated units of measurements such as 7 kg, 15.8 mm; in usual cases like 5.00 p.m. (but five o'clock); phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g. two hundred, fifteen thousand).
- Units of measurement - no 's' to appear in plural (5 kg not 5 kgs). If pre-decimal currency is used, follow this style: £5 15s 6d.
- Always put a number on either side of a decimal point, e.g., 0.6 (not .6).

Quotations:

- Use single quote marks for quotations integrated within the text, and double quote marks for quotes within these quotes. Place the source citation after the closing quotation mark but before the final full point.
- When quotation marks enclose less than a complete sentence, the closing quote mark should precede the final punctuation. When quotation marks enclose a complete sentence or more, the closing quote should follow the final punctuation. If the source/page numbers appear with the quotation, place them in parentheses after the closing quotation mark but before the final full point. If verse is integrated use space solidus space (#/#) to indicate a line break.
- Quotations that are longer than five lines should become indented extracts, with one line space above and below, with no quotation marks unless it's direct speech. Place the source citation immediately after the closing full point with no further punctuation after it.

- References to acts/scenes/lines in plays should use all Arabic numerals (eg. 5.4.116).
- Use three dots with a space either side ... to indicate material missing within a quote (but NOT at the beginning of a quote). Use four dots to indicate material missing at the end of a sentence

Abbreviations/punctuation/spacing

- Uncommon abbreviations should be avoided, or explained at their first occurrence.
- *Idem*, *loc. cit.*, *op. cit.* should not be used.
- '&' may be used for names of companies, institutions, etc. (Faber & Faber). Otherwise use 'and'.
- Cf. (roman, not italic): note that cf. means 'compare', not 'see'.
- Fos for 'folios', not ff. which means 'following'.
- ll. ('lines') should be avoided as it can be confused with roman numeral II or arabic 11: spell out instead.
- Per cent (not percent): use % only in tables.
- V. not vs. (roman, not italic).
- Use full points after abbreviations (e.g., i.e., etc., *ibid.*, v., Ph.D., vol., p.m., Prof., Rev., ed.) except per cent (two words).
- Do not use a full point after units of measurement (kg, mm, cm), contractions (vols, eds, Dr, Mrs, Mr, Ltd: i.e. where first and last letters are given) except no. (number), or initials (BBC, DNA, GMT, NATO, USA, ICI, TV), except name initials which should also be spaced (T. S. Eliot).
- No apostrophe with common abbreviations (phone, bus, pram, etc.).
- Insert a space after p., no., vol., fos (p. 67, not p.67) and include a space between numbers and units of measurement such as kg, mm, p.m. (5 kg, not 5kg).

Italic/bold

- Use italic for titles of publications (except series), including books (except the Bible, the Koran, etc.), journals, films, videos, plays, radio/TV programmes, titled musical works (but roman for Symphony no. 5 in C minor, etc.); long poems (e.g., Four Quartets), but roman and quotation marks for short poems; titles of paintings and sculpture, names of ships; genera, species and varieties; foreign terms/phrases (except anglicised terms, such as 'elite', 'role', 'naive', which also appear without accents, and phrases which are quotations); use italic for names of parties in legal cases, but v. is roman (v. NOT vs.), e.g. *Churchill v. Wilson*; use italic for directions to the reader and stage directions, such as *see also* and *above*; use italic for *ibid.*, *et al.*, *c.* (NB do not use *ca.*), but *via*, *vice versa*, i.e., e.g. are roman.
- As a general rule, avoid using bold type – headings will be marked up later and should be in roman; if emphasis is required, italic is preferred.

Job titles/affiliations/subjects

- The King (referring to a specific individual), but a king.
- Member of Parliament.
- The President, but a president, presidential (NB for Vice-President and other compound titles, capitalise both initials).
- The Prime Minister, but a prime minister.
- The Professor of Political Science, but a professor of political science.

Institutions/organisations/places

- The Church (institution) but the church (building).
- The Crown (meaning the monarchy).
- The Government (specific) but the government (general).
- House of Commons/Lords (always initial caps) and also the House.
- Liberal (use cap. only for Liberal Party or party member) and also applies to Conservative, Labour, Communist, etc.

- Northern Ireland, but northern England.
- The Parliament but parliamentary.
- The Senate (always cap.).
- The State (when referring to political communities).
- The West, Western Europe, etc., but western England.

Note on bias/gender/racial and ethnic groups

- Avoid using terms and phrases which express gender, racial or other bias.
- Examples: humanity or humankind, not mankind; workers or workforce, not workmen; chairperson or chair, not chairman; artisan or craftsperson, not craftsman; firefighters not firemen; manufactured, not manmade; ancestors, not forefathers; senior citizens or the elderly, not old people; person with a disability or differently abled person, not cripple or handicapped/retarded/disabled person.
- Use 'he or she', 'her or him' (note alphabetical order); do not refer to objects or places (such as ships and countries as 'she': use 'it').
- Be specific and accurate when referring to a racial, ethnic or national group.
- Aborigine (lowercase a) signifies the original inhabitants of any country; for native Australians use Aborigine (cap A).
- Afro-Caribbean, African or black African etc., are preferable.
- Asian covers the whole of Asia, not just India and Pakistan: be more specific if possible.
- Avoid 'coloured people': specify racial/ethnic origin.
- Use Inuit not Eskimo.
- Europe includes East Europe and cannot be substituted for West Europe or European Community.
- Use Native American or Native Canadian, not Indian (which signifies a native of India) or Red Indian.
- North America: remember this includes Canada and Mexico; use United States if this is what is meant.
- Use 'in Britain' not 'at home'.

