

**TYPESCRIPT TO BE PRESENTED DOUBLE-SPACED
NUMBER THE PAGES OF THE WHOLE TYPESCRIPT IN A SINGLE SEQUENCE, RIGHT
MARGIN UNJUSTIFIED**

1. **Omission of full points** from:

Mr, Mrs, Dr, St, BC, AD and from recognized abbreviations of journals (*TLS*, *JHS* etc.). As a general rule no full points when the last letter of the abbreviation is the same of the word abbreviated (eds for 'editors', but ed. for 'editor')

Full points should be included in standard abbreviations such as *ibid.*: see note 9.

2. **Possessives of names ending in 's'**

Use 's for the possessive genitive case in English names and surnames wherever possible:

- a) Charles's, James's etc.

Exceptions, where the additional 's' can be omitted, are as follows:

- b) Jesus', Moses' (and other names where the final syllable is pronounced '-iz'), ancient classical names e.g. Venus', Herodotus', Ceres'.
c) French names which end in 's' or 'x' should always use 's for the possessive case in English: see Malraux's

Poetical license are allowed in verse.

3. **Alternative spellings of -ize, -ise words**

Use -ize in preference to -ise as a verbal ending in cases where both spellings are in use.

Exceptions are:

1. Verbs formed from nouns having -is- as part of the stem (e.g. televise, excise, compromise)
2. Verbs identical to nouns in -ise (e.g. exercise, surprise)

4. **For Dates** follow the examples below:

23 May 1946

May 46 BC

May AD 1946

Dates at the opening of a paragraph should be spell out in full.

Range of years AD should be set out 1946-47, 1946-1968 etc., while years BC should be set out *in full*: 185-122 BC. Use the extended form of ranges of dates also in chapter titles, book titles, section headings, captions etc. (e.g. 1919-2001).

Decades should be referred to without an apostrophe (e.g. *the 1940s*, NOT *the 1940's*).

Range of dates are to be spelled out as either '1915-1918' or 'from 1915 to 1918'. In the latter case the full form of the date should always be used.

Full forms should be used for expression like 'the sixteenth century' or 'sixteenth-century literature'.

The abbreviation or *circa* is *c.* (italics, full-stop and no space before the date).

5. Numbers

All numbers that begin a sentence should be expressed in *words*. Numbers up to one hundred should *normally* be expressed in words. The exceptions to this are shown below. Numbers greater than one hundred should normally be expressed in *figures* in the case they do not start the sentence.

Figures should always be used for mathematical, scientific and statistical contexts, for tables, for units of measurement and age, and for volume and chapter numbers.

Insert commas for numbers with four or more figures (e.g. 4,938). EXCEPTIONS: dates, catalogue and library references, line numbers, page numbers.

Use Roman numerals for kings etc. (e.g. Queen Elizabeth II).

Decimal numbers are preceded by a point: 0.36.

In a range of figures within the same hundred the last two figures should be used, e.g.:

5 15
25 27
125 27 (else: 125- 127)
1125 27 (else: 1125 -1127)
1939 45.

Range of numbers are to be spelled out as either '113 - 215' or 'from 113 to 215' ; in the latter case the full forms of numbers should always be used.

6. **Dashes** (em rules) should be used sparingly. If no facility for dashes (em rules) exists, they should be represented in the typescript by a double hyphen preceded and followed by a space (e.g. Some people -- an ever increasing number -- deplore this.) When typeset they will appear as a long dash (em rule) closed up on both sides. Note that MS Word has a dash (em rule) in Insert/Symbols.

7. Spacing and page references

In text, one space should follow each full point, comma, colon or semi-colon *except* as listed in point 9 below (e.g., i.e. etc.) and as follows:

- a) In names with initials, e.g. A.E. Housman, T.B.L. Webster, all spaces should be closed up *except* between the last initial and the surname.
- b) Obliques indicating line breaks in poetry should be closed up on both sides (no space between the end of the first line and no space at the beginning of the following).
- c) Omission marks are expressed by three points only, with space between each stop.: "a friend . . . came along the corridor"

- d) p. 31, pp. 31f., pp. 35 37, cf. p. 31 i.e. there should be a character space between the page and number, and cf. and page, but not between number and f. or ff. Similarly ch. 5, chs 6 7, l. 9, ll. 14 15 etc. should be spaced.
- e) A single space is used in books for spacing after full points at the end of sentences and between sentences.

