



Style Guide

Layout

Body text: 12 point Times New Roman.

Headings: 12 point bold Times New Roman.

No punctuation marks should be used after headings or subheadings (except question marks). Headings and subheadings should be title caps (first letter of each word capitalised) or in sentence case (first letter of each sentence capitalised only), providing this is consistently used.

Title: 18 point Times New Roman, centred.

Author's name and institution: in 12 point Times New Roman, below the title in one line with institution in brackets, centred.

Line-spacing: One and a half. Quotations are single-spaced. There should be no extra space before or after paragraphs.

Indentation: First line of each paragraph (excluding the first line of the text, a paragraph continuing after a quotation or a new section) by 1 cm.

Quotations: Long quotations (more than 20 words) should be indented by 1 cm from both the right and left margins, with one line space above and below, and are not placed in quotation marks. If any part of a quotation is omitted, mark the places where text has been omitted by placing an ellipsis in square brackets [...] in the appropriate part of the quote. As above, they are single-spaced.

Footnotes: Not used for citations, only for comments and explanatory notes. To be avoided wherever possible. Footnote handles should be placed *after* punctuation marks, never immediately before punctuation marks.

Acknowledgements: Must be given as the first footnote, at the end of the first sentence of the body of the text.

Bibliography: Should be marked with the heading 'Bibliography'. The bibliography should list only those works that have been referred to or quoted in the text; it is not intended as a further reading or works consulted list.

Captions: All diagrams and tables must be clearly labelled in a numbered caption below the diagram or table, set in 10 point Times New Roman.

Quotation marks: Use single curved (sometimes called ‘book’ or ‘smart’) quotation marks. Double quotation marks are only used for quotation marks within another quotation.

Spelling: We prefer British spelling, but other national standards are also accepted when these are applied consistently throughout. For verbs ending in -ize or -ise and their derivatives, we prefer the forms in -ize, (*-ization*) but this is not compulsory. Some words, however, are always spelled with -ise, including *advertise, franchise, exercise, analyse, improvise, supervise* and *surprise* (for a complete list, please consult *The Oxford Dictionary for Writers and Editors* or follow the conventions adopted for the headwords of Oxford University Press’s English dictionaries).

General style: *eSharp* bases its handling of certain matters of punctuation, formatting and style on the *MHRA Style Guide* (Sections 1-8). The guide is available at <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>. Note that we *do not* use the MHRA referencing system.

Hyphens and dashes: Note that hyphens (-) are different from dashes (—). Hyphens should be used to indicate numerical ranges (12-19), to avoid strange letter combinations (re-examine), and to indicate that two words are read together (well-known). There are also a few special cases, all of which are covered in the MHRA Style Guide (section 2.3). Dashes should be used in other contexts (*This argument is acceptable — for now. Elephants are — as I have argued above — grey and noisy*).

Citations

eSharp uses a particular version of the Harvard referencing system¹, outlined here. In the Harvard (also known as Author-Date) system, quotations and references in the text are indicated by placing the author’s name and the year of publication in brackets at the appropriate point. For example: (Smith 2006). The bibliography at the end of the document then lists the references in alphabetical order according to the author’s surname.

We do not accept articles where referencing is footnote-based. Footnotes in general should be kept to a minimum and should only contain references in accordance with Harvard style and only when not using a footnote would disrupt the flow of the text (see below). Endnotes should not be used.

¹ Much of what is commonly known as the Harvard system is ad-hoc and not standardised, so there is great variability in what people term ‘Harvard’. The system *eSharp* uses is based on standards approved by the British Library, the Royal Society and other major academies such as the Royal Geographical Society, the Standing Conference of National and University Libraries, the British Film Institute, the Bodleian Library, the British Broadcasting Corporation, the National Library of Wales and the National Library of Scotland.

The following system is based on the Unified Style Sheet (Linguistics, 2007), BS 5605:1990, BS 1629:1998, BS ISO 832:1994 and BS ISO 690-2:1997 with minimal modifications to suit the interdisciplinary nature of *eSharp*. The system below should be followed for all citations, although our Editorial Board have discretion to use common sense in unusual cases.

It is essential that the bibliography supplies a means to follow, track down and evaluate your physical/electronic sources; it is not a means of communicating extra information. In particular, cite the date and author of the source you use and not the date of another version (say, its first publication in another language), even though the source may be better-known in the other version.

As *eSharp* is interdisciplinary, these citations may not correspond with common systems in your particular discipline; this is intentional, and will mean your article's bibliography will be useful and accessible outside of your own field.

