

Style Guide

EJES uses an author: date citation system and employs British English conventions for spelling and punctuation.

1. Format

- AUTHOR:** Flush Left and When F. Needed
- TITLE:** MAIN TITLE IN CAPS: THROUGHOUT
Any subtitle should be in lower case below
- ABSTRACT:** (No heading). Abstract text is all italic and indented.
- KEYWORDS:** Keywords no caps; on any; word; indented to follow abstract; no full point
- HEADINGS:**
A—Bold, flush left, lower case throughout
B—Italic again lowercase
C—Italic lower case. Text runs on same line after full point.
- GENERAL:**
Spelling: British. ‘ise’/ ‘isation’, not ‘ize’ etc.
Quotes: Single inverted commas
Punctuation: punctuation outside inverted commas, unless the quotation forms a complete sentence.
Indented quotations: Displayed quote indented with full point at end.
Source on next line flush right
Alignment: Start flush left after heading; left justification
Paragraphing: use indentation, not double-space
References: in text (see below)
Notes in text as superscript numbers following punctuation
table 1 and figure 1 when referred to in text
Space: N rule
Use *en-dash*, rather than hyphen or em-dash, where appropriate
Abbreviations: No full points in abbreviations like PhD, USA, UK, ...
Ellipses: ‘...’ NOT ‘[...]’
Numbers: one–nine always in full, 10 and over in digits; 1,000.
Century: nineteenth century, twenty-first century etc.
Percent: %
Appendices given at very end after biographical note
- FIGS:** FIGURE 1 The rest should be flush left with full point.
- TABLES:** TABLE 1 The rest is flush left no full point
Headings in tables are italic with no caps at all, not even on first word
Any footnotes to tables should be denoted using * ...
- ACKNOWLEDGEMENTS:** Normal A heading before Notes
- NOTES:** Normal A heading then number 1 tab with hanging indent. Use sparingly

2. References:

References should be given parenthetically in the text, and not in footnotes, using the author-date system (Name, year: page number).

When using source information in the context of your paper, a combination of signal phrases and parenthetical references should be used. If you use a **signal phrase** (introducing the source information with a phrase that includes the author's name) a parenthetical reference after the information should include the page number. If you do not use a signal phrase with the author's name, the parenthetical reference includes the author's last name and the page number.

If you make **subsequent citations from the same source** when references are close together, use the most economic means that ensures unambiguous attribution. In other words, simply list the page number (23) or, if needed to ensure the absence of confusion between previously cited works, the date of publication and page number (2001b: 23).

Examples:

1) **Signal phrase:** In his essay 'The Local and the Global: Globalization and Ethnicity', Stuart Hall (1991: 33) inquired whether 'globalization [was] nothing but the triumph and closure of history by the West'.

2) **No signal phrase:** Food historians have come to the conclusion that change in diet was quite slow but that for those who could afford it, the Restoration and its consequences did have an impact on English diet (Mennell, 1996: 63, 73)

Note that there is a colon between the author's name and the page number.

The above in-text citations refer the reader to the following entries in the list of references:

1) Hall, Stuart (1991). 'The Local and the Global: Globalization and Ethnicity.' *Culture, Globalization and the World System*. Ed. Anthony D. King. London, Basingstoke and Binghampton: Macmillan. 19-39.

2) Mennell, Stephen (1996). *All Manners of Food. Eating and Taste in England and France from the Middle Ages to the Present*. Urbana and Chicago: U of Illinois P.

If you are citing **several works by different authors**, please use a semicolon to separate the references:

Example: "The languages pairs involved include among others German-American, German-British English and German-Irish English (Ebeling, 1994; Möhl, 1996; Tobaben, 2006)."

If you are citing **several works by the same author**, please use a semicolon to separate the references.

Example: "The analyses of the written data follow essentially the model presented in House (1981; 1997)."

If you are citing **several works by the same author with the same publication year**, please use lowercase letters (Fludernik, 2001a; 2001b).

3. Bibliography:

1. Standard (single author): includes author's full name (reversed), date of the edition, name of the book, location and publisher.

Colley, Linda (1996). *Britons. Forging the Nation 1707–1837*. [1992]. London: Vintage.

2. Two or three authors: cite authors as they appear on the title page, not necessarily in alphabetical order; reverse the name of all authors:

Duras, Marguerite and Resnais, Alain (1959). *Hiroshima mon amour*. Paris: Gallimard.

Franklin, Sarah, Stacey, Jackie and Lurie, Celia, eds (2000). *Global Nature, Global Culture: Gender, Race, and Life Itself*. London: Sage.

3. More than three authors: cite only first author, name reversed, followed by 'et al.':

Pelikan, Jaroslav et al. (1964). *Religion and the University*. Toronto: U of Toronto P.

4. A book with an editor: After the reversed name or names, use the abbreviation 'ed.' for 'editor' or 'eds' for 'editors':

Conboy, Katie, Medina, Nadia, and Stanbury, Sarah, eds (1997). *Writing on the Body: Female Embodiment and Feminist Theory*. New York: Columbia UP.

5. A book with both an author and an editor: Begin with the author and title, followed by 'Ed.' or 'Eds' for one or more editors:

Freud, Sigmund (1973-1986). *The Pelican Freud Library*. Vol. 11. Eds Angela Richards and Angela Dickson. 15 vols. London: Pelican.

