

Editors:

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## ***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*)

**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).

## 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

	Running Text	Works Cited
<i>standard</i>	(Hutcheon 2006: 56–59)	Hutcheon, Linda. 2006. <i>A Theory of Adaptation</i> . New York: Routledge.
<i>more than one author</i>	(Baugh and Cable 2012: 5) OR (Baugh and Cable 2012: §§ 101–109)	Baugh, Albert C. and Thomas Cable. 2012. <i>A History of the English Language</i> . 6th ed. London: Routledge.
<i>edited volume</i>	(Hogg and Denison 2006)	Hogg, Richard and David Denison (eds.). <i>A History of the English Language</i> . Cambridge: Cambridge University Press.
<i>more than three authors/editors</i>	(Crenshaw et al. 1995)	Crenshaw, Kimberlé, Neil Gotanda, Gary Peller and Kendall Thomas (eds.). 1995. <i>Critical Race Theory: The Key Writings that Formed the Movement</i> . New York: New Press.
<i>more than one volume</i>	(Brunner 1960–1962: II, 17)	Brunner, Karl. 1960–1962. <i>Die englische Sprache: Ihre geschichtliche Entwicklung</i> . 2nd ed., 2 vols. Tübingen: Niemeyer.
<i>part of a series</i>	(Smith 2009: 35)	Smith, Caleb. 2009. <i>The Prison and the American Imagination</i> . Yale Studies in English 198. New Haven, CT: Yale University Press.
<i>unpublished PhD dissertation</i>	(Eble 1970: 67)	Eble, Connie Clare. 1970. "Noun Inflection in Royal 7 C. XII, Ælfric's First Series of Catholic Homilies". Unpubl. PhD dissertation, University of North Carolina at Chapel Hill.

## Articles in books and journals, and web sources

	Running Text	Works Cited
<i>journal article</i>	(Edwards and Meale 1993: 102–113)	Edwards, A. S. G. and Carol M. Meale. 1993. “The Marketing of Printed Books in Late Medieval England”. <i>The Library</i> 15: 95–124.
<i>article in a book</i>	(Kastovsky 1992: 291–297)	Kastovsky, Dieter. 1992. “Semantics and Vocabulary”. In: Richard M. Hogg (ed.). <i>The Cambridge History of the English Language</i> . Volume 1: <i>The Beginnings to 1066</i> . Cambridge: Cambridge University Press. 290–407.
<i>article in a magazine</i>	(Jones 1989: 8)	Jones, Mick. 1989. “My Life with the Stones”. <i>Time</i> November 14: 1–20.
<i>web version of a printed publication</i>	(Kytö 1996: section 3.1)	Kytö, Merja. 1996. <i>Manual to the Diachronic Part of the Helsinki Corpus of English Texts: Coding Conventions and Lists of Source Texts</i> . 3rd ed. Helsinki: Helsinki University Printing House. < <a href="http://icame.uib.no/hc/">http://icame.uib.no/hc/</a> > [accessed 25 October 2013].
<i>web source</i>		“55th report of RNI 2010–11: Press in India”. Issued by the Ministry of Information and Broadcasting, 29 December 2011. < <a href="http://pib.nic.in/newsite/erelease.aspx?relid=79265">http://pib.nic.in/newsite/erelease.aspx?relid=79265</a> > [accessed 17 April 2013].

## 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

<i>novel</i>	Banville, John. 2005. <i>The Sea</i> . London: Picador.
<i>text edition</i>	Schmidt, A. V. C. (ed.). 1994. <i>William Langland: Piers Plowman. A Critical Edition of the B-Text</i> . 2nd ed. London: Everyman.
<i>text edition, unknown author</i>	Bately, Janet (ed.). 1980. <i>The Old English Orosius</i> . EETS SS 6. Oxford: Oxford University Press.
<i>film</i>	<i>Bram Stoker’s Dracula</i> . 1992. Dir. Francis Ford Coppola. Columbia Tristar Home Video. DVD.

## Dictionaries, thesauri and corpora

	Running Text	Works Cited
<i>DOE</i>	<i>DOE</i> s.v. <i>bēacn</i>	<i>DOE = Dictionary of Old English in Electronic Form, A–G</i> . 2007. Ed. Antonette diPaolo Healey et al. Toronto: University of Toronto. < <a href="http://www.doe.utoronto.ca">http://www.doe.utoronto.ca</a> >.
<i>DOEC</i>	<i>hi ðicgað on ðam earde ele on heora bigleofum swa swa we doð buteran (ÆCHom II, 11 104.414)*</i>	<i>DOEC = Dictionary of Old English Web Corpus</i> . 2007. Ed. Antonette diPaolo Healey et al. Toronto: University of Toronto. < <a href="http://www.doe.utoronto.ca/pages/pub/web-corpus.html">http://www.doe.utoronto.ca/pages/pub/web-corpus.html</a> >.
<i>MED</i>	<i>MED</i> s.vv. <i>hōten</i> v. <sup>1</sup> , <i>hōtere</i> n.	<i>MED = Middle English Dictionary</i> . 1952–2001. Ed. Hans Kurath, Sherman M. Kuhn, John Reidy and Robert E. Lewis. Ann Arbor, MI: University of Michigan Press. < <a href="http://quod.lib.umich.edu/m/med/">http://quod.lib.umich.edu/m/med/</a> >.
<i>OED</i>	<i>OED</i> s.v. <i>bank</i> n. <sup>2</sup>	<i>OED = The Oxford English Dictionary</i> . 2000–. 3rd ed. online. Oxford: Oxford University Press. < <a href="http://www.oed.com/">http://www.oed.com/</a> > [last accessed 16 December 2013].

\* 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:

**Peter S. Baker.** *Honour, Exchange and Violence in Beowulf*. Anglo-Saxon Studies 20. Cambridge: Brewer, 2013, x + 279 pp., 4 figures, 1 table, £ 60.00.

**Cary Nelson (ed.)**. *The Oxford Handbook of Modern and Contemporary American Poetry*. Oxford: Oxford University Press, 2012, 744 pp., 20 illustr., £ 95.00.

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.