Citations in the text

In-text citations differ depending on the context of the citation (see below). General rules to follow are: when quoting from any paginated source you must indicate the page number as well as the author and date, denote pages by 'p.' immediately followed by the page numbers, separate multiple authors with a semicolon, and try to place citations at the end of clauses or sentences unless doing so causes ambiguity or the sentence is particularly long. Do not use *ibid*, *op cit* or any other form to show a source has previously been cited; re-cite the source in full each time.

Author mentioned in context

When the author is already being mentioned as part of the body text of the article, then the citation is the year of publication of their work followed by a page reference (if appropriate), all in parentheses:

Smith (2001, p.18) states that 'this is an example sentence'.

Smith's statement that example sentences are normally bland (2001, p.22-23) is relatively uncontroversial.

The most recent study of note in example sentences is that of Smith (2006).

Author not mentioned in context

If there is no author reference in the immediate context of the citation, the citation itself contains the author's surname before the date, with one space in between.

Example sentences are often generics (Smith 2001, p.45).

Multiple authors

If there are two authors, the surnames of both should be given, separated by an ampersand (&). Using an ampersand enables you to distinguish between joint authors and lists of authors:

In these articles, Smith and Black have shown... [different articles written separately]

In these articles, Smith & Black have shown... [a series of joint articles]

For more than two authors, use the surname of the first author plus *et al.*:

... according to Smith *et al.* (1998, p.32).

In the bibliography, give all the authors' names.

Authors with multiple works

If you cite more than one work from the same author, and the works are published in different years, then the references should be cited in chronological order, separated with commas and with the earliest first.

If an author has published more than one cited document in the same year, these are distinguished by adding lower case letters (a, b, c, etc) after the year and within the brackets:

Smith's work on example sentences (1990, 1992, 1994a) has also been used to describe generic sentences (1994b, 1995) and even invented sentences (1996, 1997a, b, 2001).

Make sure these lettered citations are consistent with the letters given to the works in the bibliography.

Authors in edited works

Texts which appear as chapters or subsections of a larger work are cited using the name of the contributory author, not the editor.

Secondary sources

As is standard academic practice, do not cite a source which you have not consulted. Instead use the original author's name followed by 'cited in' and the reference of the work consulted.

Smith's work was based on Black's pioneering work into 'exemplars' (Black 1975, cited in Smith 1991).

Multiple volumes and dates

Where a work is published over several years, give the full range of dates or, if the work is ongoing, the start date followed by a hyphen. Where a work includes more than one volume, give the volume number after the date, in Roman numerals:

Smith's encyclopaedia of example sentences (Smith 2004-) is still unfinished and currently runs to six volumes. A frequently-cited example is his analysis of the example pangram *sphinx of black quartz, judge my vow* (Smith 2006 IV, p.185).

Multiple references

As above, where two or three works are referenced at the same time they are enclosed within the same brackets and separated by a semicolon: (Smith 2002; Black 1979, p.24).

Where four or more works are referenced at the same point in the main text this could disrupt the flow of the argument and become irritating. **On such occasions only** a footnote handle may be inserted instead, leading to a footnote listing the works cited in the normal Harvard style, but without accompanying brackets as the footnote constitutes a discrete unit. All footnotes should end in a full stop:

1. Smith 2002; Black 1979, p.24; Anderson 2001b; McTavish 1999 XI, p.287-9.

Additional information, personal communication, encyclopaedias/dictionaries and unpublished/archival sources

It is permissible to include extra information within the brackets when this is necessary. In these cases, we simply require that your article is internally consistent. For example:

As Smith has shown, example sentences can get tiresome to write after a while (2005, p.32-39; see further Black 1987).

Indicate personal communication only when there is no published source available, and always supply a date. Personal communication does not go into a bibliography, and permission must be sought to cite a living person if the text has not been made publicly available.

Example sentence research is almost dead in continental Europe (John Smith, personal communication, 15 September 2007).

For encyclopaedias or dictionaries it may be preferable to cite an entry by its headword in the format 'under *headword*'. If there is no author, use the dictionary name.

The word *exemplar* has many different uses (Smith 2003, under *exemplar*).

For unpublished manuscripts, maps and archival material, make sure that your reader can find your reference in the source you are quoting from (eg by supplying

folio numbers). If a volume has not been paginated or foliated, you should count the folios to give a reference, or, if appropriate, provide some other precise reference. Use superscript 'v' for verso, and 'r' for recto. Give the full reference in the bibliography.