6. A book that is a translation: list the entry under the name of the author, not the translator. After the title, write 'Trans.' for 'Translated by' and the name of the translator:

Heidegger, Martin (1999). *Contributions to Philosophy (From Enowning)*. Trans. Parvis Emad and Kenneth Maly. Bloomington: Indiana UP.

7. A book with a Corporate author: list the entry under the name of the corporate author, even if it is also the publisher:

American Medical Association (1989). *The American Medical Association Encyclopedia of Medicine*. New York: Random.

8. A book with an unknown author: Begin with the title of the book, alphabetise the entry by the first word of the title other than 'a', 'an', or 'the':

The Times Atlas of the World (1992). 9th ed. New York: Times.

9. An article in a collection: list the author of the article, date of the edition, title of the article, the title of the book, and the name of the editor(s). After the publishing information, give the page numbers:

Haraway, Donna (1992). 'The Promises of Monsters: A Regenerative Politics for Inappropriate/d Others.' *Cultural Studies*. Eds Lawrence Grossberg, Cary Nelson and Paula A. Triecheler. London and New York: Routledge. 295–337.

10. An article in an encyclopedia or dictionary: list the author of the entry (if any), the entry heading or title, the title of the encyclopedia, the edition number (if any), and the date of the edition. After the publishing information, give the page numbers:

Nünning, Ansgar (2004). 'Kulturwissenschaft.' *Grundbegriffe der Kulturtheorie und Kulturwissenschaften*. Ed. Ansgar Nünning. Stuttgart and Weimar: Metzler. 124.

11. Scholarly journal article: give the volume number followed by the issue number, a colon and the page numbers:

Kenny, Kevin (2003). 'Diaspora and Comparison: The Global Irish as a Case Study.' *Journal of American History* 90.1: 134-62.

12. An article in a monthly or weekly magazine: list the author's name, the name of the article, the name of the magazine (italics), the date, and the page numbers:

Murphy, Cullen (1993). 'Women and the Bible.' *Atlantic Monthly* August: 39–64.

13. An article from a newspaper: list the author's name, the name of the article, the name of the publication (italics), the date, and the page numbers:

Greenberg, Daniel S. (1980). 'Ridding American Politics of Polls.' *Washington Post* 16 Sept.: A17.

14. General Website: A general website citation should include the author's name (if known), the title of the article or section of the page, the title of the main page, the date of access, and the URL

Harris, Jonathan G. (19 Nov. 1997). 'The Return of the Witch Hunts.' *Witch Hunt Information Page*. <<http://web.mit.edu/harris/www.fells.short.html>>.

15. Article in Online Reference Database (online encyclopedias, current biography, Britannica, etc.): should include the author's name (if known), the article title, the title of the reference database, the version number (if known) the date of issue for the database (if known), the publisher of the database, the date of access, and the URL.

'Fresco.' *Britannica Online*. Vers. 97.1.1 Mar. 1997. *Encyclopedia Britannica*. 29 March 1997 <<http://www.eb.com:180>>.

16. Electronic version of a book (from website): A book citation should list the author of the book, the title of the book, the name of the website on which the book may be found, the editor of the site (if applicable), the date of access, and the URL.

Kirk, John and Ó Baoill, Dónall P., eds (2002). *Language Planning and Education: Linguistic Issues in Northern Ireland, the Republic of Ireland, and Scotland*. Belfast: Belfast Studies in Language, Culture and Politics. Queen's University Belfast. 5 Oct. 2005 <<http://www.blscp.com/vol06/index.html>>.

17. Article in online journal: An online journal citation should list the author's name, the name of the article in quotation marks, the name of the journal, the volume and issue number of the journal, the date of the journal, the date of access, and the URL. Note that journal articles originally published in print format and available online through a subscription service should be cited according to the subscription service format.

Hartman, Geoffrey (2003). 'Trauma Within the Limits of Literature.' *European Journal of English Studies* 7.3: 257-74. 23 Oct 2004 <<http://journalsonline.tandf.co.uk/media/f62clcevwm5xph4vudu7/contributions/0/r/6/9/0r696hqxhykra062.pdf>>.

18. Article in an online-Magazine (e-zine): should include the author's name, (if known), the article title in quotation marks, the name of the magazine, the issue date of the magazine, the date of access, and the URL.

Landsburg, Steven E. (1997). 'Who Shall Inherit the Earth?' *Slate* 1 May. 2 May 1997 <<http://www.slate.com/Economics/97-05-01/Economics.asp>>.

19. Poem from online source: A poem citation should list the author's name, the name of the poem in quotation marks, the name of the primary work in which it may be found, the editor of the parent page (if applicable), the date of access, and the URL.

Nesbit, Edith (1997). 'Marching Song.' *Ballads and Lyrics of Socialism*. London, 1908. *Victorian Women Writer's Project*. Ed. Perry Willet. Indiana University. 26 Apr. 1997 <<http://www.indiana.edu/~letrs/vwwp/nesbit/ballsoc.html>>.

4. Abbreviations:

editor	ed.
editors	eds
edited by	ed.
translated by	trans.
second	2nd
third	3rd
fourth	4th (etc.)
volume	vol.
volumes	vols

University Press

UP (also: U of Somewhere P)