ENGLISH LITERATURE STYLE SHEET

Why do I have to present my work in this way?

All scholarly work in our field, such as you find in the Library, is presented in a particular format. There are about four different formats; you only have to learn one version. These formats have been designed to present information precisely and economically. Preparing your work in this way also gives you practice in following highly detailed instructions, something that most jobs will require at some point.

Which format does the Department use?

We have chosen to adopt the MHRA Style Guide (MHRA standing for the Modern Humanities Research Association – www.mhra.org.uk). You must therefore study that Style Guide carefully and systematically adopt its conventions.

The Guide is available as a downloadable document on the web at: www.mhra.org.uk (go into the ‘Popular Downloads’ section in the right hand column).

The following pages give some of the most important rules of presentation from the MHRA Style Guide, but they are only a selection and you must consult the full document if issues come up in presenting your work which are not covered here.

Instructions for presenting your work

How do I lay out the page?

☐ Margins: You should leave a margin of 2.5cm all round for your tutor’s comments.
☐ Line Spacing and font size: If typing, use double line spacing, and choose 12 point for your font size. Footnotes/endnotes may be in 10 point.
☐ Type face: use a single serif font for the essay, such as Times New Roman. Use black throughout. Do not use bold in your text. Avoid the use of italics for emphasis (create emphasis verbally instead), and don’t use exclamation marks in academic writing!
☐ Numbering of Pages: Pages should be numbered at the top right-hand corner, with your surname (e.g. Smith 9).
☐ Paragraphing: To indicate the beginning of paragraphs, indent 5 spaces (alternatively you can use the tab) at the start of the line, except for the first paragraph of an essay or dissertation chapter.
☐ Title: The essay should be given a title.
☐ Dissertations will have a title page, a contents page and optionally an acknowledgments page, and its several chapters each start on a fresh page. The footnote numbering can run continuously through the dissertation or begin afresh with each chapter (you achieve this by creating a new document for each chapter, formatting the Insert: Page Numbers to follow the previous chapters’ page numbers). Please see the ENGL 301 Dissertation handbook for details.

Titles of Works

The basic rule is:

Titles of novels, plays, films, longer poems published as works in their own right, critical books, and collections of short stories or poems are presented in italics (e.g., Thomas Hardy’s Jude the Obscure,
Shakespeare’s *King Lear*, Byron’s *Don Juan*, Terry Eagleton’s *Against the Grain*, Arthur Conan Doyle’s *The Adventures of Sherlock Holmes*, and Seamus Heaney’s *Station Island*).

Titles of shorter poems or short stories, chapters in books or essays are presented in single quotation marks (e.g. Hardy’s ‘The Darkling Thrush’, Conan Doyle’s ‘A Case of Identity’, and Eagleton’s ‘The Critic as Clown’).

**References (Footnotes or Endnotes)**

A reference is an acknowledgement of the source of either a quotation written by another person or an idea from another person which you have used in your essay. References are important for three reasons:

1. They demonstrate where you are getting the evidence for your statements, thus showing the good research and close reading you have done for your essay.
2. They enable your reader to find the quotation in the original source text if he or she so wishes.
3. They avoid accusations of plagiarism (passing off the work of another author as your own), which is a serious academic offence.

References should be placed in a note, either an endnote or a footnote. These should be numbered consecutively throughout the essay in Arabic numerals (1, 2, 3). In a dissertation, they can be numbered consecutively through the dissertation or begin afresh for each chapter. Wherever possible, the note number should be placed at the end of the sentence where it will disrupt your reading least. Sometimes it is a good idea to group references into a single note rather than have a rash of note numbers in a paragraph.

**What information may need to be included?**

The guidelines given below are abbreviations of entries from the *MHRA Style Guide*; full details can be found in sections 10 and 11. Not every text for each category will require information such as editors or editions, but where applicable, please lay out the first reference to a new text as below:

**Single author books (either fictional or academic):**

Author, *Title*, Editor(s) (ed. by), Translator(s) (trans. by), Edition (e.g. 2nd edn) (Place of Publication: Publisher, Year of Publication; repr. Year of Reprint), Page Number(s).