8. Indents

Do not indent the first paragraph after a heading, nor the sentence following line spaces (e.g. after a piece of quoted material which is set into the text with spaces above and below it) unless it begins a wholly new paragraph.

8 Quotations

- a. Use single inverted commas for quotations.
- b. Use double quotation marks only for inset quotations.
- c. If the quotation ends a sentence of your own text, place the full point outside the inverted comma. BUT, if the *whole* sentence is a quotation, place the full point *inside* the inverted comma.
 - i. e.g. On Mount Sinai Moses was told 'Thou shalt not kill.'
 - ii. but: We are advised not to become murderers, as God commanded 'Thou shalt not kill'.
- d. For parentheses and for other punctuation marks, the sense dictates whether they should be placed inside or outside the quotation marks.
 - i. The witness used the word "poison"?'
 - ii. But: The preacher boldly cried out, 'Woe unto this city!'
- e. As a general rule, short extracts or quotations are inserted in the main sentence or the main text. When the extract/quotation is extended (4 lines or more of prose, 2 lines or more of verse) it should be indented left and right and one line space allowed above and below. Shorter quotations may also be indented if they need to be displayed for a special purpose.

9 Italics, Bold, Underlining etc.

Italicise the following:

Titles: book, film and play, long poems such as *The Fairie Queene*, names of periodicals. In this case the article should be in roman: *The Daily Mail*. It should be noted anyway that *The Independent* and *The Times* are considered exceptions.

Use roman for a title mentioned within an italicised title, e.g. *A Preface* to *Offstage* and *Onstage*.

Stage directions in dramatic texts and foreign words are always italicised.

Use roman in quotation marks for:

titles of chapters in books, articles in periodicals, shorter poems, short extracts from a text.

Use roman without quotation marks for all the commonest short abbreviations:
ad loc., app. crit., cf., ed., cit., e.g., et al., et seq., ib., ibid., id., i.e., loc. cit., op. cit., q.v.,
sc., s.v., viz.

Underline texts in your typescript to show italics.

9. Layout of bibliographies and source references

Bibliographies should state first the author in roman, then the book title in italic or underlined, then the publishing details in parentheses. If there have been several editions, state the first and/or most accessible edition, but consistency is necessary throughout.

e.g. Dente, C., *La recita del Diritto* (ETS, 1986; repr. 1995)

OR . . . (Pisa, 1986; repr. Pisa, 1995)

Articles should be cited as follows:

e.g. Dente, C., 'Counterfeit Classics: Shakespeare/Camilleri. Joking with Masks, Translations and Traditions' *Journal of Anglo-Italian Studies* 12 (2013) pp. 245-262.
i.e. the title of the article is shown in roman in quotation marks, with any book titles which it quotes in italic.

If the article is in a book, it should be cited as follows:

Dente, C., 'Reality, Theatre and Human Rights' in I. Ward, (ed.) *Literature and Human Rights* (Berlin /Munich/ Boston, 2015).

Bibliographies should have the entry name arranged in the sequence: surname followed by initials or first name, while for footnotes and endnotes the sequence is: initials or first name followed by surname.

Although 'ibid.' may be used, please avoid the use of abbreviations like 'op. cit.' and 'loc. cit.'

The Harvard Author-Date system is acceptable as an alternative, especially for works in the field of Linguistic, but a combination of the two systems should be carefully avoided.

12. Tables, footnotes, captions etc.

Please discuss with the Press at an early stage the intended final positions in the book for notes and references.

Show superscript numbers for notes thus [3] if it is not possible to type as actual superscripts.

P.U.P. Series 'Journeys Through Changing Landscapes'
Author's stylesheet

A useful source of reference to resolve tricky problems of spelling and style (particularly good for hyphen/no hyphen, italic/roman, usual abbreviations, unusual plural forms, accents, etc.) is:

New Oxford Dictionary for Writers and Editors (2005).