Missing information

It will at times be necessary to cite items without authors, by authors without surnames, which are anonymous, where it is more appropriate to provide information about the editor, translator or title than about the author(s), and so forth. What is crucial is that references are unambiguous, readily comprehensible to an interdisciplinary readership, and, as far as possible, consistent.

Where an item has no date, the date should be given simply as [n.d.]: (Smith [n.d.], p.52). There are also standard abbreviations for uncertain dates, such as: 2005? (probable year), ca. 1985 (approximate year) and 199- (decade certain, but not year).

Whether because of authorial or editorial anonymity, or complexity of authorship, it is possible to cite items under titles (or an appropriate short form of titles), listing them in the bibliography by title accordingly:

In the unsuccessful arthouse film *Example Sentences* (1989)...

According to the *Oxford English Dictionary* (under *example*), the word *example* derives from Latin.

It may also be appropriate to cite texts under the name of their editor or translator (with corresponding bibliographic entries), although this should only be used sparingly and with good reason:

The Chinese emperor Wu of Liang said, regarding example sentences, '...' (trans. Smith 2003, p.75)

The posthumous collection of work by Peter Brown (ed. Smith 1999) on example sentences was largely a failure.

Where an author is cited who does not have a surname (for example some Icelanders, monarchs and medieval authors), we recommend that you give the author's full name as it appears on the title page, with a corresponding bibliographic entry. In some cases, of course, citation by title or editor may also be appropriate: what is important is that your article is clear and internally consistent.

Similarly, the standard abbreviation for no place of publication [s.l.] and no named publisher [s.n.] may be used (for works with both no place or publisher, the format is [s.l., s.n.]). Information (like author, place or publisher) not found on the text but traced/deduced must be placed in square brackets.

Bibliographies

There are some simple rules to follow to cite correctly in this version of Harvard style. These are mostly taken from the Unified Style Sheet (Linguistics):

- Separate citation components with periods (eg, Author. Year. Title.) and subcomponents with commas (eg, Author 1, Author 2 & Author 3). Any supplementary information (eg issue number, book series title, identification of editor) should be in parentheses.
- Use a colon between the title and subtitle of a work and between the place of publication and the publisher.
- Do not use different formatting for author/editor names, since they do not help to distinguish these from any other information in the citation. In contrast, italics are worthwhile for distinguishing volume/book/journal/dissertation titles (in italics) from article and chapter titles (not in italics).
- Omit superfluous punctuation. Once italics are adopted to distinguish volumes from articles/chapters (as above), then single or double quotations around article titles are superfluous and only add visual clutter.
- All author/editor first names should be spelled out. Not doing so only makes the citation less informative, particularly to interdisciplinary readers. First names may be replaced by initials only when the author solely publishes under their initials and there are no reasonable means to cite the first name.
- For on-line materials the basic information— author, date, title — remains the same, and the URL where the resource was found takes the place of publisher or journal. Include the date the material was accessed, in parentheses after the URL, as new versions often replace old ones. For a .pdf file, this would be the date of downloading, but for a resource like an on-line dictionary consulted repeatedly, a range of dates may be needed. Include the protocol in the URL (http:// or ftp://). As far as possible, copy the URL correctly in a single line, not hyphenating the address even if it spreads over two or three lines of your document.
- Take all details from the book's title page or the first page of the article/chapter, rather than any other source.
- If you are unsure of information regarding date of publication, place of publication or the publisher, it must be indicated by either a question mark in square brackets [?] after the given information or the appropriate abbreviation: [n.d.] no date, [n.a.] no author or [anon.] for anonymous, [s.n.] no named publisher, [s.l.] no place of publication, [n.k.] not known. Also see the 'Missing information' section above.
- In the bibliography at the end of the document, works with no author should be alphabetized under the title of the document. Works with an anonymous

author should be alphabetized as if [anon.] was a name (ie as if published under the name Anonymous).

Author names

- Do not indicate name repetitions in a bibliography with a line; re-cite each author on each line.
- Please give the name of the author as it appears on the title page; anglicise the author's name **only** if considered appropriate within the discipline (thus *Philip IV of France*, but *Michel Foucault*, not *Michael Foucault*). As discussed above, it may in some contexts be more appropriate to cite such works by the name of the editor or translator (for example, in an article comparing translations of the writings of Tacitus it would be simpler to cite each by the translator name).
- Names with 'von', 'van', 'de' and other patronymics which are lower case are alphabetized by the first upper-case element (*Berkum, Jos van*, not *van Berkum, Jos*). Be careful of such non-patronymic particles.
- For works with multiple authors the names must be included in the order they appear in the text. Use an ampersand, not 'and' to link the last two authors.

