NOTES FOR CONTRIBUTORS

1. Format
All copy must be double-spaced, including all quotations and endnotes. All paragraph breaks should be indented, and therefore no line space is necessary between paragraphs. The first line of the article or of a new section within the article should not be indented, and therefore a line space should be left before the beginning of a new section. Section titles should be in italics.

Manuscripts must be prepared in MSWord and submitted in .doc or .docx format (not .pdf) as an attachment to the editor of the particular issue with which you are concerned (see Edinburgh University Press website for current details). Articles should not be longer than 7000 words; submissions that are significantly longer will not normally be considered.

2. Spelling
OLR uses UK spelling: thus, the ‘s’ alternative (e.g., realise, systematise), premiss (as in logic), judgement, connexion (but: reflection). Do not use accents on capital letters or assimilated words such as elite, role, etc.

3. Punctuation and use of italics
Do not use the ‘Oxford comma’: write ‘red, white and blue’, not ‘red, white, and blue’. Except for classical names, use the possessive ’s for names ending in s, e.g., James’s, Duras’s, Serres’s, but: Lucretius’.

Quoted words and phrases should be in single quotation marks (double for quotations within quotations). If your sentence ends with a closing quotation mark, the full point goes inside the quotation mark only if you are quoting a complete sentence. Otherwise final punctuation should come after the brackets containing the page reference.

Foreign words and phrases other than quotations should be in italics.

OLR uses an em-rule for a dash; an en-rule for date ranges and page ranges; and a hyphen for compound adjectives etc.

4. Quotations
Quotations longer than four lines of printed text should be broken off and set as a block quote in the centre of the page. Where such long quotations are inset, final punctuation should come before the bracket containing the page reference. Any extraneous material inserted into a quotation should be placed in square brackets. Omissions in the middle of quotations should be indicated thus: [...]

Quote foreign language texts using the available English translation where possible. If quotation of the original language is necessary, quoted text should be followed by the translation in round brackets and without quotation marks. The reference or note number for the quotation should immediately follow the original text and not the translation.

5. Notes and references
Full references should be presented in endnotes, rather than a separate ‘Works Cited’ section. References in the main text normally take the form of an abbreviation and page number, sometimes with a volume number, e.g., Freud calls it an ‘artificial illness’ (*SE* XII, 154). The abbreviation should be explained in the note that gives the full reference of the work cited. When several references to the same work follow in succession it is perfectly acceptable simply to put the page reference, providing the source is understood from the context. Avoid *ibid*, *idem* or *op cit*.

For the headings of review articles, use the following format:


Number notes sequentially, with Arabic numbers, in superscript. The cue for a note goes outside any punctuation, unless it is within a parenthesis and refers only to the parenthesis. Use endnotes, not footnotes.

In the endnotes, titles of books and journals are in italics, while titles of articles are given in single quotation marks. Authors and publications should be referenced as follows:


References to electronic sources should be made as follows:


6. Abbreviations
Note that the following should be given in full: edited by; translated by; University Press.
Dates and figures (except numbers in the teens) should be elided thus: 94-5, 101–2, etc., but 1917–18, 10–11. Full dates should be given as follows: 3 September 2013.

Avoid e.g. (use ‘for example’ or ‘for instance’), i.e. (use ‘that is’), and etc.

7. Headings, abstracts and authorship
For all submissions, the title of your article should be followed by your name in capital letters.

Each article should be accompanied by a brief abstract of some sort, around 150 words.

When submitting the final version of their articles, authors should provide the issue editor with six to eight ‘Key Words’ that will flag their essays in electronic search engines.

Authors, including reviewers, will be asked to provide a few lines about themselves for the issue’s list of ‘Contributors’.

8. Figures
If an article will include figures, the author should follow the “Guidelines for Submission of Digital Images to Edinburgh University Press,” which may be obtained from the issue editor. It is the author’s responsibility to secure permission from the rights-holder to reproduce any figures or images. See below Appendix II for a template for such requests.

