These guidelines are in accordance with the conventions of the MHRA (Modern Humanities Research Association) style sheet. Please turn to the latest edition of this work for further detail.

1. **First References**

1.1 Books

The information should be given in the following order: author – title – editor, translator, etc. – series – edition – number of volumes – place of publication – name of publisher – year of publication – volume number – page numbers.

**Examples:**


1.2 Articles in Books

The information should be given in the following order: author's name – title of article in single quotation marks – the word 'in' (preceded by a comma) followed by title, editor's name, and full publication details of the book as specified in section 1.1 – first and last page numbers of article cited, preceded by 'pp.' – page number(s) in parentheses and preceded by 'p.' or 'pp.', of the particular reference (if necessary)

**Examples:**


1.3 Articles in Journals

The information should be given in the following order: author’s name, exactly as it appears in the article – title of article, in single quotation marks – title of journal, italicised – volume number, in arabic numerals – year(s) of publication, in parentheses – first and last page
numbers of article cited, not preceded by ‘pp.’ – page number(s), in parentheses and preceded by ‘p.’ or ‘pp.’, of the particular reference (if necessary).

Examples
h. Maurizio Perugi, James Sully e la formazione dell’estetica pascoliana’, Studi di Filologia Italiana, 42 (1984), 225-309.

2. Later References
In all references of a book or article the first, the shortest intelligible form should be used. This will normally be the author’s name followed by the volume (if applicable) and page reference.
Examples
Chadwick and Chadwick, III, 72.
Elsky, pp.42-46 (p.43).
Sometimes particularly in the case of editions of ‘works’ or collections of essay, a short-title form of reference may be more appropriate.
Example: Arthurian Literature, pp. 325-35 (p.327)
Sometimes it may be necessary, for example when more than one work by an author has been cited, to repeat a title, in shortened form:

3. Bibliography
In an alphabetical bibliography the surname of the author or editor whose surname governs the alphabetical position will precede the forename(s) or initial(s). Do not reverse the normal order for collaborating authors or editors other than the first quoted.
Examples

Formatting:
Be consistent in the formatting of the text.

Font type:
The Character used is Times New Roman, size 10 for the main text, size 8 for headers, footnotes and abstracts and size 12 for titles of chapters/articles.
The Page set-up should be as follows (using Times New Roman, size 10):

Margins:
Top: 6 cm
Bottom: 6 cm
Left: 5 cm
Right: 5 cm
**Gutter:** 0 (not used)
**Header:** 5 cm from top
**Footer (page number):** 5 cm from bottom

**Paper Size:** A4, portrait
**Line spacing:** define spacing by 10/12 point single line space in the text. This means use a 12 point spacing for a 10 point font and use a 10 point spacing for a 8 point font.
**Widow/orphan protection:** no loose/single lines at top of pages

**Length of lines:** 11 cm width
**Text size, vertical:** 18.5 cm length.
(this includes headers and footers/pagenumbers)

**Tab space:** 0.5 cm. Use a tab space at the start of new paragraph except for the opening paragraph, first paragraph after a subheading, and a new paragraph beginning after a blocked quotation. Do not leave blank lines between paragraphs (unless to indicate a new section).

**Quotations:** Give translations of all foreign-language quotations in parentheses in the text. In the case of blocked quotations block the translation too and put in parentheses.

**Blocked/indented quotes** (four or more lines of text): spacing before and after quote should be 0.5 cm of a line, like the tabs. (text 8 point)

**Page layout:**
The first page of each essay must be on the right side (odd page)
The first page of each essay is unnumbered

**Footnotes:**
Use Footnotes rather than Endnotes. Footnotes should be placed at the bottom of each page. Format them using a ‘hanging indent’ (you can choose this under Format/Paragraph/Indents and Spacing or using the ruler (drag the bottom pointer in to 0.5) this indents every line but the first. Put in a tab space after the footnote number (superscript) to align the first line of footnote text with the others. Use 8 point for footnotes.

**Page numbering**
Position: bottom left or centre. Times New Roman 10 points.
The first page of a new chapter or of a new essay (in collective volumes) remains unnumbered.

**Spelling, punctuation, etc.:**
Use the UK or US conventions for punctuation and spelling. Choose either, but be consequent.

**NB the following:**
- Use a comma before the final ‘and’ in lists of three or more items (e.g. ‘Dupin, Holmes, and Poirot’).
- Do not use a hyphen in ‘prewar’ or ‘postwar’.
- Do not leave a space before punctuation marks. Leave only one space after all kinds of punctuation, including full stops. (You can do this simply by using ‘search and replace’ to find two blank spaces and replace them with a single space.)
- Where parentheses are marked off by dashes, use an ‘em dash’ (dash-dash)
- To mark elisions in quotations, place the suspension points in square brackets (to make clear that the dots don’t feature in the quoted text).
- In some cases, ‘l.c.’ or ‘u.c.’ will have been noted in the margin. This stands for ‘lower case’ and ‘upper case’ respectively.
- *Never* use underlining: always use italics for book / film titles, foreign terms, emphasis, etc. (avoid using bold). When selecting italics, make sure you select font type Times New Roman Italic. Don’t use the code (CTRL-I) or the button in the taskbar, it may cause trouble when printing the book.
And finally…
Run an automatic hyphenation programme once all editing is complete.

Do not create the index (if any) until the last moment. The index should be made just before converting the manuscript to PDF. The conversion from Word to PDF format may slightly shift the text and thereby ruin your index! Therefore, keep the index in a separate file and introduce the page numbers being referred to on the basis of the final PDFs.

Illustrations:
The illustrations and photographs used in a volume should be sent separately, preferably digitally in TIF format or a photograph or slide. If the author decides to insert the illustrations or photographs in the PDF, then make sure the resolution is at least 300dpi. (The illustration for the cover should be scanned in CMYK, not RGB)