Dates

- Dates must be of the publication of the edition you used, not printing/impression dates. Again, if the dates are uncertain use the standard abbreviations 2005? (probable year), ca. 1985 (approximate year) and 199- (decade certain, but not year).
- Where a work is published over a span of years, give the full range or, if publication is ongoing, the start year followed by a hyphen.

Titles

- Capitalise the first word and all proper nouns in the titles of books, articles and journals, and capitalise the first word of any element of the title following a colon.
- End the title of the book with a full stop unless it ends in a question mark (or any other punctuation).

Edition and volumes

- The edition of the book should be stated if it is not the first (in some instances the first edition can be specifically cited if necessary for the argument of the article). Use 'edn.' for edition to avoid confusion with 'ed.' meaning editor. If an edition has been revised by someone other than the author, it should still

be cited under the author's name, but the name of the reviser should be included after the statement of the edition used: '2nd edn. rev. by John Smith'.

- If necessary, the number of volumes of a multi-volume work should be stated in Arabic numerals, in the form '2 vols'.

Place and publisher

- In the case of multiple places of publication for a single publisher, give only the first. If a work is published in two places simultaneously with different publishers, give both. For books published in the United States, give the postal abbreviation of the state's name alongside the place of publication (so, for example, Cambridge is distinct from Cambridge, MA). For books published elsewhere, give the county, state or country only if there is a danger of confusion.
- When a publisher's name is simply a personal name, the surname only need be given.

Others

- Establishing the title of a website is necessarily ad hoc. It may be appropriate to use the title which appears in the page's 'title' tag instead of that which appears on the homepage. Aim to give whatever title will be most useful and informative to the reader. Check if the site has a 'permanent link' advertised for use in citations. Similarly, establishing a website author may be difficult, although there is often justification for citing by title, by corporate author, or by '[Sitename] contributors'.
- Any element not in the Roman alphabet may be transliterated or Romanized if necessary (although Greek and Cyrillic alphabets are accepted), in accordance with BS 2979, BS 4280, BS 4812, etc.
- Some manuscripts may be titled (ie. the Ellesmere MS), or untitled, and simply have a call number or shelfmark relating to the particular library in which they are kept. Please provide as much details as possible, including folio number, record number, box, folder, etc. We suggest the following order: library, and place if not apparent (ie. 'Bodleian Library, Oxford', but 'Edinburgh University Library'); manuscript name (if known) and number of volumes (if relevant); and finally the call number or shelfmark. If you use a facsimile or other reproduction, this must be indicated.
- Unpublished documents are treated in the bibliography like articles or conference papers – do not italicise the title. (However, see *Dissertations/theses* below.)
- Conference proceedings without an ISSN are treated like a book (where each paper is treated like an article in a book of articles). For those conference proceedings where there is an ISSN, cite it like a journal.

- Films and audio recordings require an indication of the material designation of the source accessed, for example a DVD or a film print, alongside the publisher/distributor (and, in the case of rare prints/recordings, an indication of the place in which it is held, eg 'London: National Film Archive'). If a source has not been accessed, then the title should not be in a bibliography and instead another citation must be found to evidence the point made in the text.

Referencing

Books

For books the required elements for references are:

Author. Year. Title. Edition/volume/translator information. Place: Publisher.

Smith, John. 2006. *Example sentences: What and why?* 3rd edn. Cambridge: Cambridge University Press.

Black, Androcles. 1976. *Exemplars, examples and exemplification*. Ed. John Smith. Oxford: Oxford University Press.

Ferreira, Pierre. 2001. *Sentences for examples*. Trans. Zoltán Kalejs. Edinburgh: Edinburgh University Press.

McTavish, Lee & Lilibet Q. Anderson. 2006. *The tradition of the example sentence*. 2 vols. Cambridge, MA: Harvard University Press.

Miggins, Eleanor von (ed.). 1994. *Examples and the example tradition*. Berlin: de Gruyter.

Smith, John. 2007b. *Examples: The ebook*.
<http://www.examples.com/smith/ebooks/examplestheebook.pdf> (15 August 2007).

Articles/chapters in books

After the article title, the book reference is given as 'In' followed by the name of the editor, (ed.), a comma, the title of the book and the page numbers of the article. You may also give edition, volume and translator details after the title of the book, as above.

