

## ***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 section.
- Please make sure the style you use is consistent throughout the article and is compatible with the journal's guidelines below.

### **Abstract**

The abstract should be concise, no more than 100 words. It should provide a clear overview of the content of the article. Where possible, the personal pronoun should not be used, but an impersonal voice adopted: 'This article discusses ...' rather than: 'In this article, I discuss ...'

### **Keywords**

Please suggest six keywords that can be used for describing the content of the article and will enable the text of the article to be searchable online. They are equivalent to terms in an index in a printed work.

- Each keyword should be kept short, one word where possible (though two- and three-word specialist terms are also acceptable where necessary). Keywords should be ordered from specific to general.
- Keywords should not be too generalised.
- Keywords cannot contain punctuation of any sort (i.e.: no commas, periods, colons, semi-colons, etc...).
- Each keyword should appear in the accompanying abstract.
- A keyword can be drawn from the article title, as long as it also appears in the text of the related abstract.

### **General style notes**

- UK punctuation throughout article.
- Oxford comma should be used.
- 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., fol., sig., etc.; but eds, vols, fols, sigs (plurals).
- Maximum capitalisation is used on all headings and titles of published works (but see following exception) within the text and the notes (use different typesizes to distinguish different levels of heading).
- When consulting pre-19<sup>th</sup> c. primary sources, initial capitalisation is used on all headings and titles of published works within the text and the notes, with the exception of proper names and places.
- 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; BCE 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, 1930's, 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 10, use digits for numbers 10 and over.
- 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); percentages (25 per cent); 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 quotations within these quotations. Place the source citation in parentheses 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 hard 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 is direct speech. Place the source citation immediately after the closing full point with no further punctuation after it. Watch the extract setting or verse and the in-text setting, 'Three thousand men in armour clad, / Upon their prancing steeds'. Spaces around the forward slash.
- References to acts/scenes/lines in plays should use all Arabic numerals (e.g., 5.4.116).
- References to specific acts: capitalise 'Act' and use Arabic numeral (e.g., 'Act 4').
- References to specific scenes or lines: do not capitalise scene or line (e.g., 'scene 3'; 'lines 20–2').
- To cite stage directions, indicate SD after the line reference:

*Lamyra showes hir Selfe at the Arras* (3.3.92–4 SD)

*Enter in Solemnity, the Druids singing, the second  
Daughter strewing flowers: then Bonduca,  
Caratach, Nennius, and others.*  
(3.1.1 SD)

- 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  
....

- Speech prefixes should use initial capitalisation, italicised, and full-stopped, rather than end-stopped with a colon or left blank (exception: diplomatic and semi-diplomatic transcriptions, if fidelity to the original publication is part of your argument). Each speech should be indented on the same line following its speech prefix. References should follow in parentheses after the final line, e.g.:

*Mayor.* See where his grace stands 'tween two clergymen.  
*Buckingham.* Two props of virtue for a Christian prince,  
 To stay him from the fall of vanity;  
 And see, a book of prayer in his hand. –  
 True ornaments to know a holy man. (3.7.95–9)

### 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.
- vs. not v. (roman, not italic).
- Use full points after abbreviations (e.g., i.e., etc., vol., p.m., Prof., Rev., ed.), but not for PhD.
- et al. (roman, not italic)
- 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 Quran, 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 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 or Queen (referring to a specific individual), but a king or a queen.
- 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, South of France, etc., but western England.

### **Note on bias/gender/racial and ethnic groups**

- Avoid using terms and phrases that 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), 'they or them' where appropriate; 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.
- Endnotes, not footnotes – should be short (no long quotations and avoid discursive notes) and 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 (post-19<sup>th</sup> century)**

- 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).
- Author, Title, (place published, publisher, date of publication), and page references. Add the US state only in cases in which there may be confusion about the city to which is being referred.

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

Charles J. Sisson, 'Thomas Lodge and His Family', in Charles J. Sisson (ed.), *Thomas Lodge and Other Elizabethans* (Cambridge, MA: Harvard University Press, 1933), pp. 1–164, 81–3.

William Shakespeare, *The First Folio of Shakespeare / Prepared by Charlton Hinman*, ed. Charlton Hinman (New York: W. W. Norton, 1968).

Richard Proudfoot et al. (eds), *The Arden Shakespeare Complete Works* (London: Methuen, 2011).

W. W. Greg (ed.), *Sir Thomas More*, Malone Society Reprint (London: Malone Society, 1991 [1911]), pp. vii–xviii.

White, *Renaissance Drama...*, pp. 104–9.

