

## 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, where the ellipsis indicates missing text. Omit all other punctuation even if, for example, a sentence ends before the ellipses. Square brackets are not needed in interview transcripts where the ellipsis indicates hesitation..
- **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.* cooperate, re-introduce (but not rewrite, rethink etc); words with two meanings (*e.g.* recreation and recreation); 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). If there are three or more authors in a citation, use the first author name followed by et al.
  - In references, up to three authors may be listed. For works with more than four authors, list the first three authors and represent the rest by et al.
  - DOIs need only be provided for online-only articles. If they are provided, they should be added at the end of the reference.
- **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. Do not use a capital after a colon, unless the word that follows is a proper noun.

## Bibliography

All authors' first names are to be given, rather than using initials.

### Books

- Ackerly, Brooke and Jacqui True (2010) *Doing Feminist Research in Political and Social Science*. Houndmills: Palgrave Macmillan.
- Beauvoir, Simone de ([1949] 2010) *The Second Sex*. Trans. Constance Borde and Sheila Malovany Chevallier. London: Vintage.
- Butler, Judith (1990) *Gender Trouble*. 2<sup>nd</sup> edn. New York: Routledge.
- Douglas, Susan and Meredith W. Michaels (2004) *The Mommy Myth: the Idealization of Motherhood and How it has Undermined Women*. New York, NY: Free Press.
- 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.

Where a work has multiple authors, give the first three, then use et al.

### 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.
- Pullen Sansfacon, Annie, William Hebert, Edward Ou Jin Lee et al. (2018) 'Digging Beneath the Surface: Results from Stage One of a Qualitative Analysis of Factors Influencing the Well-being of Trans Youth in Quebec'. *Journal of Transgenderism*, 9(2): 184–202.

DOI numbers should be added at the end of the reference, where available.

### 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.