

# Style Sheet



for footnotes and bibliographies  
Fourth Edition (2012)

This is a concise guide to referring to primary and secondary sources in essays and dissertations: not only to books and articles, but also electronic media and film. It does not offer advice on style, punctuation or grammar, nor on essay writing technique – for advice on these matters see the SED's scholarly practice and style homepage: [gmplus.qmul.ac.uk/course/view.php?id=1521](http://gmplus.qmul.ac.uk/course/view.php?id=1521). An expanded version of this style sheet, with more examples, has been produced and this can also be found on the scholarly practice and style homepage.

The conventions outlined in this style sheet follow those recommended by the Modern Humanities Research Association (MHRA). Further reference may be made to the *MHRA Style Guide: A Handbook for Authors, Editors and Writers of Theses*, 2nd edn (London: MHRA, 2008), which can be purchased from many bookshops (ISBN 978-0-947623-76-0) or downloaded from [www.mhra.org.uk/Publications/Books/StyleGuide/index.html](http://www.mhra.org.uk/Publications/Books/StyleGuide/index.html)

## 1. General

Essays and dissertations should be double spaced (although space and a half will be acceptable). Recommended margins are: top = 1 inch; bottom = 1 inch; left = 1.25 inch; right = 1.25 inch. Spelling should follow the usage recommended by the *New Oxford Dictionary for Writers and Editors* (Oxford: Oxford University Press, 2005) and should follow British conventions.

## 2. Quotation

Quote exactly from whatever source you have selected as the most appropriate: unless you state otherwise, it must be the precise edition listed in your bibliography.

Short quotations (not more than forty words) should be enclosed in single quotation marks and run on with the main text. This also applies to not more than three lines of verse – in this case original line divisions should be shown using a spaced upright stroke (/). For a quotation within a quotation, double quotation marks should be used.

Long quotations should be broken off from the preceding and following lines of typescript. They should be indented 5 spaces, and single spaced. They should not be placed within quotation marks. Verse quotations should retain the lineation of the original. Long quotations should end in a full stop (whatever the punctuation of the original) **except** in the case where the original ends with a question mark, which should be preserved. If any words are omitted this must be marked by an ellipsis in square brackets: [...]

## 3. References (Footnotes or Endnotes)

All quotations or acknowledgements of another writer's work should be referenced, either in a footnote at the base of the page or in notes at the end of the essay (endnotes). The reference should allow another reader to find the source referred to as quickly and easily as possible. Footnotes should be signalled in the text by a superscript number (inserted automatically when using the footnote function on most word processors). Footnote numbers should be continuous throughout the chapter or essay. The footnote number should appear at the end of the relevant sentence, as in the example here.<sup>1</sup> References are for documentation and citation of sources: they should not be used to provide extra expository material.

### 3.1. References (Footnotes or Endnotes) to Print Publications

#### 3.1.1 Book:

The information should be given in the following order:

1. Author's name (forename, surname, not abbreviated)
2. Title of book (in italics, in full, with all principal words capitalised)
3. Editor or translator (preceded by 'ed. by' or 'trans. by')
4. Edition (if other than the first, e.g. '2nd edn', 'rev. edn')
5. Number of volumes in multi-volume publication (e.g. '5 vols')
6. Details of publication, enclosed in parentheses, in this order and with this punctuation: (city of publication: publisher, date)
7. Volume number of the volume referred to (in capital roman numbers)
8. Page numbers (preceded by singular 'p.' or plural 'pp.' **except** when following a volume number)

All elements should be succeeded by a comma **except** when immediately preceding a parenthesis, and all footnotes should end with a full-stop.

Charlotte Brontë, *Villette*, ed. by Margaret Smith and Herbert Rosengarten (Oxford: Oxford University Press, 1990), p. 212.

*The Works of Thomas Nashe*, ed. by R.B. McKerrow, 2nd edn, rev. by F.P. Wilson, 5 vols (Oxford: Oxford University Press, 1958), III, 95-96.

Seth Koven, *Slumming: Sexual and Social Politics in Victorian London* (Princeton: Princeton University Press, 2004), p. 186.