Parr, 'Foreign Relations ...', pp. 78–89.

### **Books (19<sup>th</sup> century and earlier – not including modern reprints)**

- Book titles – capitalise only first letter of first word and proper names; no quotation marks; italic. Use full title in the first reference and the short title in subsequent references.
- Maintain original spelling/punctuation.
- Chapter titles – capitalise only first letter of first word and proper names; no quotation marks; no 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, sig. and sigs, r and v for recto and verso in superscript with no full point.
- Author, Title, (place published, publisher, date of publication), and whenever employed, signatures in place of page references, even if both are present. STC/Wing/shelfmarks etc. whenever possible and appropriate.

John Marston, *The history of Antonio and Mellida* [...] (London: [R. Bradock] for Mathewe Lownes and Thomas Fisher, 1602), sigs G3<sup>v</sup>–G4<sup>r</sup>. STC 17473.

### Manuscripts

- Author, 'Title', (date), leaf references, shelfmark. Initial capitalisation only, with the exception of proper names and places.
- Use full title in the first reference and the short title in subsequent references.
- Maintain original spelling/punctuation.
- 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, Add. MS 2787

Richard Legge, *Richardus Tertius*, fol. 13<sup>a</sup>. Bodleian Library, MS Lat. Misc. e. 16.

- 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.
- Abbreviations to be used: fo. and fos or fol. and fos, a and b (not r and v) for recto and verso in superscript with no full point.

### Journals/newspaper articles

- 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) in parentheses (vol., no., p. not necessary) with no space in between volume number and part/issue number; no parentheses around the year.
- Author, 'name of article', *Journal*, volume(issue), year published, page references.

András Kiséry, 'An Author and a Bookshop: Publishing Marlowe's Remains at the Black Bear', *Philological Quarterly*, 91(3), 2012, pp. 361–92, 381.

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

- Newspaper articles: do not include the/The in references ('The' should be used for *The Times*, *The Economist*, but not for *Guardian* or *New York Times*)

John Smith, 'The Prime Minister on the Defensive', *Guardian* (6 September 1989), pp. 7–19.

### Online resources

- For journal articles accessed online, the doi should be referenced after the page range. Indicate if the article is published online ahead of print.

Deanna Smid, 'Spoken Song and Imagined Music in *Cymbeline*', *Cahiers Élisabéthains*, published online ahead of print 13 April 2020, doi 10.1177/0184767820914539.

- When using e-books: the format (e.g. e-book, PDF) should be stated, and the web address or URL (no need to include http:// or https:// for www. URLs) where the book is hosted (if relevant).
- For magazine and newspaper articles, follow the format as indicated above and provide a full URL (no need to include http:// or https:// for www. URLs) and access date. The same also applies to online journals, magazines, blogs, etc.

Derek Bryson Taylor, 'Future of Globe's Shakespeare Theater Is Threatened by Lockdown', *New York Times* (20 May 2020), [www.nytimes.com/2020/05/20/world/europe/globe-theater-shakespeare-closing-coronavirus.html](http://www.nytimes.com/2020/05/20/world/europe/globe-theater-shakespeare-closing-coronavirus.html) (accessed 25 May 2020).

## 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. PhD 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 (*PRO*), London, T235/134, MAC (52) 153, memo by C. Cottrell, 'Money', 6 August 1952, p. 2.

- 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.
- 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/tables/images

- Figures and 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.

Destination	1565 Ship- pound	%	1575 Ship- pound	%	1585 Ship- pound	%	1595 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	541.0	100.0	579.0	100.0	778.0	100.0	302.5	100.0

**Table 7.23.** The distribution of lead exports from England to the Baltic, decennial intervals 1565–95  
(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.
- Images should be included in a separate file with a placeholder noted in the primary text. Image rights need not be obtained at the submission stage, but must be obtained once the article has been accepted prior to publication.
- References for images should follow the format as indicated below. If obtained online, a full URL (no need to include http:// or https:// for www. URLs) and access date should be included in an end note.

[INSERT PLATE 8a]

Plate 8a. *As You Like It*, dir. Kimberley Sykes, Royal Shakespeare Theatre, Stratford-upon-Avon. From left: Sophie Khan Levy (Celia) and Lucy Phelps (Rosalind). Photograph courtesy of Topher McGrillis©RSC.

- Figures, tables, images, etc. that cannot fit in the print edition, have the option of being included as online supplemental material (see [example](#)).