This information will usually be found on the title page of the book you are citing. For example: Michael Greaney, *Conrad, Language and Narrative* (Cambridge: Cambridge University Press, 2002), pp.101-2.

If there is risk of confusion, use the two-letter abbreviated forms for American states, such as Cambridge, MA. If the name of the state is included in the name of the publishers then the two letter abbreviation is not required (e.g. Athens: University of Georgia Press). If a book is published by the same publisher in multiple cities it is sufficient to refer only to the first. If it is published by more than one publisher, it should be laid out as follows:


If the text has a title and subtitle, these should be divided by a colon, and the first word following should be capitalized. For example: David Punter, *Gothic Pathologies: The Text, the Body and the Law* (London: Palgrave, 1998), p. 29.

The page number of a quotation from a single page is preceded by p. A quotation that extends over more than one page is preceded by pp. (indicating the first and last page number).
Multiple author/editor books:
If a text has up to three authors/editors, their names should be given in full; if it has four or more
authors/editors then only give the name of the first author, followed by ‘and others’.

Short stories or short poems or essays:
Author, 'Title of Work', Title of Book in which it is Printed, Editor (ed. by) (Place of Publication:
Publisher, Year of Publication), page number(s).

For example: John Keats, 'Ode to a Nightingale', in The Norton Anthology of Poetry, ed. by Margaret

Edited collections:
Approaches to Teaching Voltaire's 'Candide', ed. by Renée Waldinger (New York: Modern Language
Association of America, 1987), p. 3.

When referencing whole edited collections or anthologies, the title precedes the name(s) of the
editor(s). Note that references to a long work in the title of a book are denoted by using single
quotation marks.

Chapters in books:
Patricia Fumerton, "Secret Arts": Elizabethan Miniatures and Sonnets', in Representing the English
(p. 101).

Titles of works of literature appearing in the titles of chapters or articles should either be italicized or
placed in quotation marks following the usual conventions. As shown in the example above, shorter
works should be given in double quotation marks to differentiate them from those demarcating the title
of the chapter/article.

Note that the first and last page numbers of the chapter/article are given before the specific page
number in parentheses.

Journal articles:
Author's Name, 'Title of Article', Title of Journal, Series Number, Volume Number (Year(s) of
Publication), First and Last Page Numbers, (Page Number(s) of Quotation).

For example: Patricia Fumerton, "Secret Arts": Elizabethan Miniatures and Sonnets',

Note that the first and last page numbers are not preceded by pp. For more examples, see pp. 56-7 of
the Style Guide.

Online publications:
Make sure that any online sources you use are of the same academic standard as published hard
copy critical texts. Wikipedia is not subject to the same review process as is academic work, so
should be avoided as a formal source.

General:
Author's Name, 'Title of Article', Title of Journal, Book or Resource (Publication Details-
corresponding to form of resource) <Full URL Address of the Resource> [date you consulted it]
(location of passage cited).

For example: Robert A. Duggen, “Sleep No More” Again: Melville’s Rewriting of Book X of

Online articles:
Steve Sohmer, ‘The Lunar Calendar of Shakespeare’s King Lear’, Early Modern Literary Studies, 5.2
Plays and long works:
'Small capital roman numerals should be used for the numbers of acts of plays, and for the numbers of 'books' and other major subdivisions. Smaller subdivisions (scenes, cantos, chapters, etc.) and line numbers are usually indicated by Arabic numerals. Later references and the identification of quotations should be given in the form: *Macbeth*, iii. 4. 99–107, *Samson Agonistes*, i. 819. Note that figures in references should be separated by full points (not commas) and spaces ’, *Style Guide* (p. 59).