Notes and references

- Most editing problems are concerned with the notes at the end of the article.
- Notes at the end of the article should contain all the publications cited in the text.
- Give full details of the publication the first time it occurs, and on second and further references cite only the author's surname and short form of title, and page reference. Do not use *ibid.* after references that cite the title previously mentioned, use the short title form instead; do not use *idem*, *loc. cit.* or *op.cit.*
- Please make sure that the style you use is *consistent* throughout the notes section at the end of your article, and that *all* source material is included. The title of books and journals should be in italics. If the author's initials are used instead of their full first name, please make sure this style is carried through to *all* entries, and vice versa.

Books

- Book titles – maximum capitalisation, no quotation marks, italic. Use full title in the first reference and the short title in subsequent references.
- Chapter titles – maximum capitalisation, not italic, in single quotation marks.
- For all book references, give both place and publisher if possible, otherwise place only (whichever style, be consistent with all references).
- Abbreviations to be used: (ed.), (eds), fo. and fos or fol. and fos, r and v for recto and verso on the line with no full point.
- Author, *Title*, (place published, publisher, date of publication), page references.

Martin White, *Renaissance Drama in Action: an Introduction to Aspects of Theatre Practice* (London, Routledge, 1998), 112–19.

Anthony Parr, 'Foreign Relations in Jacobean England: the Sherley Brothers and the "Voyage of Persia"', in Jean-Pierre Maquerlot and Michèle Willems (eds), *Travel and Drama in Shakespeare's Time* (Cambridge, Cambridge University Press, 1996), 14–31, 26.

William Shakespeare, *Hamlet*, ed. John Wilders (Cambridge, Cambridge University Press, 1995), 4.
White, *Renaissance Drama...*, 104–9.

Parr, 'Foreign Relations'..., 78–89.

Journals

- Journal titles – always in full at first occurrence, maximum capitalisation, in italics.
- Article titles – maximum capitalisation, not in italics, in single quotation marks.
- Give volume number in arabic numerals; part or issue number (only necessary if each issue is paginated individually) separated by a colon (vol., no., p. not necessary); parenthesis round the year.
- Author, 'name of article', *Journal*, volume:issue (year published), page references.

J. A. Chartres, 'Irish Literature', *New Literary History*, 3:6 (1984), 112–19.

S. Butler, 'Internal Trade in England, 1560–80', *Economic History Review*, 4:2 (1995), 104–6.

Chartres, 'Irish Literature'..., 98.

General

- With regard to the note number system, numbers should be in arabic superscript within the text and full size arabic numbers in the notes, with no punctuation after the note number.
- Unpublished books, theses and dissertations should be in roman in quotes: type, place and date of these should be given, e.g. Ph.D. dissertation, University of Manchester, 1999.
- Archival sources should use the following order: place, reference no. of document, status of document, author, title, date, page no., e.g.:

Public Record Office, London (hereafter PRO), T235/134, MAC (52) 153, memo by C. Cottrell, 'Money', 6 August 1952, 2.

- Newspaper articles do not include the/*The* in references (*The* should only be used for *The Times*), e.g.:

Smith, J., 'The Prime Minister on the Defensive', *Guardian*, 6 September 1989, 7–19.

- Unless published (in which case treat like an article from a book), conference papers should give the name of the organising body, the title of the conference and the date given.
- Titles of individual manuscripts should be in roman in quotes.
- Titles of manuscript collections should be in roman without quotes, and the citation should contain the name of the depository and a full reference following the usage of the depository concerned, e.g.:

British Library, Additional MS 2787.

- Parts of the references may be abbreviated, provided that the abbreviation is explained or self-explanatory: e.g. BL Add. MS 2787 (as in the example above): the full reference should always be given at the first occurrence.
- Government and official sources – ensure the correct use of C, Cd, Cmd, Cmnd and Cm, as these refer to different series:

1-4222 1833-69
 C 1-9550 1870-99
 Cd 1-9239 1900-18
 Cmd 1-9889 1919-56
 Cmnd 1-9927 1956-86
 Cm 1- 1986-

Note that *Hansard* documents are numbered by column rather than page; use the correct abbreviations (vol., vols, col., cols) before the appropriate numbers.

Tables

Tables should preferably be integrated into the typescript. See example below for table layout. Unless the table is the original work of the author it should have a source line underneath, indicating where the information, statistics, etc. came from.

Table 7.23 *The distribution of lead exports from England to the Baltic, decennial intervals 1565-95*

Destination	1565		1575		1585		1595	
	Ship-pound	%	Ship-pound	%	Ship-pound	%	Ship-pound	%
Danzig	342.0	63.2	300.0	51.8	—	—	—	—
Elbing	—	—	—	—	777.0	99.8	264.0	87.2
Other	129.9	2.0	236.0	48.0	666.0	87.1	225.0	81.0
Total ^a	541.0	100.0	579.0	100.0	778.5	100.0	302.5	100.0

Note: Sample table therefore figures not arithmetically correct

Source: *Tabeller over skibsfar ...*, Vol. xi A, pp. 19, 51, 105.

Use a solid rule above and below column headings and solid rule at foot of columns. No rules in body of table and no vertical rules. Any notes should be given at the foot of the table (they should not be included among notes to the text). Use lower-case, superscript letters rather than numbers, to avoid confusion.