Ian Watt, *The Rise of the Novel* (London: Hogarth Press, 1987), p. 80.

#### 3.1.2 Chapters in Books:

1. Author's name
2. Title of chapter (in single quotation marks, followed by a comma and the word 'in')
3. Title of the book, editor's name and details of publication (as for a book).
4. The page range within the book for the whole chapter, followed by the specific page cited (in brackets, preceded by 'p.' or 'pp.')

John Bender, 'Prison Reform and the Sentence of Narration in *The Vicar of Wakefield*', in *The New 18th Century: Theory, Politics, English Literature*, ed. by Felicity Nussbaum and Laura Brown (London: Methuen, 1987), pp. 180-96 (p. 186).

Nigel Leask, "'Wandering through Eblis": absorption and containment in Romantic exoticism', in *Romanticism and Colonialism: Writing and Empire, 1780-1830*, ed. by Tim Fulford and Peter Kitson (Cambridge: Cambridge University Press, 1998), pp. 165-80 (p. 77).

#### 3.1.3 Articles in Journals:

1. Author's name
2. Title of article (in single quotation marks but **not** followed by the word 'in')
3. Title of periodical (in italics, in full)
4. Volume number and date of publication as follows: number (date)
6. First and last page numbers of article cited (**not** preceded by 'pp.')
7. Page number of page cited (in parentheses, preceded by 'p.' or 'pp.')

All elements should be succeeded by a comma and the footnote should end with a full stop.

Anna Neill, 'Buccaneer Ethnography: Nature, Culture, and Nation in the Journals of William Dampier', *Eighteenth-Century Studies*, 33 (2000), 165-80 (p. 172).

Bruce Robbins, 'The Sweatshop Sublime', *PMLA*, 117 (2002), 84-97 (p. 95).

#### 3.1.4 Plays and Poems

Poems and plays are referenced in a similar way to books and chapters in edited collections (author's name, title of work, editor, publication details). References to plays and long poems should indicate the act and scene (or book/canto), where the quotation occurs as well as line numbers (where given). References to short poems should also include line numbers where available.

<sup>1</sup> Anthony Grafton, *The Footnote: A Curious History* (London: Faber and Faber, 1997).

Wallace Stevens, 'The Idea of Order at Key West', in *The Norton Anthology of Poetry*, 5th edn, ed. by Margaret Ferguson, Mary Jo Salter and Jon Stallworthy (W.W. Norton, 2005), pp. 1264-65.

T.S. Eliot, *The Waste Land*, in *The Waste Land and Other Poems* (London: Faber and Faber, 1999), pp. 21-46, v. 228-330.

*Much Ado about Nothing*, in *The Norton Shakespeare*, ed. by Stephen Greenblatt, Walter Cohen, Jean E. Howard, and Katharine Eisaman Maus, 2nd edn (New York: W.W. Norton & Company, 2008), pp. 1407-1470, iv.1.33-34.

### 3.1.5 Newspapers

References to articles in newspapers require only the date of issue (day, month, year), the relevant section, and the page numbers.

Jonathan Friedland, 'Across the Divide', *Guardian*, 15 January 2002, section G2, pp. 10-11.

### 3.1.6 Theses and Dissertations

Titles of unpublished theses and dissertations should be placed within single quotation marks, and should not be italicized.

Ava Arndt, 'Pennies, Pounds and Peregrinations: Circulation in Eighteenth-Century Literature and Culture' (unpublished doctoral thesis, Queen Mary, University of London, 1999), p. 45.

### 3.2 Online Publications

The method of citation for electronic resources follows the model for print publications. Electronic citations are troubling because the internet does not offer stable, finished editions (changes to web-sites may be made incrementally and frequently). If using an on-line full-text database, always refer to the stable URL. A digital facsimile of a printed edition should include a full reference to the relevant print edition (see 3.2.3 below). Information – as much as is available – should be given in the following order:

1. Author's name
2. Title of item
3. Title of complete work/resource
4. Publication details (volume, issue, date)
5. Full web address (Universal Resource Locator (URL)) in angle brackets
6. Date at which the resource was consulted (in square brackets)
7. Location of passage cited (in parentheses, in most intelligible form).

