

## **CONTRIBUTORS' GUIDE**

### **Page set-up, fount, and leading**

- Documents should be in .docx format, using A4 (210 x 297 mm) and Times New Roman 14 (main text and indented quotations) and 10 (footnotes).
- Top and bottom margins should be 2.54 cm, left and right margins 2.54 cm.
- Main text should be fully justified, in 1.5 spacing.
- Indented quotations should be left-indented by 0.7 cm, **not** right-indented, fully justified if prose, and single-spaced, with 6 points of extra space above and 12 below (the difference is because the shifts from 1.5 to single-spacing, and vice-versa, are not spatially commutative).
- If parenthetical references within main-text include long strings of Arabic numerals, as '(2.2.418–32)', please drop the fount-size of the numerals only to 12, '(2.2.418–32)'.
- Footnotes (**not** endnotes) should be fully justified and single-spaced.
- Paragraph indentation **must** be by formatting, not use of a tab, and by 0.7 cm.
- Insert a header with author and title, but do **not** insert a page-number or anything in the footer.

### **Punctuation and Orthography**

- The language is British English, with '-our' **not** '-or', but both '-ise' and '-ize' are acceptable.
- Dashes — whether single or in parenthesising pairs — should be spaced em-rules.
- Semi-colons, colons, question-marks, and exclamation-marks should be *preceded* by a **non-breaking space**, and followed by a normal space.
- Please do **not** insert hyphens (or optional hyphens) that are not part of the normal spelling of a word.
- Please refer to the mark ending sentences as 'a full-stop', **not** 'a period', that word having its larger sense of the principal means of construing prose before the C17.

- Singular possessives have the form 's even if a name ends in '-s' — Dickens's, Jones's. The **only** exception is names ending in two consecutive s-sounds, principally Jesus and some Greek names (Ulysses, Narcissus).
- In main text numbers up to and including ten should appear as words, those above 11 as Arabic numerals.
- When mentioning *any* author or scholar for the first time, please provide parenthetical dates of birth and death, or 'fl[ourished]'.<sup>9</sup>
- Pronouns : unless you definitely mean 'he' or 'she' please use 's/he' in the nominative case, avoid the accusative, and 'hir' in the possessive. (We do *not* mean 's/he' to be or imply a gender binary ; its great virtue is compactness, and we do not wish to risk the possible confusion of number in using 'they' as a gender-neutral third-person singular. Spellings such as 'Latinx' are welcome.)

### **Quotation**

- Quotations of up to 3 lines of verse or 50 words of prose may be embedded within **double** inverted commas. Longer quotations should be indented.
- **All** editorial emendations to quotations **must** be crotcheted, including omissions marked by an ellipsis and indication of line-breaks, using a forward slash, and stanza-breaks, using two : thus "Either forbear, [/] Quit presently the Chappell, or resolve you [/] For more amazement : [...] Ile make the Statue moue" ; "And it's the way [/] crows will, sometimes, [/] halo distant trees — [/] a black-feathered arc [//] or the way [/] the bright sea [/] in places will grow dark".
- The lineation of quoted prose may be indicated (like line-breaks) if it matters to an argument, but need not be if it doesn't and is an automatic and incidental product of the available measure in the source.
- **No alteration should be silent. 'Modernise' NOTHING automatically.**

- **Retain** eth, thorn, yogh, and positional uses of i/j and u/v, and do **not** expand abbreviations, ampersands, or common marks of abbreviation or tittles indicating omitted following nasals, but reproduce them : “on S<sup>t</sup> markes dai Cox him selfe shote an arrow thorowe his vnkells head to haue his Land & had yt and the sam dai 7 yers on m<sup>r</sup> Jaruis shot cox throughe the head & slue him.” ; “Vpon the back of that, comes out a hidious monster with fire and smoke, and then the miserable beholders are bound to take it for a Caue : while in the meane time two Armies flie in, represented with foure swords & bucklers, and thē what hard hart wil not receiue it for a pitched field.”
- Long-s (alas) should not be reproduced (unless critical to argument) as many browsers do not support it ; we’d be alright in print and smart PDF, but not elsewhere, and save in those few instances when one is meant to take it rudely as an ‘f’ it is in print rarely of critical significance.
- If use of abbreviations is very heavy (as in some Mediaeval Latin), a transcription expanding them should be provided below the quotation, and please supply a photographic image, **not** for reproduction but as a guide for the CUP compositors.
- If a quotation includes a special sort you cannot supply, name it in red in crotchets : “Arbusta sulcis [**punctus versus**] hic generosior” and supply a photographic image. **Mediaevalists in particular** please note that the semi-colon should **not** be used for a *punctus versus*, nor any other modern mark for any of the *positurae* (for which we will have special sorts), nor lunulae for nasals indicated by a common mark of abbreviation (please reproduce the mark above its vowel). If you have reasonable *distinctiones* (full-stop for low, ‘.’, Cambria Math ‘dot operator’ for mid, ‘·’, and ‘dot above’ for high, ‘˙’, use them ; otherwise indicate special sorts as above.
- Interlineated words may be indicated by crotcheted back and forward slashes, as “this [\] most [/] wretched habit”. With interlineated letters the same may

be done, but we recognise the convention can swiftly become an eyesore, and in that case you may insert a crotched superscript obelus as an index for a footnote<sup>[†]</sup>

