

***Cultural History* style sheet**

Edinburgh University Press

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For matters not covered by the following style sheet, please consult *New Hart's Rules* (for grammar and style) and the *Concise Oxford Dictionary* (for spelling).

Please submit your text in Word format making sure you follow this style sheet carefully. Articles should be double-spaced and written in UK English. Should you want to use images, please send them to the editor in separate files, and make sure they are of high resolution (min. 300 dpi).

Abbreviations

- Full stops (periods) should be used in abbreviations. Note, however, that it is preferable in text to say:
 - ‘for example’ rather than ‘e.g.’
 - ‘that is’ instead of ‘i.e.’
 - ‘and so on’ instead of ‘etc.’
 - ‘namely’ instead of ‘viz.’

Examples:

i.e.
e.g.
Esq.
etc.
Co.
no.
ibid.
et al.

- No full stops should be used in **upper-case** abbreviations such as ‘US’ or ‘UK’ but please note that people’s initials are spaced and followed by a full stop:
A. A. Milne
- Abbreviated units of measurement do not have full stops and do not take a final ‘s’ in the plural.
- Use two-letter abbreviations for US states in references and bibliography (i.e. Cambridge, MA *not* Cambridge Mass.). If in doubt (and as these are highly eccentric, please err on this side), please check the list in Butcher, *Copy-editing*.

See also *Contractions*.

Acts of Parliament

The title of the Act should have no comma between it and the year. Please use a lower-case ‘t’ for ‘the’ before the name of the Act, e.g.: the Copyright, Designs and Patents Act 1988.

Capitalisation

- Please keep capitals to a minimum.
- Use full caps for acronyms, e.g. NATO, USA, TV.
- Use a capital for ‘Chapter’ for internal cross references.
- Use small caps only for CE (Common Era) and BCE (Before the Common Era).
- Use capitalization to distinguish specific from general, for example ‘He is a professor at Edinburgh University ...’ but ‘He is Professor of literature at ...’.

- Always capitalise initials of key words in English-language titles of books (titles are italicised); see *References*.

Captions

If there are any tables, figures, maps or other illustrations, a list of captions should be supplied. Captions should be consistent and clear. They usually take the form:

Figure x.x [space here] The title of the figure, taking initial capital for the first word and any proper nouns. (Source: Details to be given.)

Contractions

Those ending with the same letter as the original word do not take a full stop, for example Mr (not Mr.)/Ltd/1st/eds/edn/vols/cwt/Dr/Mrs and so on.

Dates

Please use the following forms:

- Monday, 9 November 1996 (that is, date as Arabic numeral, followed by month's full name, followed by full year in figures – not '96)
- 1930s (not 1930's)
- in the twentieth century (but twentieth-century literature)
- 1899–1901, 1900–1, 1900–10, 1910–18, 1923–4, 1989–91

Please use BCE (Before the Common Era) and CE (Common Era) rather than BC and AD. There is no need for CE from the year 500 onwards (unless in the context of the article you feel that it is important). Examples: 43 BCE, 499 CE, 632.

Definite article

Normally use lower-case 't' before names of associations, companies and other bodies but, for newspapers and periodicals, follow the use of 'the' in the title. Use the following: the *Daily Telegraph*, the *Daily Express*, *The Times*, *The Guardian*, *The Independent*, *The Scotsman*, *The Economist*.

Drama references

'Act III, scene ii, line 297' should be written as 'III.ii.297'.

Ellipsis

Show ellipses by three evenly spaced dots on the same line, preceded by a character space and followed by a character space or by a closing quotation mark (or a closing parenthesis). Avoid following ellipses with a full stop or a comma. See also *Quotations*.

Emphasis

Emphasis should be achieved by the phrasing and grammar. It should not be necessary to use italics or bold to show emphasis.

En and Em rules

- We have stopped using em rules in favour of spaced en rules (–).
- Unspaced en rules are used between dates (14–17 July) and wherever the dash can be interpreted as 'to'.
- Spaced en rules are used for parenthetical dashes (... asides in the text – authorial remarks and the like – are an example).

Endnotes

Cultural History uses endnotes. Note indicators should be superscript numerals, without parentheses, outside any punctuation. Note numbers, following on sequentially in the text, should never be set in tables as the positioning of the tables may have to be changed during the process. Notes to headings should be avoided.

The first reference to a work provides full bibliographical data. Please provide authors' full first names.

Full reference to a book

Marjo Kaartinen, *Breast Cancer in the Eighteenth Century* (London: Pickering and Chatto, 2013).

Michel Foucault, *Archaeology of Knowledge*, Alan. M. Sheridan Smith (transl.) (London: Routledge, 2002).

Katherine A. Craik and Tanya Pollard (eds), *Shakespearean Sensations: Experiencing Literature in Early Modern England* (Cambridge: Cambridge University Press, 2013).

Full reference to a journal article

Richard Price, 'One Big Thing: Britain, its Empire, and their Imperial Culture', *The Journal of British Studies*, 45:3 (2006), pp. 602–27.

Full reference to a book chapter

Catherine Hall, Keith McClelland and Jane Rendall, 'Introduction', in Catherine Hall, Keith McClelland and Jane Rendall (eds), *Defining the Victorian Nation: Class, Race, Gender and the Reform Act of 1867* (Cambridge: Cambridge University Press, 2000), pp. 1–70.

When quoting from a journal or book chapter, please add the page number of the quotation in parentheses:

Roger Chartier, 'Texts, Printing, Readings', in Lynn Hunt (ed.), *The New Cultural History* (Berkeley: University of California Press, 1989), pp. 154–75 (161).

After this first reference, further references are shortened to the last name(s) of the author(s) or editor(s) and an abbreviated title:

Kaartinen, *Breast Cancer*, p. 20.

