

Style Guidelines – British English

Please observe the style guidelines below, which are based on Oxford University Press's *New Hart's Rules* and the *Oxford Dictionary for Writers and Editors*. Please ensure that the style of the manuscript is consistent and accurate throughout, especially for edited collections. If you prefer to use a different style guide, please discuss with your editorial contact in advance.

Reference Style Option #1 (Humanities)

Please use the preferred reference style in the latest edition of *New Hart's Rules*. The bibliography should be alphabetised by author last name and, for multiple works by one author, by title. Works with no author should be alphabetised by the first word (after the definite or indefinite article).

Examples of entries in a bibliography:

Book

Cary, George, *The Medieval Alexander* (Cambridge: Cambridge University Press, 1956).

Book with one or more authors/editors

Taberner, Stuart, ed., *Distorted Reflections* (Amsterdam: Rodopi, 1998).

———, and Frank Finlay, eds, *Recasting German Identity: Culture, Politics and Literature in the Berlin Republic* (Rochester, NY: Camden House, 2003).

Chapter in a book

Shearman, John, 'The Vatican Stanze: Functions and Decoration', in George Holmes, ed., *Art and Politics in Renaissance Italy* (Oxford: Oxford University Press, 1993), 185–240.

Article in a journal

Downing, Taylor, and Andrew Johnston, 'The Spitfire Legend', *History Today* 50/9 (2000), 19–25.

Newspaper article

Walser, Martin, 'Teufel von Auschwitz sind eher arme Teufel', *Abendpost* (14 March 1965).

Online article

Allaby, Michael, 'Feathers and Lava Lamps', *Oxford Reference* (2013),

<<http://www.oxfordreference.com/page/featherslavalamps>>, accessed 9 November 2013.

Footnotes

In the footnotes, the first mention of a reference should appear as above, but with the author's first name first. Subsequent references can simply include the author's name, title and page reference:

1 George Cary, *The Medieval Alexander* (Cambridge: Cambridge University Press, 1956), 246.

2 Cary, *The Medieval Alexander*, 132.

Reference Style Option #2 (Social Sciences)

Use the Harvard style of author–date citations and bibliography, as described in the latest edition of *New Hart’s Rules*. The bibliography should be alphabetised by author last name and multiple works by one author should be organised chronologically. If more than one work by the same author has the same date, add ‘a’ and ‘b’ after the dates and organise them alphabetically by title (see below). Examples of entries in a bibliography:

Book

Balassa, B. (1961). *The Theory of Economic Integration*. London: Allen and Unwin.

Book with one or more authors/editors

Duncan, G. J., and Brooks-Gunn, J. (eds) (1997). *Consequences of Growing Up Poor*. New York: Russell Sage Foundation.

Chapter in a book

Magarey, M. E. (1988). ‘Examination of the Cervical and Thoracic Spine’. In R. Grant (ed.), *Physical Therapy of the Cervical and Thoracic Spine*, pp. 81–109. San Diego, CA: Harcourt.

Article in a journal

Jessop, B. (1995a). ‘Regional Economic Blocs’, *American Behavioral Scientist*, 38 (5), 674–715.
—— (1995b). ‘Regulation Approach, Governance and Post-Fordism’, *Economy and Society*, 24 (3), 307–33.

Newspaper article

Cumming, F. (1999). ‘Tax-Free Savings Push’, *Sunday Mail*, 4 April, p. 1.

Online article

Boughton, J. M. (2002). ‘The Bretton Woods Proposal: An In-depth Look’, *Political Science Quarterly*, 42 (6), <<http://www.pol.upenn/articles>>, accessed 12 June 2005.

Citations

In-text citations should use the author–date style and be inserted into text *prior* to punctuation. In indented block quotes, however, the author–date citation *follows* end punctuation. The page number may be included after a colon, if necessary:

For years, most textbooks referred to the five stages of economic integration (Jessop 1995b).

According to Higgins, preventative medicine is ‘cost effective’ (2005: 56), but not efficient. Berkley (2009: 43) argued that ‘[g]lobal climate change has caused billions of pounds of damage’.

Spelling

Use British spellings, including –ise and –yse endings (realise, organise, analyse, etc.).

Abbreviations, Contractions and Acronyms

Use full points:

- If an abbreviation does *not* end with the final letter of the word: ed., vol., no., Rev.
- After initials in a name: R. A. Butler (and leave a space between initials)

Do *not* use full points:

- If a contraction ends with the final letter of the word: Dr, Mr, Mrs, St, eds, edn
- In metric units of measurement: cm, kg
- In acronyms, such as initials of organisations or associations: RAC, BBC, USA

Capitalisation

Please be consistent in your capitalisation of key terms throughout the manuscript.

Use capital letters:

- For proper names: names of institutions, organisations or movements (Romanticism, the Gothic) and words derived from proper names (Dantesque, Latinise)
- For prefixes and titles (President Barack Obama, Pope John Paul)
- For recognised geographical names (Northern Ireland)
- For proper names of periods or natural phenomena (Jurassic)
- For historical eras and events (the Reformation)
- For trade names (Levi's)
- For titles of works of literature in English
- When referring to peoples or groups (Indigenous, Black, *but* white is not capitalized)

Do *not* use capital letters:

- For titles not preceding a person's name (the US president, the pope)
- For descriptions of geographical regions (northern England)
- For political theories (socialism, communism, fascism, the left, *but* National Socialism)
- For academic subjects (literature, history), unless it is part of a job title or department name (Professor of English Literature)

Punctuation

Commas

Do *not* use serial commas in lists: We bought apples, oranges and pears (NOT apples, oranges, and pears).

