

Guidelines on preparing and submitting an article for *Nineteenth Century Theatre and Film*

These guidelines are intended to help you and us – the better prepared the article is the more efficiently it will pass through the production process.

Please pay particular attention to the notes and reference section and make sure that the style you use is *consistent* throughout the article and is compatible with the rest of the journal.

Submission of manuscripts

- Online submissions are made via the *Nineteenth Century Theatre and Film* ScholarOne website: <http://mc.manuscriptcentral.com/nctf>
- New users will need to first create an account. Once logged in, submissions can be made through the Author Centre. If you require assistance with the ScholarOne site, see the 'Get Help Now' link in the upper right corner to access the Author Guidelines, contact the ScholarOne team or search the FAQs.
- An abstract (150 words or less) and 3 to 6 selected key words (all in lower case except for proper nouns) should be included at the beginning of the article. You will also be asked to input them during steps 2 and 3 of online submission.
- The preferred word processing format is MS Word. PDFs cannot be accepted.
- A Title Page should be uploaded to ScholarOne separately during step 6 of the submission process, containing the article title, author's name, biography, acknowledgements (and any other identifying information) as you would wish them to appear in the journal to allow for blinded review.

General

Journal style points

- UK punctuation throughout article.
- UK spelling consistently throughout article (-ise/-yse NOT -ize/-yze) but retain American spelling in American proper names, such as Pearl Harbor.
- Use single spaces after all punctuation. Initials should also be spaced, A. J. Smith not A.J. Smith (NB, i.e. and e.g. are exceptions); 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, e.g. 'Nineteenth Century Charade Dramas: Syllables of Gentility and Sociability'. 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. Use an en rule if possible between number spans
- Dates are written in full: 31 January 1678.
- Spell out 'nineteenth century' but '1800s'. Use 1890s, not nineties, 90s or '90s. Remember that Nineteenth Century, 19th Century, 19th century and other variations should be written as 'nineteenth century' without capitals or numbers BUT hyphenate when adjectival, e.g. "in the nineteenth century" but "nineteenth-century furniture". References to the Journal itself should appear as *Nineteenth Century Theatre and Film*.
- Years are elided to two digits: 1674–89, 1674–77, 1674–1723.
- *Ibid.*, after references that cite the title previously mentioned; do not use *idem*, *loc. cit.* or *op. cit.*
- Apostrophe: Thomas's, Jones's, but Moses', Bridges', i.e. when the word ending is pronounced 'iz', use an apostrophe only.

Quotation

- Quotation extracts should be indented, with one line space above and below, with no quotation marks unless it's direct speech. The extract source should run on from last line of extract in parentheses immediately after closing full point OR should be endnoted.
- 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
- Use single quote marks for quotations integrated within the text, and double quote marks for quotes within these quotes.
- 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.

Numbers

- Spell out numbers below 100, use digits for numbers over 100.
- Exceptions to this: for numbers in a mixed sequence (i.e. under and over 100) use digits; numbers giving exact measurements or units of measurements such as 7 kg, 15.8 mm; 5.00 p.m. (but five o'clock); phrases involving hundreds, thousands, millions, etc. should be written; where round numbers are given (e.g. two hundred, fifteen thousand) they should be written.
- 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).

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 in the following cases: 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); 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.), and for journals, films, videos, plays, radio/TV programmes and titled musical works (but roman for Symphony no. 5 in C minor, etc.).
- Use italic for titles of long poems (e.g., *Four Quartets*), but roman enclosed in quotation marks for short poems.
- Use italic for titles of paintings and sculpture, names of ships; species and varieties; foreign terms and phrases (except anglicised terms, such as 'elite', 'role', 'naive', which should appear without accents, and except for those phrases which are quotations); names of parties in legal cases (but leave the v. in roman, e.g. *Churchill v. Wilson*); directions to the reader and stage directions, such as *see also* and *above*; *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 capitalised).
- 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 are: 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.
- The word aborigine signifies the original inhabitants of any country; for native Australians use Aborigine with a capital 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.
- Eskimo: use Inuit instead.
- 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' or 'in France' not 'at home'.

