

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

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- Butler, Judith (1990) *Gender Trouble*. 2nd edn. New York: Routledge.
- Linett, Maren Tova (ed) (2010) *The Cambridge Companion to Modernist Women Writers*. Cambridge: Cambridge University Press.
- Marx, Karl (1976) *Capital: A Critique of Political Economy*. Vol. 1, trans. Ben Fowkes. Harmondsworth: Penguin Books.
- Millett, Kate (1977) *Sexual Politics*. London: Virago.

Chapters in books

- Gamble, Sarah (2008) 'The Husbandless Home: Domesticity and the Young Widow in the Contemporary Novel'. In: Stacy Gillis and Joanne Hollows (eds) *Feminism, Domesticity and Popular Culture*. New York: Routledge, pp. 79-92.

Journal articles

Ahmed, Sara (2009) 'Embodying Diversity: Problems and Paradoxes for Black Feminists'. *Race, Ethnicity and Education*, 12(1): 41-52.

Other periodicals

Wiseman, Eva (2010) 'Sun, sweat and harassment'. *Observer*, 11 July, p. 41.

Government publications

Great Britain Department for Education and Employment (DfEE) (2001) *Skills for life: The national strategy for improving adult literacy and numeracy skills*. Nottingham: DfEE Publications.

Websites

Fawcett Society (2010) *The Women's Budget Group Response to the Emergency Budget*. Available at: <http://www.fawcettsociety.org.uk//index.asp?PageID=1164> (accessed 27 July 2010).

Films

The Women (2008) [Film] Directed by Diana English. USA: Picturehouse.

TV

Women (2009) [TV] Episode 1, 'Libbers'. BBC4. 12 March.

Plays

Love and Information by Caryl Churchill (2012) Directed by James Macdonald. Royal Court Theatre, London. 13 September.

Paintings

John, Gwen (1902) 'Self Portrait' [oil on canvas]. Tate Britain, London.

Interviews

Blair, Tony (2003). Interviewed by Jeremy Paxman for *Newsnight*. BBC2. 2 February.