

Routledge Encyclopedia of Modernism

Instructions and recommendations for authors

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1. CONTENT OF ENTRIES

Readership

The main users of the Encyclopedia are undergraduate students, those in the early stages of graduate work, professional teachers and researchers seeking information outside their areas of specialization and anyone in the humanities and social sciences interested in modernism. Authors should write for the least experienced likely reader, in so far as they judge this to be possible without loss of accuracy.

Approaching a topic

An Encyclopedia entry should aim to give an anatomy of a topic. It should convey to an inexperienced reader the basics of the topic, its significance and its place within the subject field. Authors should concentrate on the central ideas and debates, using linked references to the annotated bibliography from within the text to refer readers onward to more detailed, specialized or controversial material.

Fact/interpretation

The emphasis in all entries should be on explicating the term to a non-specialist audience. If it is necessary to move from factual to interpretative or controversial material, authors should indicate the transition clearly. Authors may include their own views, provided they do not give them excessive space or emphasis at the expense of other opinions. Debates over a term or within a field should be outlined as dispassionately as possible, but certainly should be included where relevant.

2. STRUCTURE OF ENTRIES

Dual structure

Entries have a dual structure, consisting of an introductory thumbnail definition of no more than 200 words (for entries of only 200 words, this will be the whole entry), and a longer, expository entry. The summary will present the content of the entry as simply and attractively as is compatible with accuracy. The summary should be comprehensible independent of the longer part of entry and aimed at readers who wish to find the key information on any topic quickly and easily. The summary entry may contain references, but not cross-references.

The reader of the main part of the entry, on the other hand, can be assumed to find its depth and detail useful. Those seeking information outside their areas of specialization should also be borne in mind, especially in the use of technical or highly discipline-specific terminology.

Paratextual Material

Each entry of more than 500 words should feature illustrative paratextual matter that will bring the term being defined to life and situate it in a fuller context than text alone can provide. Such material may include, where appropriate, video clips (of the person, event, performance, or adaptation), audio clips (of a person reading, performing, or lecturing; of a broadcast; of a performance; of news items), images (of paintings, manuscripts, individuals, buildings, posters, scores, blocking of scenes, screenplays, scripts, instruments, buildings or installations), annotations of any images, video or audio embedded in the entry (using a pop-out format that allows users to trigger the annotation by hovering the cursor over a part of the media), and interactive timelines and/or maps.

When submitting their entries, Authors should include permanent URLs for all such materials and/or digital copies of the relevant files, along with sufficient description of the material to allow the web designers to integrate it into the REM's digital environment to greatest effect. If possible, some indication of who holds the copyright on the material, or whether it is out of copyright, would be welcome as well.

Biographical Information

Where the term being defined is an individual, authors should provide some biographical information, but should emphasise the work of the individual rather than his or her life. Where the facts are known, biographical

information should include the place of birth, nationality, dates of birth and death and composition of the main works, and brief details of career or equivalent. It may also refer to social, political and any other circumstances importantly relevant to the individual's thought. The biographical facts should appear as near as possible to the beginning of the main part of the entry and may also appear in the summary part of the entry if and when necessary. Contributors may wish to include a timeline for biographical entries of 1000 words or more, though they are not required to do so.

Sections

Entries longer than 1,000 words should be divided into sections. Where appropriate, these sections should be given headings.

3. STYLE

Spelling and punctuation

UK spelling and punctuation to be used throughout. Please use the *Oxford English Dictionary* for the spelling.

Writing from a neutral standpoint

Please write from a point of view that is as neutral as possible. Avoid first-person exposition and temporally rooted formulations, such as 'at the moment' or 'recently'. Do not use references that will date very quickly.

Avoid inappropriate gender-specific language. In particular, avoid the use of he when no particular person is intended, either by using he or she or by repeating the noun where stylistically appropriate. In addition, use human(s), human being(s), person/people rather than man/men where both sexes are meant to be included. Use layperson rather than layman.

Simplicity/complexity

Ideas should be expressed as straightforwardly and clearly as possible. Sometimes this will be at the expense of brevity. Theories and arguments should be conveyed as simply as they can be without distortion, and jargon should be kept to a minimum. Where it is necessary to use technical terms, their meanings should be explained.

Colloquialisms

Please avoid colloquialisms and informal language, including abbreviations such as 'it's' and 'they've'. Bear in mind that some readers will have a different first language, and that idiomatic phrases vary regionally and are prone to obsolescence.

Capitalization

Please keep capitalization to a minimum.

Italics

Please minimize the use of italics for emphasis.

Scare quotes

Please avoid using scare quotes if possible. If a commonly used term seems clumsy or suspect, preferably it should be reformulated. Exceptions may be made only where a term is so prevalent in the literature as to need to be included for clarity.

Numerals and measurements

Spell out numbers under but not including 100.

Dates

After each biographical entry title please give dates of birth and death.

Where the subject is still living, use a double hyphen: Ellmann, Maud (1954–).