Dashes

A dash indicates a break in thought or explanatory phrases. Use an en dash with a space on either side – like this.

Hyphens

Maintain consistency throughout the manuscript for all key terms.

- Use hyphens for compound nouns (make-up), adjectival phrases (middle-class neighbourhoods), between repeated vowels (co-operate)
- Do *not* use hyphens for established compound nouns (soundtrack, breakdown), between an adverb and adjective if the adverb ends in 'ly' (widely known), between two vowels that don't clash (reintroduce), in words with the 're-' prefix that don't clash (rewrite, rethink). Email should be written without a hyphen (*not* e-mail).

Ellipses

An ellipsis should be used to indicate an omission in quoted material or a pause.

- Use three dots with spaces on either side ... like this.
- Do not start or end quotations with ellipses; simply leave them out.
- Indicate the elision of text from within a direct quotation like this [...] with remaining text continuing. Do not place the ellipsis within square brackets if it is part of the original material that you are quoting.
- If a full stop follows the elision of text, indicate like this [...].

Numbers

In general, numbers up to 100 should be spelled out. For numbers 100 or more, use digits.

Use figures:

- For years: 1984, 1950s (not fifties or 1950's)
- For dates: 25 June 1983 (not 25th of June, June 25)
- For ages: 5-year-old
- For percentages: 25 per cent (*Note*: with 'per cent' as two words)
- For measurements: 8 km, 15 hectares, 16 mm, 35 mm (spaced as shown)
- For numbers 100 and over: 400, 7.8 million (*Note*: use commas in numbers of four digits or more, as in 2,000 and 45,000)
- For numbers in a series: Table 1, Chapter 4
- For numbers in a book title: 5th edition

Do *not* use figures:

- For numbers less than 100: twenty-five people
- For centuries: nineteenth century (not 19th century) and nineteenth-century history (*Note*: the hyphen is required for adjectival use)

For spans of numbers:

- Use the fewest number of numerals (pp. 23–4, 1984–5), except:
 - In the teens, the '1' is always repeated: 12–13, 217–19
 - In titles and headings, put numbers in full: *The History of Germany, 1931–1993*

Italics, Underlining and Boldface

Please do not use **bold type** or underlining in your manuscript, except to differentiate between subheading levels or to provide instructions about the placement of images. However, *italics* may be used for certain purposes (see below).

Please note: often by default, Word formats websites in blue type with underlining. Please remove the underlining and change all text to black.

Use italics:

- For names of ships; film, play and television titles; works of art; long poems; titles of books, newspapers and magazines (*Note*: only include ‘The’ in a newspaper title if it is followed by a single word, i.e. *The Times*, *The Guardian* and *The Economist*)
- For foreign words and phrases not in common use (see *New Hart’s Rules*)
- For emphasis (do *not* use **bold** or underlining)
- For key terms or coined words

Do *not* use italics:

- For titles of short poems, essay and short stories; instead use roman type and single quotation marks
- Foreign words in common usage (e.g. *rendezvous*)

Quotations

Use single quotation marks both for quotes from other sources as well as for terms presented with scepticism or irony.

Double quotation marks should be used within single quotation marks to set off material that in the original source material was enclosed in quotation marks. For example, Miele (1993) found that ‘the “placebo effect”, which had been verified in previous studies, disappeared when behaviours were studied in this manner.’

Place the punctuation *after* the quotation mark if it is not part of the original quote.

Use square brackets for an editor’s interpolation: ‘in many respects [hers is an] exemplary biography’.

Block quotations

For quotations in prose that exceed 40 words, indent the entire quote and separate from the main text with a line space above and below. Do *not* use quotation marks. If using an in-text parenthetical citation, place the concluding punctuation mark after the last word, then include the parenthetical reference without punctuation.

Special Characters

Symbols, special characters and other elements (such as mathematical formulas) can be accommodated in our texts. Please make your editorial contact aware of these special characters when submitting your final package. Letters with accents do not qualify as special characters, only symbols not common to Romance/Germanic alphabets, such as Chinese symbols or Old English.

- 伊 – This is a Special Character to note to your Acquisitions Editor
- é – This is NOT a Special Character. There is no need to make note of such symbols.

Translations

Please provide English translations of direct quotations in foreign languages. The English translation should appear in square brackets following the original:

- Short quotations:
The cyclist Jean Bégué was ‘de ces Jean qu’on n’ose pas appeler Jeannot’ [one of those men named John one dare not call Johnny] (93).
- Display quotations:

A jutjar per com es presentava l’alba, la jornada s’anunciava certament moguda, o sigui feta ara de cops de sol espetegador, ara de gèlids ruixims de pluja, tot plegat amanit amb ràfegues imprevistes de vent.

[Judging by how dawn presented, the day promised to be certainly varied, so made of blows of punishing sun, and gushes of icy rain, all spiced with unexpected gusts of wind.]
- Titles of foreign-language works:
Hohler’s novel *Der neue Berg* [*The New Mountain*] (1989) is in part a satirical work.
- Terms or short phrases:
Montella was *capocannoniere* [top scorer], with eleven goals.

Footnotes may alternatively be used for English translations, or for the original foreign-language quotation if the majority of the text is in English.

Secondary sources may be provided in English translation only, if the original foreign-language text is not necessary for your argument.

If the translation is your own, please follow it with ‘(my translation)’. If you primarily use your own translations, please add a footnote following the first translation, stating, ‘All translations are my own unless otherwise noted.’ Please be sure to credit any published translations used (please see the **Peter Lang Copyright Guidelines**).