Notes and references

- Most editing problems are concerned with the notes at the end of the article.
- Use numbered endnotes not numbered footnotes.
- Notes at the end of the article should contain all the publications cited in the text.
- For accuracy and ease of making changes, you are strongly advised to use an automated note numbering system when preparing your paper. Use superscript Arabic numbering (i.e. 1,2,3) not Roman (i.e. i,ii,iii).
- Superscript note numbers must follow punctuation e.g. ... xyz.[^] NOT ...xyz[^].

- Where a single edition or literary text is being referred to continually throughout the article, full reference should be given to the first citation in a note, followed by 'All subsequent quotations are taken from this edition. Page/canto/stanza/line/act/scene (as appropriate) numbers will follow in brackets'.
- Please use the short-title system as shown below. 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 either underlined or 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.
- Chapter titles: maximum capitalisation, not italic, in single quotation marks.
- For all book references, give both place and date.
- 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.
- Abbreviations to be used: (ed.), (eds), fo. and fos or fol. and fos, p., pp., r and v for recto and verso on the line with no full point.
- Author, *title*, (place published, publisher, date of publication), page references:

J. A. Chartres, *Irish Literature* (Oxford, Blackwell, 1984), pp. 112–19.

S. Butler, 'Internal Trade in England, 1560–80', in J. V. Smith (ed.), *Trade in the Sixteenth Century* (London, MacMillan, 1977), pp. 26–9.

W. Shakespeare, *Hamlet*, ed. J. Wilders (Cambridge, Cambridge University Press, 1995), p. 4.

Chartres, *Irish Literature*, pp. 104–9.

Butler, 'Internal Trade', pp. 78–89.

Ibid., p. 56

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 then part or issue number, separated by a colon, parenthesis round the year, page reference, e.g.: author, 'name of article', *journal*, volume:issue (year published), page reference(s).
- Provide the DOI (digital object identifier) of the online version if known.
- Identify articles published online ahead of print and provide the DOI. Update references with full details of volume, issue, page number and year at revision or proof stage if possible.
- Note numbers should be in arabic superscript within the text and full size arabic numbers in the notes, with no punctuation after the note number.

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

D. Gladwin, 'The Bog Gothic', *Gothic Studies*, 16:1 (2014), 39–54, doi: 10.7227/GS.16.1.4

K. Jewell, 'Italian Rural Gothic', *Gothic Studies*, first published online 23 June 2014, doi: 10.7227/GS.16.1.5

Other Sources

- Unpublished books, theses and dissertations should be in roman in quotes: type, place and date 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, p. 2.
- Newspaper articles and magazine titles: 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, pp. 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. ULC Add. 3963.28: 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.

Figures: photographs and line drawings

Inclusion of illustrations in the final article is subject to approval by the Editor and the Publisher. Upload your desired illustrations to ScholarOne when submitting your manuscript for consideration. Referees and the editor will assess if your illustrations are appropriate in number and focus, and if they will reproduce well and be legible.

The journal prints in black and white but colour will be retained for the online edition. Figures must be numbered as Figure 1, 2 etc. in the order they are to appear and must be cited in the text (e.g. 'see Figure 1'). If an illustration consists of more than one image then label them as Figure 1 (a), (b), etc. Please indicate the desired position of the figure in your article by inserting the figure caption into the text of your article. Due to typesetting constraints it may not always be possible to place the figure in the same precise location. The caption should be brief and should be followed by the named source / credit for the illustration. Also insert the caption / shortened version when uploading the illustration to ScholarOne, but it must also be included in the article text to avoid any confusion.

Scans and electronic images

Please note that **images embedded in Word documents will not be accepted**. Images should ideally have a resolution of 300 dpi and be of a reasonable size and clarity. Preferable formats are .TIF and .EPS but .JPG is also acceptable. Screen grabs and images saved from websites are usually low resolution, rarely usable and difficult to get copyright for. Scans and electronic images can be checked in advance of publication. Please submit them to your Editor if you are unsure.

Line drawings

These are non-half-tone images such as bar charts and line graphs. They should be submitted as electronic files in their original file format (e.g. .XLS if a chart created in Excel or .EPS if an illustration created in Adobe Illustrator) and should ideally have a resolution of 1200 dpi). **Do not** use colour coding to differentiate data as the files are converted to black and white for printing and lines must be legible in this two-tone register.

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