In historically-slated entries it may be useful to include lifespan dates next to each individual in an entry.

Transliteration

Please contact Routledge if you require a guide to transliteration systems. We will be using standard transliteration schemes for Chinese, Japanese, Cyrillic, Arabic, Urdu, Hindi, Sanskrit, and other languages with non-Western alphabets, though the original terms will remain searchable in the original language, so both the transliteration and the original should be retained in all entries.

Foreign-language titles

The first time that a foreign title appears, and there is a published translation in the bibliography, put the translation title (in italics) in brackets after it, then use the translation title alone after that (unless the work is so famous that it is always known in its original form, e.g. Baudelaire's *Les Fleurs du Mal*, or unless it is untranslatable. Do not abbreviate the titles of works.

Lists

Numbers should be used for lists of longer items; use semicolons between items if long, unless they are complete sentences, in which case use full points.

Figures and tables

Please ensure that there is some reference to any figures or tables in the text.

Law references

References to a case should be given thus:

United States v. One Book Called Ulysses (1933)

References to legal periodicals and reports of cases should be given as follows:

- (a) Case
- (b) Year (in which the report about the case was published)
- (c) Report/periodical volume within that year
- (d) Report/periodical name
- (e) First page of the complete case

For example:

- 1. (*Re C* [1989] 2 All ER 782 and *Re J* [1990] 3 All ER 930).
- 2. (*Airedale NHS Trust* v. *Bland* [1993] 1 All ER 821 H.L.).

4. BIBLIOGRAPHIES, REFERENCES AND FURTHER READING

All entries should have a section called 'References and further reading', even if there are no references in the text. Biographical entries and entries on groups of people should also have a 'List of works'. The listings of works need not be comprehensive, especially where the body of work is significant enough that listing all the works would consume a substantial portion of the total word allocation. Such lists of bibliographies, references, and further readings, along with annotations, count as part of the word count for the entry. There should be no more than five bibliographic entries (aside from the subject's works) per term.

List of works

In the case of entries in which the subject is a particular artist or thinker, a List of Works citing the major edition(s) of the *Collected Works* first, then the works cited in the text and major works in date order to provide a useful chronology of activity, then any editions of selected works, anthologies and so forth.

It is acceptable to have short introductory sentences at the beginning of the bibliography, such as 'None of the works cited is forbiddingly technical, though most contain densely argued passages'.

Here are some examples of bibliographic items which may be helpful:

Argyle, M. (1988) *Communicative Logic*, London: Routledge.

Szewski, P. (1962) 'A New Theorem of Modal Logic', *Journal of Symbolic Logic* 47 (3): 15–23.

Smith, A. (1989) *Environmental Changes: A Survey of Recent Developments*, London: Routledge.

Caird, E. (1945) 'If, as and when', *Philosophical Quarterly*, supplementary vol. 57: 34–57.

Bronkhorst, J. (ed.) (1994) *Proceedings of the Panel on Early Vaisesika, Hong Kong*, special issue of *Asiatische Studien/Études Asiatiques* 48 (2).

----- (1985) 'Russell's Logicism versus Oxbridge Logics 1890--1925: A Contribution to the Real History', *Russell: The Journal of the Bertrand Russell Archives*, new series, 5: 101--31.

Estudios Lulianos (Lullian Studies) (1957--), Palma de Mallorca.

Where the date of a work is completely unknown, use (date unknown) after the author's name.

Please provide issue numbers instead of the month or season of issue for journal articles.

Use *et al.* in Harvard references within the text itself if there are three or more authors/editors and in the further reading list use where there are six or more authors/editors (list up to six names).

5. SUBMISSION OF ENTRIES

We must be incredibly careful with issues relating to copyright for this project and make no assumptions. Even though something is currently freely available online that does not necessarily mean we are entitled to use it. We must remember that the Encyclopedia is essentially a 'commercial venture', therefore we are banned from using material from websites such as YouTube, Facebook and Twitter without express permission.

We must seek copyright clearance for use of all third party material – whether it is text, audio or visual. Routledge will clear this permission so as soon as you know what copyrighted material you plan to include Please send us the following information (for now please send to saross@uvic.ca):

Name of your entry in the Encyclopedia: e.g. *Comics*

Material you want to use:

Purpose of inclusion: eg. *Analysis, example, etc*

Link to Material (if online):

Bibliographic details (if appropriate):

Copyright holder:

Any other useful information:

6. SUBMISSION OF ENTRIES

Wherever possible please e-mail your manuscript as an attachment to the General Editor or Subject Editor as named in your contract.

Otherwise please send your manuscript by post accompanied by the disk from which it was printed.

Wherever possible please e-mail your manuscript as an attachment to the Editorial Advisory Board member who commissioned the entry from you.

The following file formats are preferred:

Rich text format [.rtf]

MS Word for Windows document [.doc or .docx]

Text only format [.txt]

6. SAMPLE ENTRIES

Sample entries are available by request from Stephen Ross (saross@uvic.ca).