**Style Guide**

Generally consistency is paramount but please follow these rules:

- **Extracts (quotations of 60 words or more):** indent by 1cm, without quotation marks, with a line space above and below, giving reference in parentheses below the quotation, according to Harvard style.

- **Quotations (less than 60 words):** single quotation marks, with double quotation marks for quotation within quotation. Square brackets for author/editor’s insertion of words not in the original, *e.g.* ‘in many respects [hers is an] exemplary analysis.’

All in-text references must be in Harvard style:

Burton considers Miss Siggleswaite’s ‘appearance, her effectiveness, bad for the school’ (Holtby, 1954: 134).

- **Italics:** for names of ships, play titles, newspapers (only The Times and The Economist have ‘The’ as part of title), paintings, film titles, books, magazines, journals, TV programme names. Put poems, essays and short story titles in roman and single quotes.

- **S/Z:** British spelling preferred *(e.g. organise, apologise, etc).*

- **Em-dashes:** - to be typed thus – –.

- **Ellipses:** three dots with spaces on either side thus … even if a sentence ends or starts with one. Omit all other punctuation even if, for example, a sentence ends before the ellipses.

- **Paragraphs:** indicate by double return. No indent.

- **Hyphens:** maintain consistency (keep list if in doubt): compound nouns, *e.g.* film-maker, make-up (but not established compounds, *e.g.* soundtrack, comeback, breakdown, etc); double adjectives, *e.g.* well-timed (but not adverb and adjective, *e.g.* widely known); clashing vowels, *e.g.* co-operate, re-introduce (but not rewrite, rethink etc); words with two meanings (*e.g.* recreation and re-creation); adjectival phrases, *e.g.* middle-class (but not the noun, *e.g.* the working class); hyphenate five-year-old.

- **Foreign words/phrases:** check with *Oxford Dictionary for Writers and Editors* for accents and italicisation. Roman only for words/phrases in common usage, *e.g.* rendezvous, role, regime (note: no accents).

- **Contractions:** omit full point of contractions (which end in last letter of word), *e.g.* Dr, Mr, Mrs, St, edn, eds, Ltd; and after metric units (preferred to Imperial measures, but please be consistent), *e.g.* cm, m, km, kg, etc. No full point for etc if followed by other punctuation.

- **Abbreviations:** end with full points (since truncated), *e.g.* p.m., ed., vol., no., etc. And for initials of people, *e.g.* Q.D. Leavis, I.Q. Hunter, etc. No full points with initials for organizations, *e.g.* RAC, BBC, SWP, HMSO, USA, etc.
Dates: use 1950s, not fifties, or ’50s or 1950’s. Use 1984, not ’84; and use 1914-18, unless 1899-1902. For complete dates, give thus: 25 June 1992 (not 25th June 1992, or June 25, 1992). Spell out nineteenth century, not 19th century (and note hyphenation of adjectival usage, e.g. a nineteenth-century tradition).

Numbers: spell out to 100 (e.g. eighty-nine), then use numerals (e.g. 253). The exceptions are measurements (see below) and millions/billions (e.g. £7.8 million). Thousands: use comma only in five- or six-figure numbers, i.e. 4000 but 45,000.

Measurements: use figures (numerals), e.g. 8 km, 15 hectares, etc. Film/camera lens measurements: 16mm, 35mm (closed up as shown).

Percentages: use figures, and spell out per cent, e.g. 20 per cent.

Notes and References: Text citations should be in the Harvard style:
- If the author’s name appears in the sentence the corresponding year should appear in parentheses after the quotation, e.g. As Imelda Whelehan observes ‘[t]he image of bra-burning is always used to trivialise modern feminism’ (2000: 1).
- When the author’s name is not included in the sentence it should be included in parentheses after the quote, e.g. Even high-flying spouses like Hilary Clinton and Cherie Blair are expected to ‘remain subordinate to the professional lives of their men when it comes to the crunch’ (Whelehan, 2000: 108).
- In the case of two authors include both name: e.g. Postfeminism has been described as „for some the antithesis of “real” feminism and for others the “new” feminism” (Gillis and Hollows, 2009: 8).

Ibid and op.cit.: DO NOT use ibid. or op. cit. Instead show the subsequent citation of the same source in the same way as the first.

Capitalisation: check with Oxford Dictionary for Writers and Editors for capitalisation of proper names etc. Do not normally capitalise socialism, communism, fascism, the left, the right, etc.

Bibliography

Books

Chapters in books

Journal articles

**Other periodicals**

**Government publications**

**Websites**

**Films**

**TV**

**Plays**

**Paintings**
John, Gwen (1902) ‘Self Portrait’ [oil on canvas]. Tate Britain, London.

**Interviews**