Some detailed examples of how to cite drama:

**Richard II**

A) “O villains, vipers, damn’d without redemption!/ Dogs, easily won to fawn on any man!/ Snakes, in my heart-blood warm’d, that sting my heart!” (III.ii.129-31).

B) O villains, vipers, damn’d without redemption!
Dogs, easily won to fawn on any man!
Snakes, in my heart-blood warm’d that sting my heart!
Three Judases, each one thrice worse than Judas!
Would they make peace? Terrible hell,
Make war upon their spotted souls for this!” (III.ii.129-34)

If quote ends in exclamation or question mark, keep it in. If in anything else (full stop, comma, semi-colon, etc.) omit, and use full stop at end of sentence.

**Henry IV, Part One**

A) **Bard**: Choler, my lord, if rightly taken.
**Prince**: No, if rightly taken, halter.

[Re-]enter FALSTAFF.

Here comes lean Jack, here comes bare-bone. How now, my sweet creature of bombast, how long is’t ago, Jack, since thou sawest thine own knee?

**Fal**: My own knee? When I was about thy years, Hal, I was not an eagle’s talon in the waist... (II.iv.320-26)

B) [Re-]enter FALSTAFF (II.iv.231 s.d.)

**A Midsummer Night’s Dream**

A) **Lys**: I will be with thee straight.
**Puck**: Follow me then
To plainer ground. [Exit Lysander, as following the voice.]

Enter DEMETRIUS.

**Dem**: Lysander, speak again. (III.ii.404-5)

B) With the second quote you’ve got a choice:

1. “And here will rest me. Come thou gentle day:/ For if but once thou show me thy grey light” (III.ii.418-9).
2. Lys: And here will rest me. Lies down. Come thou gentle day: For if but once thou show me thy grey light... (III.ii.418-9)

Lectures:
Lecturer’s name, title of lecture, date and place of delivery.

nb. You only need to reference a lecture if you are quoting verbatim from the lecturer – in which case you need to know his/her exact words. It is better to use a lecture to follow up key words, ideas, concepts and theories in books and other academic material. Your lecturers will often include references that you can follow up in greater detail.

(Seminar discussions do not need to be referenced, but material taken from a handout given to you by the tutor would need to be).

Theses/Dissertations:

Please note that American universities distinguish between a master’s ‘thesis’ and a doctoral ‘dissertation’.

Newspaper/magazine articles:

The Bible:
Isaiah 22. 17. An equivalent system can be used for the Qur’an or Torah.

Recordings:
‘Reference to recordings of music or speech should incorporate the following items, as relevant: composer or author; title of piece and/or compilation, in italics; artist, orchestra, conductor, etc., separated by commas; recording company, CD reference, and date in parentheses’ (Style Guide, p. 62):


Films:
The Grapes of Wrath, dir. by John Ford (20th Century Fox, 1940).

If you want to help your readers find the particular scenes you are referring to, please give the start and end time in the following format: (Hour:Minute:Second-Hour:Minute:Second), e.g. (01:05:30-01:07:40).

Videogames:
Please refer to the following, free downloadable guide:

Images
Artist’s name, Title, date.

Subsequent references from the same text

It is important that you make the source of your quotations clear to your reader when using any form of abbreviated reference.

There are two key shortened forms for subsequent references to the same text:
1. You can use the shortest intelligible form, such as author, page number; e.g. Greaney, p. 76. If you refer to more than one work by the same author, either give their name and a shortened form of the
title, such as Greaney, *Conrad*, p. 76 OR if there is no doubt as to the author, just use a shortened form of the title, e.g. *Conrad*, p. 76. The term ibid (Latin for ‘in the same place’) can be used sparingly, when it will not lead to any confusion, to refer to the last reference, but they should be separated by no more than four lines of typescript.

