

STYLE SHEET FOR *OPTICON1826*

The Style Sheet of *Opticon1826*, compiled by the Copy-Editor and Editor-in-Chief of the journal, aims to standardize the stylistic conventions of writings submitted for publication. These notes are meant to facilitate the preparation and presentation of the typescripts, and to provide guidelines for contributing authors from all disciplines. The *Opticon1826* Style Sheet uses a combination of stylistic conventions in the humanities and the Harvard system (the author-date system) preferred by the physical, natural and social sciences. These guidelines are based on established style guides such as *The Oxford Guide to Style*, *The Chicago Manual of Style*, *The MHRA Style Guide*, and the Cambridge University Press book production guide (see links at the bottom). The guidelines are by no means comprehensive, and in the event of confusion or absence of required information, authors are urged to consult any of the above style guides, or contact the Editor-in-Chief or Copy-Editor as early as possible. Please note that the stylistic rules listed should be followed **consistently** throughout the entire article/review.

I. Formatting

1. Use 'Garamond' font, size 11 (with the exception of footnotes; see II.2), with one column in standard Microsoft Word document; justify all columns (i.e. do not align to the left or right).
2. The title should be in bold, not underlined, with every letter capitalized for emphasis.
3. The author's name, with 'By' prefixed, should be placed two lines below the title, and should be centered, in italics and with only the first letters capitalized (e.g. *By Algernon Smith*).
4. Type two double hard-returns at the end of the author's name, so that two blank lines separate the name from the beginning of the first paragraph; the same applies for the end of the last paragraph in the article, so that two blank lines lie between the final sentence and the copyright line (see I. 16 below).
5. Sub-headings, if included, should be in bold, aligned to the left side of the page, with only the first letter capitalized (proper nouns, if any, should also be capitalized); headings and sub-headings should not be numbered.
6. If there is more than one sub-heading, the format should adhere to the following: the first heading should conform to the rule stated above in I.4; the second sub-section should be in italics (not in bold), indented with a single tab, with only the first letter capitalized; heading 3 should be in italics, indented with a single tab, with no capital letters except when applied to proper nouns. (Note: default length of the tab is 0.5" in Microsoft Word).
7. Capitals should always be used for place names and personal names, as well as nouns and adjectives derived from proper nouns (e.g. Freudian, Platonism).
8. Titles of books, journals, plays, longer poems, magazines (basically anything published under its own title) should be italicized, not underlined, whereas titles of shorter works, such as short poems, articles or songs, should be distinguished by using single inverted commas. Titles of films, musical compositions and works of art are also italicized, with the exception of descriptive or numerical works, such as Beethoven's Fifth Symphony.
9. The document's paper size should be A4.
10. Page set-up in Word should be set to 1" margin for the top and bottom of the page, and 1.25" for the left and right-hand margins. Note: all margins and tabs should be measured in inches.
11. Page numbers should be placed at the bottom of the page and centred; 'Garamond' font should be used for page numbers as well.
12. In the header section, the *Opticon* citation line should be included, using Garamond font size 9, indicating the issue number and the season and year of publication (e.g. *Opticon1826*, Issue 6, Spring 2009).
13. Line-spacing should be set to single, with default point spacing before and after the line.

14. Do not use tab or indent for the paragraphs of the article/review.
15. Use single hard-returns at the end of each paragraph to separate it from the next paragraph; in other words, a blank line should be placed between two consecutive paragraphs.
16. Type a single space after the end of each sentence.
17. Place copyright line at the end of the article/review, before the bibliography; it should be aligned to the right, and followed by the author's programme of study and department, which are italicised. For example:

© John Taylor, 2008
Ph.D. Architectural History
Bartlett Faculty of the Built Environment

18. Quotations of 3 lines or less (approximately 60 words) should be incorporated into the paragraph, separated from the rest of the sentence by single inverted commas; longer extracts of more than 3 lines should be set off from the text, and indented by 1" on the right and left-hand side, with no quotation marks; two blank lines should separate the long quotation from the preceding sentence and the sentence which follows .
19. All inserts (including tables, figures, text boxes for case studies and such, and illustrations etc.) should be clearly distinguished from the main text by means of a single-line black frame or other such device. The text in text boxes should be justified, and the caption for tables should be on top of the table, whereas the caption for figures and other illustrations should be at the bottom.

