

## **Spelling conventions**

Use British spelling. Spelling with either -ize or -ise is acceptable as long as consistency is maintained within the paper (i.e. organization or organisation, visualize or visualise).

## **Punctuation**

Follow British style of punctuation: when punctuating quoted matter, all punctuation belonging to the quoted material is placed within the closing quotation mark; all punctuation belonging to the including sentence as a whole is placed after the quotation mark. Use double quotation marks; single for quotations within quotations.

Square brackets are used for an unavoidable parenthesis within a parenthesis, to enclose interpolations in a quotation or in incomplete data, and to enclose phonetic transcriptions. Phonemic transcriptions are placed between solidi (/).

The superscript number indicating the place in the main text to which a footnote refers immediately follows adjacent punctuation (with the exception of dashes, which it precedes).

## **Quotations**

Quotations should correspond exactly with the originals in wording, spelling, and interior punctuation.

If more than one line of poetry is run into the text a solidus, with equal space on either side, marks the end of one line of text and the beginning of another. As a general rule quoted matter that runs for four or more lines, and quotations of two or more lines of poetry are set off from the text, without quotation marks. Poetry should be set line for line with the same indentation pattern as in the original.

## **Ellipses and text omissions**

Use three dots to indicate an omission within a quoted sentence or fragment of a sentence. To indicate omissions between sentences, use four dots a full stop followed by three ellipsis dots (even if the word preceding the full stop does not end the original sentence).

Where the beginning of the opening sentence of a quotation is deleted, ellipses dots need not be used.

The omission of a full line or several consecutive lines of verse in a displayed quotation is indicated by one line of em-spaced dots approximately the length of the line above it (or of the missing line, if that is determinable).

## **Titles and sources mentioned in the text**

Titles of articles and essays, chapters and sections of books, and unpublished works such as dissertations are enclosed in double quotation marks; titles of published books, plays, pamphlets, periodicals, and classical works are italicized. Capitalize all principal words in English titles.

Titles of book series and editions are capitalized and set in roman type without quotation marks (e.g. Modern Library edition).

Note: although the source of a direct quotation is usually given in the footnote, if using multiple quotations from a single source it may be preferable to give locating page or line numbers, act and scene, book, part, or the like in parentheses following each quotation instead of in the notes, to avoid lists of "ibids." The full citation may be confined to an explanatory note at the first mention of the source, with subsequent text citations in abbreviated form, for example (1.2.26) for act/scene/line; (3:22-3) for volume/page numbers.

## **Numbers**

Spell out whole numbers from one to one hundred, unless part of statistical data. Also spell out any of the whole numbers above followed by hundred, thousand, million, and so on. For all other numbers numerals are used.

Numbers applicable to the same category are treated alike within the same context: if according to rule you use numerals for one of the numbers, then for consistency's sake use numerals for all.

In page ranges and other connecting consecutive numbers only as much of the second number is given as differs from the first, e.g. 104-6, 1272-83. Note that the numbers 1-19 are treated as integers, e.g. 12-14.

## **Dates**

Write as: 6 October 2004

Use an en-rule for a span of consecutive years: 1945-46

Spell out in lowercase references to particular centuries: twentieth century

## **Abbreviations**

Abbreviations and acronyms are written without full stops (e.g. USA, PhD). Roman type is used for scholarly Latin words and abbreviations: *ibid.*, *et al.*, *ca.*, *passim*, *idem*, italic type for [sic].