Price, 'One Big Thing', p. 621.

Films and CDs should be referenced as follows:

[title in *italics*], [media], [director/ composer as appropriate] ([Place]: [producer], [date]).

e.g. *Macbeth*, film, directed by Orson Welles (USA: Republic Pictures, 1948).

Please avoid 'op. cit.', 'loc. cit.', 'idem' and 'eadem'. 'Ibid.' (note full stop) can be used to refer to the **immediately** preceding reference, or part of it, indicated by the page number (Ibid. p. 32). Please do not use 'ibid.' if there are two references in the preceding note as this is too confusing. For clarity, please give a page number each time you use 'ibid.', e.g.:

1. Smith, *The Book*, p. 19.

2. Ibid. p. 19.

3. Ibid. p. 23.

4. Ibid. p. 24.

'Ibid.' should not be italic.

Headings

Sub-headings

- The hierarchy used should be as simple as possible and there should not be more than 3 levels of heading.

Hyphenation

Hyphenation should be kept to a minimum. It is normally used adjectivally, e.g. ‘nineteenth-century building’ but ‘a building of the nineteenth century’.

Illustrations

If an author wishes to illustrate something using a photograph, image, drawing, diagram or chart, please ensure a high-quality electronic scan is supplied or, if this is not possible, a transparency or high-quality print.

For photographs, please scan at a minimum of 300 dpi and save as a TIFF or jpeg. For line illustrations (i.e. maps, graphs etc), please scan at a minimum of 1200 dpi and save as a TIFF or jpeg. The final size of the scan should be approximately 250 x 200 mm.

Areas of detail that appear in very dark areas of a photograph are particularly difficult to reproduce successfully, especially if there is a strong light contrast in the image.

Please **do not** embed images/tables in Word/Excel documents.

Italics

Italics should be used for foreign words except

- when part of a foreign-language quotation
- when the word has been assimilated into the English language.

Italics should also be used for titles of newspapers, journals, plays, books, films, works of art, names of ships, but *not* for the names of institutions or associations.

Please italicise only what is necessary – surrounding punctuation should not be italicised.

Legal issues

Err on the side of caution if there is any danger of text being interpreted as libellous. Personal criticism of living individuals should not be made without very careful consideration of the possible legal consequences.

Numbers

- Ranges of numbers: please omit any digits that are not necessary to understanding (but any number in the ‘teens should show both digits). Some examples:
3–6, 15–17, 23–4, 37–43, 44–101, 100–9, 105–6, 111–13, 115–17, 123–4,
137–43, 144–244
- Spell out numbers up to but not including 10 for technical texts. Spell out words up to but not including 100 for more literary texts.
- 6,000, 10,000 *not* 6 000, 10 000.

Quotation marks

- Please use single quotation marks throughout, with double quotes for an inner quote: ‘xxx “yyy” xxxx’.
- Displayed quotations (see under *Quotations*) have no quotation marks: any quotes within a displayed quote will have single quotation marks.
- A few philosophical and linguistics texts use quotation marks for different, specialist purposes. Check with the author if in doubt.
- Please be consistent in the use of curly or straight quotation marks.

Quotations

- Quotations of more than 40 words should be displayed. Please indent them or type as a separate paragraph with a line space above and below.

- Introductory ellipses should be avoided but concluding ellipses are acceptable.
- Original spellings should be used. Add [sic] if necessary.
- Capitalising quotations: Please capitalise quotations on an *ad hoc* basis according to sense. If a quotation starts a new sentence, then use a capital. If it continues as part of a sentence, use lower case.
- Sources should be indicated using superscript note indicators after the quotation, outside full stops. The source itself should then be given in a numbered note at the end of the chapter.
- Alternatively, if the source of the quote is given at the end of the quote under the author–date system, the positioning of the source details should be immediately after the quote. If the quote is in verse form, the source details should be on the line below the quote, ranged right.

Scripture references

Use Arabic numerals, dividing chapter and verse by a colon followed by a space, e.g.: 2 Cor. 12: 4.

Sexist usage

- Try to reword some instances to avoid using pronouns rather than overusing ‘he and she’. Consider using the plural ‘they’ if it seems grammatically appropriate. If rewording is not possible, it is preferable to use ‘he or she’, not ‘s/he’ or ‘he/she’.
- Avoid using the word ‘Man’ to refer to the species and avoid its use in stereotyped clichés, e.g. ‘they decided he was the right man for the job’.

Spaces

Figures and abbreviated measurements should be closed up, for example: 20km, not 20 km. Please note that there should be **one character space between sentences** and not two.

Special characters

Please note in the ‘Typescript Delivery Coversheet’ file any special characters for the typesetter’s attention. Identify the character/diacritical mark by name and/or supply a visual example.

Spellings

British with -ize, -our endings. We favour the following: judgement, focused, connection, premise, medieval.

Tables

- Should not contain anything that a typesetter cannot set using a keyboard.
- Should be presented on separate sheets of paper, one per page.
- Should be numbered decimally by section.
- Indicate the ideal location on the page of a table, but please note that the typesetter may not be able to place it exactly where indicated. If this is likely to cause a problem, please indicate what would and would not be acceptable.
- If the table has any notes, they should be indicated in the table by superscript a/b/c etc., not by asterisks, daggers or other symbols and notes should be given under the table together with source information.
- Please check carefully that the tables tally exactly with the text in the use of abbreviations, units of measurement and content.

Web addresses

Please do not underline these, they should appear in the form: www.eup.ed.ac.uk (no terminal punctuation either, as that could confuse someone typing it into their computer). In endnotes, please specify the date on which you last consulted the site.