II. Spelling, Punctuation, and Numbers

1. All submissions should use British spelling and punctuation. In British style, either –ise or –ize can be used, and the chosen form should be used consistently throughout. Please consult the *Oxford English Dictionary*.
2. If necessary, quotations from American English or other languages should retain the original spelling. Quotations of languages other than English should be italicized, and followed directly (in parenthesis) with an English translation.
3. When a word or an expression is foreign (or foreign in origin), all accents and diacritics should be retained. Common examples include: à la mode, déjà vu, raison d'être, exposé, etc.
4. Single inverted commas should be used throughout for quotations and dialogues. Exceptions include long extracts which are broken off from the main text, and quotations within quotations (which uses double inverted commas).
5. Any changes or additional information incorporated into quotations should be placed inside square brackets; quotes indicating ellipses (the omission of a part of the text) should also be enclosed within square brackets (e.g. [...]).
6. Line references should include numbers alone (e.g. '50-55'), without 'lines' or 'll.'
7. When citing examples, the abbreviation 'e.g.' should be used.
8. Abbreviated words, both singular and plural (e.g. vol., ed.), should be followed with a period. Contractions which end with the same letter as the full form (e.g. Mr, Dr, vols) should not be followed by a stop, with the exception of 'no.' (from the Italian 'numero').
9. Acronyms and abbreviations should have no stops (e.g. UK, EU, AD).
10. For dates, the day of the month should be written first, followed by the month (spelled out fully), then the year, with no commas (e.g. 1 January 2008).
11. 'BC', 'BCE' and 'CE' follow the year, while 'AD' precedes the year.
12. In giving approximate dates, *circa* should be abbreviated as *c.*, and should precede the year (e.g. *c.* 500 BCE).
13. Centuries should be spelled out in full (e.g. twenty-first century), whereas decades such as 1990s should be written in figures, without an apostrophe.

14. All numbers should be written in Arabic numerical figures; the use of Roman numerals should be confined to specific purposes, such as ordinals of monarchs or popes (e.g. Henry IV), and volume numbers for books and acts/scenes for plays.
15. Integers above 9999 should have a single space between each group of three digits counting from right to left (e.g. 30 000). Numbers that are not integers should have their decimals separated by a full stop, and a comma between each group of three digits to the left of the decimal point (e.g. 31,823.52). Currency symbols should be placed immediately before the first digit of the number that follows, without a space (e.g. £4.50).
16. Mathematical equation numbers should be typed on the right-hand side of the page, inside parentheses.
17. Chemical equations should be distinguished by the use of square brackets, or bold numbers in parentheses.
18. SI units should be used throughout, with the exception of the non-SI units in current medical usage.
19. Unit abbreviations have no plurals or stops; there should be a space between a number and a unit (e.g. 20 mm).
20. All symbols should be defined when they are introduced and subscript labels should be explained (in parentheses). If any ambiguous symbols are used, please clarify them in a parenthesis or in the text (e.g. whether 'x' refers to the letter x, the Greek letter chi, or the multiplication sign).

