Edinburgh University Press: Journal of Beckett Studies Style Guide

The details which follow are a brief list of the common stylistic points that arise and our preferences.

Abbreviations

- Full points 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 points 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 point:

    A. A. Milne
- Abbreviated units of measurement do not have full points 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 BC, AD, CE (common era) and BCE (before the common era).
- Use 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

The letters BC should follow the date, and the letters AD should precede the date. There is no need for AD from the year 500 onwards (unless in the context of the article you feel that it is important). Examples: 43 BC, AD 499, 632. If the date is approximate [indicated by 'c.'], AD and BC both follow the date, e.g. 'c. 353 AD'. (Please note that there is a space between c. and the number, followed by another space before AD or BC.)

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).

Extracts
- Mark as 'EXT' all quotations of more than 40 words; numbered lists; verse extracts of one or more lines; small tables in the text (see also *Tables*).
- All extracted quotations should begin full out left within the indented block.

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. Please supply a black and white laser print of all scans. Images can also be supplied as EPS files, with a laser print for identification.

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.

Notes

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.

At the end of the article, please make the heading 'Notes' and then set out the notes in the following format:
  1. First note etc etc etc etc…
  2. Second note etc…
10. Tenth note.

The note number is full sized, followed by a full point and a space and then the note begins with a capital letter. Please note that the following text lines of a note do not start under the note number.

As the Journal of Beckett Studies uses the author/date referencing system (see below), notes should be discursive only. That is, all citations to books, articles and other media should be made in the body of the main text rather than in notes.

See also *References*

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: 'xxxx "yyyy" xxxxx'
- 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.

References

The Journal of Beckett Studies uses the *author–date* system.

Author–date reference system
- In the body of the article a reference, in brackets, should indicate the author's surname, followed by the date of publication, e.g.: a reference to a book written by Samuel Beckett, and published in 1986 would read as follows: (Beckett, 1986, 200).
- If two books by the same author are published in the same year, this should be indicated in the Works Cited and the body of the text with lower case letters (with the order of the works determined alphabetically by title: e.g.: (Beckett, 1986a, 200), as opposed to (Beckett, 1986b, 15).
- In the Works Cited he following rules should be followed.
- **First Author's surname must come first.** Subsequent authors, and editors of volumes: forename/initial(s) then surname. Further entries under the same name or author group should repeat the name(s).
- Where the author is citing a modern version of an older text, please give the original date of publication in square brackets, e.g.: Burke, Edmund [1790] (1910), *Reflections on the French Revolution*, …

- When the same author has several publications in the same year, please use a, b, etc to distinguish them.

Examples of full references to books
Bamgbose, Ayo (1991), *Language and the Nation: The Language Question in Sub-Saharan Africa*, Edinburgh: Edinburgh University Press.
Woolf, V. (1997–9), *Complete Works*, ed. J. Hurst and D. Jones, 3 vols, Oxford: Oxford University Press.

Full reference to a journal article
Burrows, Jon (2003), 'Girls on film', *Screen*, 44:3, pp. 321–3.

Examples of full references to book articles
Smith, C. Ann (1991), 'Preserving food to preserve life', in A. Wilson (ed.), *Waste Not Want Not*, Edinburgh: Edinburgh University Press, pp. 5–33.
Woolf, V. (1999), 'To the beach', in V. Woolf, *Complete Works*, ed. J. Hurst and D. Jones, Oxford: Oxford University Press, vol. 1, pp. 9–14.

References to non-print media
Films and CDs should be referenced as follows:
[title in italic], [media], [director/ composer as appropriate]. [Place]: [producer], [date]
e.g. *Macbeth*, film, directed by Orson Welles. USA: Republic Pictures, 1948.

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 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 alert the Journals Production Editor to any special characters so these can be marked for the typesetter's attention. Identify the character/diacritical mark by name and/or supply a visual example.

Spellings
British with -ise, **-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).