2. In the case of a text you need to cite very frequently (mostly your primary texts), you can add the following sentence to the footnote giving the first reference: ‘Further references [to this edition, etc.] are given after quotations in the text’. Thereafter you simply give the page/line number(s) in parentheses ( ) after quotations from it in your own text. This saves a lot of unnecessary foot/endnotes, but you need to make clear which text you are referring to in the main body of your essay. For example:

As Greaney elaborates, ‘...’ (76).
We see this in *For Whom the Bell Tolls* when ‘...’ (36-8).

If there is more than one item by the same author in your bibliography, you should include the first significant word from the title. For example:

In *Archaeology*, Foucault argues that ‘...’ (91).

**Setting out quotations in your essay**

Make sure that you copy out quotations exactly as they appear in the source texts (e.g. spelling, capitalization, italics, and punctuation). When quoting from poems please give the line numbers in parentheses after the final quotation mark.

If you omit sections of text between the parts you are quoting, please indicate this by using an ellipsis [...]. Short and long quotations are handled differently:

- **A short quotation** (defined as forty or less words of prose or up to two complete lines of poetry) is incorporated into your own text in ‘single quotation marks’. For verse quotations including a line division, mark the break between lines with a spaced upright stroke ( | ), such as: ‘I had seen birth and death | But had thought they were different’. If there is a quotation within a short quotation, this should be indicated with double quotation marks, for example: Mrs Grose replies that ‘Master Miles only said “We must do nothing but what she likes!”’. If a short quotation is used at the end of a sentence then the final full stop should be ‘outside of the closing quotation mark’. If the quotation ends with either a question or exclamation mark, this should be included before the final quotation mark, which is then followed by whichever form of punctuation is necessary for the complete sentence. The final full point of a sentence including a quotation should only precede the closing quotation mark if and when the quotation is a full sentence and separated from the preceding text by a punctuation mark.

- **A long quotation** (more than forty words of prose or two lines of poetry) is indented in your text as a separate paragraph introduced by a colon and without quotation marks:

If there is a quotation within an indented quotation, please use single quotation marks. If there is a further quotation within the quotation use double quotation marks. Long quotations from a poem should be set out as they are in the original text. Long quotations should be double-spaced like the rest of your essay.

If the quotation is from a poem, then follow the layout in the primary text. If there is a quotation within an indented quotation, use single quotation marks. If there is a further quotation within this, use double quotation marks.

If including page numbers parenthetically rather than in a footnote, the parentheses should be placed after the final full point of the quotation, without a full point of its own. An indented quotation is usually preceded by either: no punctuation, a comma or a colon. You need to consider what makes grammatical sense in relation to the sentence or part sentence that precedes the indented quotation.
Bibliographies

A bibliography is the list of the texts (including books, internet materials, videos, films, illustrations, etc) that have been used or consulted in the writing of a scholarly work; it is usually listed as an appendix after the essay and notes. You should always include a bibliography for your essays and dissertation.

A bibliography gives the same information as a reference, except that:
1. the bibliography should be arranged in alphabetical order of surnames;
2. the first author’s/editor’s surname is placed before their first name;
3. page numbers are only given for articles in journals, essays in edited volumes, and short works appearing in a longer book;
4. the information should not be shortened in any way;
5. do NOT end entries with a full stop;
6. you should not number or bullet-point items.

See section 11.6, on Bibliographies, in the MHRA Style Guide, pp. 65-6.

Sample Bibliography:


Barthes, Roland, ‘Réponses’, Tel Quel, 47 (1971), 89–107**

Baudrillard, Jean, Baudrillard Live: Selected Interviews, ed. by Mike Gane (London: Routledge, 1993)


Saussure, Ferdinand de, Course in General Linguistics, trans. by Wade Baskin (London: Peter Owen, 1960 [1916])


* If you are listing several works by the same author, entries after the first (in alphabetical order of title, disregarding definite or indefinite article) should replace their name with a long dash.

**Do not use pp. for the page numbers of journal articles.