III. General Guidelines for References

1. Do not use any references in the summary or abstract
2. If and when an extra-textual comment is necessary, it should be placed in a footnote, which should be in 'Garamond' font, size 10.
3. Cite references in the text using the shortened reference style (or author-date system; see Section IV below), which is included in the body of the text; refrain from using footnotes for references.
4. When referring to an illustration, table, graph or figure, write in parenthesis the type of reference, followed by the number of the reference (e.g. Figure 3).
5. For sources of illustrations, tables, graphs or figures, give the author's name and date of publication in the caption, and give the full details in the bibliography.
6. When there are more than one citation in a sentence, the shortened reference can be in either alphabetical order of the author's last name (e.g. Jones 2000; Keiths 1997; William 2005), or in order of date (e.g. Keiths 1997; Jones 2000; Williams 2005).
7. If two cited sources have the same author and were published in the same year, differentiate between them by suffixing each with 'a', 'b', 'c' etc. (e.g. Paoli and Reuter 2008a; Paoli and Reuter 2008b).
8. If the edition used is other than the first edition, this should be stated in the bibliography (e.g. 2nd edn).
9. All works referred to in the text should be included in the bibliography at the end of the article, which should be listed by alphabetical order of the author's/editor's last name.
10. The bibliography can also include consulted sources which are not cited in the text, though this is optional.
11. Do not subdivide the bibliography into any categories, such as 'primary' and 'secondary' sources, or 'consulted' and 'cited' sources.
12. When there are two or more authors/editors involved, follow the order of the names as printed in the book/article, and do not alphabetize, or reorganise, the order of the names.

13. The first reference to a multi-volume work of three authors should include all names listed; subsequent references can use just the first author's name followed by 'et al.' References to works of four authors or more should use 'et al.' throughout.
14. In the case of a multi-author volume, the volume should be listed under the editor's name, as opposed to under each individual author's name.

IV. Formats for In-text References and Bibliography

Please look at the examples provided, and adapt the format as shown. Each example is given first in the shortened reference form (**S**), followed by a bibliographic entry (**B**).

Books – one author

S. (Lessing 1994, 90)

B. Lessing, Doris. *The Grass is Singing*. 4th ed. London: Flamingo, 1994.

Books – two or more authors

S. (Cowlshaw and Dunbar 2000, 104-7)

B. Cowlshaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. Chicago: University of Chicago Press, 2000.

Books – with editors

S. (Brewer and Porter, 1993, 24)

B. Brewer, John and Roy Porter, eds. *Consumption and the World of Goods*. London & New York: Routledge, 1993.

Books – with translators

S. (Derrida, trans. Collins, 1997, 103)

B. Derrida, Jacques. *Politics of Friendship*. Trans. George Collins. London & New York: Verso, 1997.

Chapters or articles of a book

S. (Abramson 1999, 265)

B. Abramson, Daniel, 'Architecture,' *An Oxford Companion to the Romantic Age: British Culture 1776-1832*. Ed. Iain McCalman. Oxford: Oxford University Press, 1999. 260-269.

Journal articles

S. (Paoli and Reuter 2008, 20)

Note: both specific pages and full page-ranges will be acceptable in the shortened reference form and the bibliographic entry.

B. Paoli, Letizia and Peter Reuter, 'Drug Trafficking and Ethnic Minorities in Western Europe', *European Journal of Criminology*, 5.1 (Jan. 2008): 13-37.

Note: If the month of publication is unavailable, the year of publication would suffice.

Articles in Newspaper and Magazines

S. (Friedland 2002, 10-11)

B. Friedland, Jonathan, 'Across the Divide', *Guardian*, 15 January 2002, section G2.

Articles in an online journal

S. (Hlatky et al. 2002)

B. Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. 'Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial'. *Journal of the American Medical Association* 287, 5 (6 February 2002), <<http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo>> (Accessed 15 January 2008).

Note: If using Microsoft Word, please retain the link to the URL (highlighted in blue) automatically made by Word; this facilitates the encoding of the URL.

Website

S. (Romanticism and Victorianism on the Net)

B. Eberle-Sinatra, Michael, and Dino Franco Felluga, 'Romanticism and Victorianism on the Net', University of Montreal,

<<http://www.ron.umontreal.ca/index.html>> (accessed 15 January 2008).

V. Links to Style Guides online

MHRA Style Guide

<http://www.mhra.org.uk/Publications/Books/StyleGuide/StyleGuideV1.pdf>

The Cambridge University Press Book Production Guide

<https://authornet.cambridge.org/information/productionguide/>

A short version of the Chicago Manual of Style

http://www.chicagomanualofstyle.org/tools_citationguide.html

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