**Style Sheet**

**A. GENERAL GUIDELINES**

Contributors are asked to follow these guidelines when preparing manuscripts for publication in *Anglia*:

Articles should be preceded by an abstract (in English) of about 10 to 15 lines.

Text and footnotes should be typed 1.5 spaced with ample margins. Please do not introduce any word divisions at the end of lines.

Common scholarly abbreviations in the text and the “Works Cited” section (e.g. MS/MSS, trans.), titles of works etc. should follow the conventions of the discipline and the respective sections in the *MLA Handbook of Writers for Research Papers*.

Please provide translations for sections in early English and foreign languages.

**B. FORMATTING AND STYLE**

**Dashes**

Use n-dashes to indicate page ranges (e.g. 214–258) and to mark parenthesis (e.g. Vowels – both lax and tense ones – exhibit distinct characteristics.)

**Numbers**

Always give full numbers for years and page ranges (e.g. 1340–1376).

**Italics** are used for

- letters, words and sentences cited as examples (e.g. OE *spēd*)
- expressions taken from foreign languages (e.g. *laissez-faire*)
- book titles, journal titles and titles of individual works (e.g. *Beowulf, Paradise Lost*)
- quotations from primary texts

**Single quotation marks** are used for

- meanings of words and sentences (e.g. OE *spēd* ‘quickness’ is rarely attested.)
- technical terms and specific concepts (e.g. The term ‘subjectivity’ has been defined in different ways.)
- translations

N.B.: Please use ‘curly’ forms for all types of quotation marks and apostrophes.
Double quotation marks are used for

- titles of publications in multi-volume works, journal articles or book chapters
- titles of poems and parts of a larger work (e.g. Chaucer’s “Knight’s Tale”, Wordsworth’s “Daffodils”)
- shorter quotations (see below)

Quotations

- shorter quotations (up to three lines): double quotation marks
- longer quotations (more than three lines): separate paragraph without quotation marks; start on a new line and indent
- quotations within quotations: single quotation marks
- omissions: indicate omissions in a quotation by three dots in square brackets: [...] 
- verse: indicate line breaks in the running text with a forward slash (e.g. Wordsworth’s lines “Of Him who walked in glory and in joy / Following his plough” ([1807] 2000: ll. 45–46) refer to Robert Burns.)

Figures, Tables, Illustrations

Please provide a caption for figures, tables or illustrations in the following format:

Table/Figure 1: Title of figure/table/illustration

Table captions are placed above the table; figure and illustration captions below the figure/illustration.

Footnotes

Notes should be given as footnotes, not as endnotes. They are indicated by consecutive superscript numbers, which generally follow punctuation marks unless they refer to an individual term that precedes a punctuation mark.

Footnotes should only be used for comments and extended lists of references. Other bibliographical information should be given in the running text (see section “References” below).

References

Reference a direct or indirect quotation in the running text by giving the author’s name, the year of publication and the page number in brackets:

   e.g. (Smith 2012) OR (Smith 2012: 54–57) OR Smith (2012: 54–57) claims that [...].

For references to literary works or films, you may use short titles. Refer to the passages cited in the running text by giving short title and page numbers for novels, short title and line numbers for poetry, and short title and location for films (see section C below).

The same format (i.e. author-date system) should be used for references in footnotes.
C. WORKS CITED

In the following, you find the guidelines for citing various kinds of sources. References are normally given in one list, ordered first alphabetically by author’s/editor’s name and then chronologically. If appropriate, you may split the “Works Cited” section into separate subsections (e.g. “Primary Sources”, “Secondary Sources”, “Corpora”, “Dictionaries”). Use capital letters for content words in English titles.

The following examples cover the most common types of reference. For special cases, please follow the principles implicit in them.

**Monographs, books in general**

<table>
<thead>
<tr>
<th>Running Text</th>
<th>Works Cited</th>
</tr>
</thead>
</table>
### Articles in books and journals, and web sources

<table>
<thead>
<tr>
<th>Running Text</th>
<th>Works Cited</th>
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<tbody>
<tr>
<td><strong>journal article</strong></td>
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<tr>
<td><strong>article in a book</strong></td>
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<tr>
<td><strong>article in a magazine</strong></td>
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<tr>
<td><strong>web version of a printed publication</strong></td>
<td></td>
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</tbody>
</table>

### Literary texts, text editions, plays, films

On the use of short titles for this kind of sources in the running text, see section “References”.

### Works Cited

<table>
<thead>
<tr>
<th>type</th>
<th>reference</th>
</tr>
</thead>
</table>
## Dictionaries, thesauri and corpora

<table>
<thead>
<tr>
<th>Running Text</th>
<th>Works Cited</th>
</tr>
</thead>
</table>
| **DOE** | **DOE** s.v. bēacn


| DOEC | hi dicgað on đam earde ele on heora bigleofum swa swa we doð buteran *(ÆCHom II, 11 104.414)*


| **MED** | **MED** s.vv. hōten v.¹, hōtere n.


| **OED** | **OED** s.v. bank n.²


* If you take your Old English quotations from the **DOEC** (and not from individual editions), please specify this in a footnote.

## D. BOOK REVIEWS

Reviewers are kindly asked to submit their reviews within 6 months after receipt of their review copies.

Your review should normally have no more than ca. 12,000 characters (incl. spacing and footnotes).

Please provide all information on the publication under review in the format sent to you together with the review copy and/or follow the examples of review headings given here:


Provide full bibliographical data in a “Works Cited” section, following the principles outlined above in section C. If no more than one or two other sources are referred to, please provide the bibliographical data in footnotes.

Provide contact information (name, university affiliation, e-mail address) at the bottom of your review.

For further questions please do not hesitate to contact the *Anglia* editor(s) in charge of your submission.