Indicate placement of figures in the text of the article as follows: <Figure 1 near here>. Captions for figures must include mention of copyright if required, for example: “Photograph courtesy of Jessica Rath, © copyright 2010. All rights reserved.”
APPENDIX I: ELECTRONIC COPYEDITING

This document is designed to help you follow house style and to check your article electronically. Of course, electronic search programmes will not pick up all typos, and cannot easily be used to check certain details of house style, for instance with regard to the use of commas or the avoidance of ‘ibid’ or ‘e.g.’. Consequently you are advised to read the Notes for Contributors first, then to edit accordingly. This document may be used as a final step in your copyediting, in conjunction with the Notes for Contributors (cross-referenced here); it proposes a series of checks which can be run quickly to help standardize formatting. Suggestions for improvements to this document are welcome.

Use any font.

i. Run the spell check.

ii. Spelling: in accordance with Point 2 in the Notes for Contributors: Use Replace All under Replace (in the Edit menu):

<table>
<thead>
<tr>
<th>FIND WHAT</th>
<th>REPLACE WITH</th>
</tr>
</thead>
<tbody>
<tr>
<td>premise</td>
<td>premiss</td>
</tr>
<tr>
<td>judgment</td>
<td>judgement</td>
</tr>
<tr>
<td>connection</td>
<td>connexion</td>
</tr>
</tbody>
</table>

iii. Use Replace selectively as follows, in view of the following guideline: ‘use the “z” alternative, e.g., realize, systematize (but note: analyse, excise, exercise, supervise, where no alternative exists)’.

<table>
<thead>
<tr>
<th>FIND WHAT</th>
<th>REPLACE WITH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ize</td>
<td>ise</td>
</tr>
<tr>
<td>izing</td>
<td>ising</td>
</tr>
<tr>
<td>ization</td>
<td>isation</td>
</tr>
</tbody>
</table>

iv. Check the position of all footnote numbers in relation to punctuation — see Points 4 and 5 above.

v. Check your use of quotation marks. Single quotation marks are standard for quotations and for the titles of articles, individual poems and so on; double quotation marks are used for quotations/titles within quotations. To make sure that all quotation marks are ‘intelligent’ or ‘curly’, and to check each usage, you can again use Replace, simply typing the same thing in both boxes:
vi. Convert footnotes to endnotes: Insert menu — Footnote Options — Convert — Convert footnotes to endnotes.

vii. Check your use of square brackets and parentheses — see Point 4. Use Replace selectively as follows:

<table>
<thead>
<tr>
<th>FIND WHAT</th>
<th>REPLACE WITH</th>
</tr>
</thead>
<tbody>
<tr>
<td>(…)</td>
<td>[…]</td>
</tr>
</tbody>
</table>

viii. Hyphens, dashes and numbers: see point 3: ‘Paragraph uses an em-rule for a dash; an en-rule for date ranges and page ranges; and a hyphen for compound adjectives etc.’ Use Replace selectively as follows:

<table>
<thead>
<tr>
<th>FIND WHAT</th>
<th>REPLACE WITH</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>–</td>
</tr>
<tr>
<td>-</td>
<td>—</td>
</tr>
<tr>
<td>–</td>
<td>—</td>
</tr>
</tbody>
</table>

Note:
(a) This also allows you to check that numbers have been elided in accordance with house style: see Point 6.
(b) The en dash and em dash can be found in Insert — Symbol — Special Characters.

ix. Check starts of paragraphs and sections. All paragraph breaks should be indented, and therefore no line space is necessary between paragraphs. The first line of the article or of a new section within the article should not be indented, and therefore a line space should be left before the beginning of a new section. Make sure your indentation of quotations is clear and consistent.

x. Eliminate double spaces, using Replace All under Replace. Simply type a double space into the Find what box and a single space into the Replace with box. Repeat the operation to check no double spaces remain.

<table>
<thead>
<tr>
<th>FIND WHAT</th>
<th>REPLACE WITH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

APPENDIX II: TEMPLATE FOR PERMISSION REQUESTS

Dear [COPYRIGHT HOLDER]

I/we are preparing for publication an article entitled [STATE TITLE] to be published by Edinburgh University Press in the journal Oxford Literary Review.

I/we should be grateful if you would grant me/us permission to include the following materials: [STATE PAGE, FIGURE OR TABLE NUMBER AND ORIGINAL SOURCE]

We are requesting non-exclusive rights in this edition and in all print and electronic format in perpetuity. It is understood, of course, that full acknowledgment of the source will be given.

Your prompt consideration of this request would be greatly appreciated.

Yours faithfully,