

RENAISSANCE STUDIES – GUIDANCE FOR AUTHORS ON JOURNAL STYLE

FOOTNOTES

Footnotes to appear on the page to which they refer, using superscript roman numerals following any punctuation.

..... gradually this affection degenerated].⁴⁸

Give the first name and surname of authors; if only initials are used, leave a space after each full stop. However, do not use full stops in acronyms.

The full titles of books should be italicised, using leading capitals on the main words. Publication information should be in parentheses; give place, publisher and year of publication (post-1850 only). Chapter (where appropriate) and page numbers should be given (omit 'p.'). Use a semicolon to separate any following publications. Edited volume of a single- author work to follow format shown. For reprinted works, include the original publication date, e.g. (1911; repr. London: Virago, 1977).

Ken Albala, *Eating Right in the Renaissance* (Berkeley and Los Angeles: University of California Press, 2002), 237-42; Ioannes Vitez, *Opera quae supersunt*, ed. Ivan Boronkai (Budapest: Akadémiai Kiadó, 1980).

For subsequent references to works already cited, use the author's surname only, plus a shortened version of the title.

Albala, *Eating Right*, 71.

For consecutive citations, *Ibid.* may be used.

For all journal articles and chapters, the titles should be romanized and be in quotation marks, with leading capitals and followed by a comma. Volume numbers should be included, but issue numbers are unnecessary unless the pagination of each one starts at page 1. Set out articles in edited volumes as shown below.

See for instance Sally Harper, 'Masking and Politics: the Alison Craik Incident, Edinburgh 1561', *Renaissance Studies*, 21 (2007), 625-36; Caroline Jameson, 'Ovid in the Sixteenth Century', in J. W. Binns (ed.), *Ovid* (London: Routledge & Kegan Paul, 1973), 210-42.

Give titles of archives and libraries in full when mentioning them for the first time; thereafter, initials can be used.

... meetings with the king and the intention to visit the duchess on the following day. See Archivio di Stato di Firenze, Mediceo avanti il Principato (hereafter ASF, MAP), XVI, 191r-v.

If referring to a web site, quote the author, title, full internet address, followed by the month it was accessed.

Romuald I. Lakowski, 'Geography and the More Circle: John Rashell, Thomas More and the "New World"', *Renaissance Forum, An Electronic Journal on Early Modern Literacy and Historical Studies* [online], Vol. 4, No. 1, 1999: <<http://www.hull.ac.uk/renforum/v4no1/lakowski.htm>> (accessed June 2001).

Numbers: use elision in ranges as far as possible (e.g. 24-5, 137-8), but do not elide numbers ending in zero and between 11 and 19.

Use the following abbreviations:

Fig. (figure), Pl. (plate), No. (number)

MS/MSS (manuscript(s))

ed./eds. (editor(s))

cat. (category number)

fol./fols. (folio/folios) Do not use superscript for (r)ecto and (v)erso (e.g. 'fol. 17r')

vol./vols. (volume/volumes) in general (e.g. 'in 3 vols. '), but capitals used for specific reference (e.g. 'Vol. 1'); similarly for chapters.

Leave a space between abbreviation and numeral (fol. 24; Ch. 5; Fig. 3)

CAPTIONS

Captions for images should take the following standard form: Fig. X artist, title of work [in italics], date of work, medium, size, place [town/city + location] (acknowledgement or copyright)

Fig. 1 Hans Holbein the Younger, *Jean de Dinteville and Georges de Selve ('The Ambassadors')*, 1533, oil on panel, 207 x 209.5 cm, London, National Gallery (© The National Gallery, London)

GENERAL STYLE NOTES

Headings: A centred, small capitals, roman numerals

B centred, sentence case, italicized, arabic numerals

Section breaks: three stars (***)

Italics used for

- i) titles of articles (as detailed earlier)
- ii) works of art, books, large musical works (but not for short poems & songs) – do not underline
- iii) emphasis (no bold type)
- iv) words and short phrases in other languages

U.K. English spelling (except when U.S. spelling used within a reference), but use -ize in preference to -ise when both are in use. (However, use 'analyse', not 'analyze'.)

Use 's for the possessive case with English names, but s' for Latinized names (e.g. Charles's, Venus').

Full stops used after initials and most abbreviations; exceptions include MS (manuscript), ME (Middle English), St (Saint).

Three dots only (...) to be used to indicate an omission in the text.

When punctuation marks are not part of quoted material, place them outside the quotation marks, (e.g. ... with his 'dedicatory epistle' and 'preface', proclaiming Ovid's stories as mythical ...). However, when a grammatically complete sentence is quoted, the full stop is placed within the quotation marks (e.g. 'Once spoken, Wyatt's letter becomes his epitaph.').

Use square brackets for [sic], editorial ellipsis [...] or other comments, corrections or translations. Do not use for parentheses within parentheses.

Use single quotation marks for short quotations, with double ones for a quotation within a quotation. Single quotations can also be used to indicate slang or technical terms. Lengthy extracts of quoted material should appear centred, with wider margins and a smaller font (similarly with epigraphs). There should be a space at top and bottom of the quoted section and the paragraph beginning after it should not be indented. There should be no quotation marks. The source should be given in brackets after the displayed text.

Verse should normally be displayed as detailed above if there is more than one complete line. However, if it is run on into the text, indicate line breaks by use of capitals (if appropriate) and oblique lines (no space before, but one after), e.g. ... occurs only through a single quatrain: 'From Brutus stemme [broode], from Dardan line,/ Sidanen is a Phenix fine;/ From Cambers ...

References to plays: title in italics, acts in roman capitals, scenes in roman lower case, lines in arabic numerals, e.g. *Henry V*, II. iv. 126-131.

References to poems divided into books [use small caps.], cantos and lines: Spenser, *Faerie Queene*, IV. xxvi. 35

References to the Bible: title of book to be roman (can be abbreviated as per Hart's Rules), e.g. Matt. 4: 1-5.

Use capitals for Renaissance, Protestant, Catholic, Quattrocento etc. Use also for specific buildings (e.g. Winchester Cathedral), but not for ones in general (e.g. the largest cathedral). Use capitals for titles of people (e.g. the Duke of Buckingham) but not when referring to their actions (e.g. '... the duke marched ...').

Place names should use the spelling preferred by their country of origin, as long as this is in general use in this country (e.g. Beijing, not Peking; however, Florence, not Firenze). Accents to be applied similarly. However, in foreign-language publications, reference to place of publication to be in same language, not English.

En-rule (-) used for a span e.g. '1540-1603', with em rules (–) used parenthetically – as shown here – if it helps to clarify a complex sentence.

Use hyphens attributively, not predicatively, e.g. 'sixteenth-century literature written in the sixteenth century'.

Numerals under 100 (including fractions) should be printed in full, e.g. 'ten', 'sixteenth century' (not 16th century). Numbers with four or more figures (excluding dates) should have a comma inserted, e.g. '1,760'. Fractions in full take a hyphen, e.g. two-thirds.

Dates to be printed thus: 25 September 1586. Use BC and AD, not BCE or CE.

Avoid use of ampersand (&).

For other style queries, consult *New Oxford Dictionary for Writers and Editors* (Oxford: Oxford University Press, 2005); *New Hart's Rules* (Oxford: Oxford University Press, 2005) and dictionaries in the Oxford series.