**3.2.1 Online Book** (either an electronic text of a printed book or a book-length electronic publication such as a hypertext fiction)

Geoff Ryman, *Two Five Three: A Novel for the Internet*, April 1999  
<<http://www.ryman-novel.com/>> [accessed 9 July 2000], (Car 4 passengers).

### 3.2.2 Online articles

Clara Tuite, 'Cloistered Closets: Enlightenment Pornography, The Confessional State, Homosexual Persecution and *The Monk*', *Romanticism On the Net*, 8 (November 1997) <<http://www.erudit.org/revue/ron/1997/v/n8/005766ar.html>> [accessed 2 August 2008], (section II).

### 3.2.3 Online databases

E.E. (Edward Estlin) Cummings, 'maggie and milly and molly and may', in *Literature Online* <<http://lion.chadwyck.co.uk>> [accessed 5 June 2001].

George Lyttelton, *Dialogues of the Dead* (London: W. Sandby, 1760), p. 45, in *Googlebook* <<http://books.google.com/>> [accessed 12 August 2008].

### 3.2.4 Personal web-site

Brycchan Carey, 'Ignatius Sancho Homepage', <<http://www.brycchancarey.com/sancho/index.htm>> [accessed 10 July 2002].

### 3.3 Film and Cinema

The reference should contain the relevant important information, including as a minimum: title, director, distributor, and date. Other information (producer, artists) may be provided if it is relevant.

*The Grapes of Wrath*, dir. by John Ford (20th-Century Fox, 1940).

*I Walked with a Zombie*, dir. by Jacques Tourneur, prod. by Val Lewton (RKO Radio Pictures, 1940).

'*Storytelling*: Trailer', *Storytelling*, dir. by Todd Solondz (New Line Home Video, 2001 [on DVD]), Chapter 1.

### 3.4. Subsequent references

Full publication details should be given on the first occasion a source is cited. In all subsequent references, the shortest intelligible form should be used. This will normally be the author's surname followed by the page number; if this is ambiguous (because you are citing two books by the same author or two authors with the same surname) then repeat the title in a shortened form:

Bender, 'Prison Reform', p. 186.

*Storytelling*, Chap. 5.

Tuite, 'Cloistered Closets', Sect. 3.

The phrases 'loc. cit.', 'op. cit.' and 'ibid.' are confusing to the reader and should not be used.

If you are quoting from one source a number of times, and there is no ambiguity, following the first full reference a page or (in the case of verse) line number can be given in parentheses within the text.

### 4. Citations from E-Book Readers (such as Kindle etc)

The department suggests that tablet e-book editions (such as for Kindle) do not offer a good basis for scholarship, and does not recommend using them in assessed work. However, if for some reason you need to cite an e-book edition, include the format and any page locator information provided with it (a section title or a chapter or other number, such as location or percentage). Eg:

Jane Austen, *Pride and Prejudice* (New York: Penguin, 2007), Kindle edn, location 2684.

### 5. Bibliographies

A bibliography is an alphabetical list (arranged by author surname) of all the works used in the production of the essay or dissertation. At the very least it must include all the works cited. The bibliography should follow on from the text of the essay or dissertation (placed after any appendices). The information should be arranged as in the footnotes, but the author's surname should precede their forename(s) or initial(s) and page numbers of specific quotations should appear. As a bibliography is a list, items should not end with full stops. However, bullets/numbers should not be used. Online resources may be included in a general bibliography or listed separately. The following examples illustrate these points:

Derrida, Jacques, 'Scribble (writing-power)', *Yale French Studies*, 58 (1979), 117-47

Fulford, Tim, and Peter Kitson, eds, *Romanticism and Colonialism: Writing and Empire, 1780-1830* (Cambridge: Cambridge University Press, 1998)

Lyttelton, George, *Dialogues of the dead* (London: W. Sandby, 1760), p. 45, in *Googlebook* <<http://books.google.com/>> [accessed 12 August 2008]

McKerrow, R.B., ed., *The Works of Thomas Nashe*, 2nd edn, rev. by F.P. Wilson, 5 vols (Oxford: Oxford University Press, 1958)