##A Style Guide for Templating REM Entries

This is a full list of all stylistic preferences to be used when templating entries for the Routledge Encyclopedia of Modernism. This list is apt to change and updated often, so keep tabs on it if you can. As we progress through the summer, more questions will arise, and the answers to these questions will be posted here. For additional information, you can check out the "Routledge Encyclopedia of Modernism Template Guidelines" document, which is included in each editor's GitHub folder. This StyleGuide, then, gives further and more specific information on which guidelines and stylistic formats to follow when templating. Enjoy! Feel free to add to this list, but please do include your initials and the date beside your contribution(s).

Note: if "me" appears in any of the answers below, it refers to Dr. Stephen Ross (saross@uvic.ca)

###The Main Text

1) Should we separate each new paragraph with a space (i.e. a blank line), or simply indent, or do neither?

\*Single-spaced, with a double hard return (a blank line) between paragraphs.\*

2) Should we omit, or include, comprehensive lists of the subject's entire corpus?

\*That depends on the length of the entry. For entries on the order of 1000-2000 words, the full list is fine. For shorter ones, selected lists are better.\*

3) Should we, somehow, tag entries that we believe are poorly written?

\*YES! Suggestion (JJ): have "POORLY WRITTEN" at the beginning of the document name? Or is that too abrasive?\*

4) For entries that are poorly written, should we use our discretion to revise them for greater clarity/flow, or should we just stick to correcting straightforward grammatical errors?

\*Edit freely. If you do extensive work, let me [Stephen] know and we'll have to send the entry back for final approval by the author. But many of the authors do not have English as their first language, so there will certainly be entries that have not yet been properly edited. The good news is that those will almost entirely be Literature entries. If you don't feel up to doing the extensive editing, note the file and let me know so I can do it or have someone else take care of it.\*

5) Section headings are fine for longer articles.

###Citations/Further Reading Materials

1) Should the "Further Readings" citations appear in the form of APA?

\*I think the others have been doing MLA, and that's my [Andrew's] preference. One key is to use the citation builder tool in Word.\*

2) Should these citations include acronyms (such as UP for University Press)?

\*I am not sure this is critically important, but it is acceptable to use acronyms, so I have no issue with it either way. Let's say that for consistency's sake we'll go with UP.\*

3) Should we try to track down missing information for these citations?

\*Yes, please. If you can't find it, let me know and I'll email the contributor to ask for the details.\*

4) Should we delete/convert in-text citations (where there is no direct quotation)?

\*Even if there is no direct quotation, please leave the in-text citations but check that the work cited appears in the works cited.\*

###About Visuals and Paratextual Materials

1) Should we use our discretion to select the best photo (if the contributor includes, say, eight profile pics of an author)?

\*Yes. But don't delete the others, as permissions may necessitate using certain pictures over others.\*

2) Do pdf files, as well as jpg files, convert nicely to HTML? Is one format preferable to the other?

\*Answer pending!\*

\*\*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 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.

###Dashes, Italics, Spelling, ALL CAPS, etc.

1) For Em-dashes, have a space before and after the dash, like — this, not like—this.

2) Italics. Question pending?

3) If terms, names, movements, or any kind of artistic or intellectual works appear in ALL CAPS, they can be put into lower case. The all caps were an early stylistic tic when we thought it would be a good way to indicate terms needing cross-referencing.

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

5) 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.\*

6) 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.\*

7) 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.\*

8) Capitalization

\*Please keep capitalization to a minimum.\*

9) Italics

\*Please minimize the use of italics for emphasis.\*

10) 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.\*

11) Numerals and measurements

\*Spell out numbers under but not including 100.\*

12) 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.\*

13) 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.\*

14) 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.\*

15) 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.\*

16) Figures and tables

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

17) 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