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. ‘is’e/ ‘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: %

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:


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.
   

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:
   


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’:
   

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:
   

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:
   

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

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’:
   
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:


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:


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


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:


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:


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.


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.


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.

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.


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.


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.


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)