- If additional space is required within a quotation, as between stiches or deliberately empty lunulae, use em-spaces, **not** tabs or multiple ordinary spaces. For unusual spacing please supply a photographic image.
- Where quotations from printed material feature dashes made from shorter rules, the broken rules should be reproduced, ‘--’.
- The unusual in any quotation should be maximally preserved, even if not attracting explicit comment — swash ampersands, for example.
- Foliation or pagination should be recorded within crotchets : thus with a quotation from Q1 *Hamlet* that comes from “C1v–2r”, “Beware *Ofelia*, do not trust his vowes, [/] Perhaps he loues you now, and now his tongue, [/ C2r] Speakes from his heart”.
- Your own punctuation, medial or terminal, **must always be outside** inverted commas indicating embedded quotation. If a sentence ends with an embedded quotation that itself ends with a mark, and quoting the mark matters, do so and add your own full-stop outside the closing inverted commas :  
Blah blah blah “quotation [...] more quotation.”.  
Blah blah blah “quotation [...] more quotation?”.
- If material is quoted in **any** language other than English, including Old English and Latin, a translation **must** be provided, and **punctuation of the original should be maintained in the translation** (as Parkes does in *Pause and Effect*). If a quotation in Middle English is mostly clear but has some obscurity, a gloss should be provided : in verse in indented quotation this may be done in the usual way, in italics to the right of the quoted line ; in embedded quotations or prose the gloss may be placed within single inverted commas

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<sup>[†]</sup> where you can explain that the letter ‘x’ is interlineated. The use of a special sort as an index will remove the note from the auto-numbered sequence but not otherwise disturb it.

and crotchets immediately following the word/s glossed, as “Pygmalion’s notorious agalmatophilia [‘sexual attraction to a statue’] is hardly to be recommended”.

### Citation

- In citing printed work **always** give maximal information when first referring to anything, even where titles and colophonic information are extensive ; short titles may be used in all subsequent references : Henry Chettle *The Pleasant Comodie of Patient Grissill. As it hath beene sundrie times lately plaid by the right honourable the Earle of Nottingham (Lord high Admirall) his seruants.* (London. Imprinted for Henry Rocket, and are to be sold at the long Shop under S. Mildreds Church in the Poultry. 1603) ; Chettle, *Patient Grissill*. Diplomatic or semi-diplomatic transcription is mandated for books predating 1800 ; for those later, at the author’s discretion. (Space may oblige us to restrict full titles to the bibliography, but we shall try.)
- For monographs use the form : Author, *Title: Subtitle* (place of publication: publisher, date), p. x (or pp. x–y).
- If a work is foliated, use folio numbers + r/v (97r) ; if unpaginated, use the signature + r/v (A2r–v), providing also a crotcheted page-number if you so wish.
- With multi-volume works, unless ‘in x vols’ is a part of the title, indicate the number of volumes, and whether cased or boxed, before other bibliographical data : “(in 3 vols, cased, London: Routledge, 2010)”, and the reference in the form ‘Volume Number dot page/s’, as II.13–56.
- For essays in a collection, use the form : Essay Author, ‘Title: subtitle’, p. b [page on which qtn appears], in Editor & Editor, eds, *Title: Subtitle* (place of publication: publisher, date), pp. a–c. Where there are three or more editors, give all editors in first citation ; first editor *et al.* in subsequent ones. For two

or more editors use an ampersand, not ‘and’ (Wells & Taylor). NB: ‘ed.’ takes a suspension-mark, ‘eds’ does not ; also fol./fols, and vol./vols, but p. and pp. both take suspension-marks, as does ff..

- For articles, use the form : Author, ‘Title: subtitle’, p. b [page on which qtn appears], in *Journal Title* volume.issue (date), pp. a–c.
- URLs should be given in full, with the date accessed. If a URL is causing problems with lineation, its font-size may be reduced.
- In contracting the second number of a number-span eliminate hundreds but not tens, so pp. 107–11, 138–39 &c.. NB: Number-spans use an en-rule, **not** a hyphen.

### **Bibliographies**

- Please append to your essay a bibliography of **all** works cited, alphabetised by surname of author.
- Format as a hanging indent of 0.7 cm.
- Where there are sequent works by the same author, replace the name with an em-dash in all entries after the first ; the order should be monographs before essays, chapters, or articles, and within each group chronological.
- Between authors please format six extra points of space.
- See the bibliography in ‘The Stops Buck Here’ for an example, including entries where an author appears as sole author of one work and as a collaborator in another.

**Most generally**, please also note our observations in the technical glossary about calling full-stops full-stops, not ‘periods’ ; inverted commas inverted commas, not ‘quotation-marks’ ; and punctuation-marks punctuation-marks, not ‘punctuation’, which includes spaces, cases, and faces as well as marks.

JG, MF, EMB, JL