

## **Style Guidelines for *Parergon* Submissions**

*Parergon* uses the same style sheet as that of the *Modern Language Review*, the journal of the Modern Humanities Research Association. Important aspects of style and formatting procedures for *Parergon* submissions are outlined below for your reference. Please consult the MHRA Style Book, or a recent copy of the *Modern Language Review*, if in doubt as to specific issues.

*Parergon* will consider submissions which do not adhere to the following guidelines; however, once accepted, articles must be re-formatted as below before submission of the final copy.

### **Formatting**

- The title of the article and author's name should be included at the beginning of the article.
- Immediately following this, authors should include a 100-word synopsis of the article, indented in block quote style. Avoid any references to 'this article' or 'this essay' in your synopsis. Do not reproduce verbatim text from within the body of the article.
- Do not double space after a full point or other form of punctuation. *Parergon* style calls for a single space only in all cases.
- Quotations longer than approximately 40 words should be set out in 'block quote' style rather than within the body of the surrounding paragraph.
- Avoid the use of tabs or extended spacing throughout the article. The application of the *Parergon* formatting style sheet will format the article to our requirements after submission.
- If your article contains sub-headings or sub-sections, avoid the use of asterisks to delineate these. *Parergon* style calls for a Roman Numeral, followed by a subheading, if applicable, centred in bold type, as below

#### **I. Mad about Bedlam**

- Include your institutional affiliation at the end of the article.

### **Bibliographical style**

As noted above, *Parergon* follows MHRA style. If you do not have access to a copy of the MHRA Style Book, a copy may be downloaded from <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>.

Note in particular the following:

- Articles should employ footnotes, not endnotes or in-text citations as a rule. A bibliography is not necessary, as full bibliographic information should be provided in the first citation of each reference.
- In exception to the above, in-text citations may be used where there are frequent references made to a single source and it would be unwieldy to footnote each citation (see note on plays and long poems, below).

- The first reference should include all relevant publishing information; subsequent references may follow the form: [author's surname, page no.]. After a reasonable gap since the last similar footnote, or where there is more than one author with the same name, the short title should be used, ie:

**First reference:**

David Summers, *Michelangelo and the Language of Art* (Princeton: Princeton University Press, 1981)

**Subsequent references:**

Summers, p. 28.

**After a reasonable gap or to avoid confusion with other titles:**

Summers, *Michelangelo*, p. 28.

- Specific examples of common bibliographic styles are as below:

- **Books**

David Summers, *Michelangelo and the Language of Art* (Princeton: Princeton University Press, 1981), pp. 12–20.

- **Articles in Books**

Mario Pereira, 'Babies, Banquets, and Bacchanals', in *The Place of the Antique in Early Modern Europe*, ed. Ingrid D. Rowland (Chicago: University of Chicago Press, 1999), pp. 47–83.

Where a specific page or span is being referenced, this should appear in brackets after the full reference:

Mario Pereira, 'Babies, Banquets, and Bacchanals', in *The Place of the Antique in Early Modern Europe*, ed. Ingrid D. Rowland (Chicago: University of Chicago Press, 1999), pp. 47–83 (p. 56).

- **Articles in Journals**

Maurice Tomlin, 'Franz Cleyn at Ham House', *National Trust Studies*, 75 (1980), 21–34.

Note that 'pp' does not appear before page numbers in this case. Where a specific page or span is being referenced, this should appear in brackets after the full reference, with 'p.' or 'pp.' as appropriate.

Maurice Tomlin, 'Franz Cleyn at Ham House', *National Trust Studies*, 75 (1980), 21–34 (p. 27).

- **Plays and Long Poems**

After the first full reference to the relevant edition, subsequent references may be incorporated after quotations within the text, in the following form:

*The Merchant of Venice*, II. 3. 10.

*Parergon* style differs from MHRA style in that, where a sequence of lines is quoted, it requires that the closing line number also be cited, as in:

*The Merchant of Venice*, II. 3. 10–18.

- **Manuscripts**

The abbreviations 'fol.' and 'fols' are preferred to 'f.' and 'ff.'

In referencing, note particularly the following, which are often the source of errors or omissions:

- Names of authors, editors and translators should always be in the form firstname lastname, and not the reverse, ie David Perkins, not Perkins, David.
- Page spans must be provided in the initial reference for all articles and chapters cited. Please do not use ‘ff’, but include the whole page span in each case.
- When delineating page numbers, ‘pp.’ is used for page spans in book chapters but not in articles.
- For edited volumes, ‘ed.’ or ‘eds’ should **precede** the editor/s’ name/s and the word ‘by’ should be omitted (this differs from MHRA style). The same form should be used for translators.
- Where a book has been published in more than one place, it is normally sufficient to refer only to the first.
- Use ‘and’ rather than the ampersand when listing authors.
- Number spans throughout references should employ an en-rule, not the MSWord hyphen (see below).
- Number spans within page references should use the following form:  
17–19 (not 17–9), 226–29 (not 226–9)

### **Points of general style**

- British spelling should be used. For verbs ending in -ise or -ize, the -ize form is preferred. MHRA contains a list of exceptions to this rule.
- Numbers up to one hundred should generally be written in words.
- Dates before the Christian era should be stated in full. Dates after the Christian era should use the shorter form and follow the rules for number spans, above:  
1977–79
- The form ‘the seventeenth century’ should be used in preference to ‘the 17<sup>th</sup> century’.
- En dashes are to be used for number/date spans and when replacing ‘and’ or ‘to’, as in the following examples:  
The Melbourne–Sydney highway; the England–Wales match
- Em dashes should be used in pairs to enclose parenthetical statements within the body of the text.
- The MSWord hyphen should be used in instances of hyphenation, such as ‘a three-year-old child’, and not where the guidelines call for en or em dashes, as above.
- When used, ellipses should be spaced at each end. Note that *Parergon* style differs from MHRA style in not requiring the use of square brackets to indicate ellipses within quotes. The spaced ellipsis should be used without brackets in such cases.
- Single words or short phrases in foreign languages which are not used as direct quotations should be in italics. Direct, acknowledged or more substantial quotations should be in roman type, set out as block quotes or within single quotation marks. Foreign words which have passed into common English usage should not be italicised.
- Smart quotes should be used throughout. Use single quotation marks as a rule, and double quotation marks for a quotation within a quotation.
- Use the serial comma before ‘and’ and ‘or’ when enumerating three or more items.