Smith, John & Eleanor von Miggins. 1999. Invented examples in north-east Cornwall. In Pierre Ferreira (ed.), *Examples: The essential readings*, 238-288. Oxford: Blackwell.

Anderson, Lilibet Q. 2006. Exemplars. In *The online encyclopaedia of examples*, <http://www.examplesonline.net> (25 June 2007).

Reprints

When a work has been reprinted by its original publisher with no alteration or revision, it is not necessary to note that it has been reprinted. If the work has been altered or revised, it should be cited as a new work just as though it were a new edition:

Smith, John. 2005. *Popular examples*, rev. repr. Berlin: de Gruyter.

In the case of a facsimile reprint by a different publisher, the form is:

Miggins, Eleanor von (ed.). 1994. *Examples and the example tradition*. Berlin: de Gruyter, repr. 2006 Cambridge, MA: Harvard University Press.

Although the text may be cited as (Miggins 1994), your use of the later edition is indicated by its inclusion in the bibliography. This is only applicable to facsimile reprints; republication which is not an exact facsimile of the earlier edition is treated as a new book – in this case, **and only when it is essential to your argument**, you may indicate the date of first publication in square brackets after the reprint date. This is generally not applicable to classic or well-known works. If the particular date of publication is a factor in your argument, then it is far preferable to mention the fact within the text itself; the citation should be treated solely as a way for readers to source your quotes/paraphrases, and not as information relevant to understanding the article.

Journal articles

For journal articles the required elements for references are:

Author. Year. Article title. *Journal title*, Vol(Issue). Pages.

Smith, John. 1998. Examples in south-east Kent. *Example Studies* 8(2). 56-72.

Miggins, Eleanor von. 1982. The example tradition in 1870s Indonesia: An in-depth look. *Journal of Indonesian Studies* 13. 3-42.

Black, Androcles & Lee McTavish. 2000. Passive examples and the brain. *Exemplar Inquiry* 22. 229-268.

For journals available both online and on the web, it is only necessary to cite the 'print' version, although it is recommended to note after the title of the journal that it has been accessed online (*Exemplar Inquiry* [Online]). For online-only journals (such as *eSharp*), give the full URL and the date of last access to the page. If the website is that of the journal itself then the short URL will do – if it is part of a larger archive (such as JSTOR) then give the full link to the article.

Black, Androcles & Lee McTavish. 2000. Passive examples and the brain. *Exemplar Inquiry* [Online] 22. 229-268. <http://links.jstor.org/sici?sici=0017-811X%28194105%2954%3A7%3C1204%3AARICCO%3E2.0.CO%3B2-7> (1 March 2006).

Smith, John. 2007. Example use in the University of Kentucky. *eSharp* 9.
<http://www.gla.ac.uk/esharp> (1 August 2007).

Dissertations/theses

These are cited as normal with the Place: Publisher section specifying the institution the thesis was awarded and the type of thesis it is:

Smith, John. 1969. *An investigation of the use of example sentences in the 19th century*. University of Cambridge: MPhil thesis.

Note that this is slightly different from certain other ways of citing a thesis within Harvard. It is not necessary to append 'unpublished' as published theses can be cited as books. Follow national and university-specific traditions with regards to what is termed a 'thesis' versus a 'dissertation' and in distinguishing 'PhD' from 'doctoral' dissertations.

Other

British Library, London. 'John Smith to Eleanor von Miggins' (letter, 18 April 1994). MS von Miggins 28, box 3, folder 1.

Smith, John. 2003 (15 August). Examples: The fun side! *The Guardian*. p.27.

McTavish, Lee. 2005. Exemplar use in the Egyptian Book of the Dead. In John Smith (ed.) *Proceedings of the First World Congress on Example Studies, 1-2 June, Las Vegas*. London: Routledge, pp.39-53.

Example Regulation Act 1956. (4&5 Eliz. 2, c.21), London: HMSO.

Dale, Frazer. 1999 (28 January). Speech, House of Commons. In *Parliamentary debates [Hansard]*. Vol 324, col. 458.
http://www.publications.parliament.uk/pa/cm199899/cmhansrd/vo990128/debtext/90128-01.htm#90128-01_spnew13

Anderson, Lilibet Q. 2007 (9 September). Examples on the street! In *alt.examples.academic.moderated*.
<http://www.examples.net/newsgroup/academicmoderated/archive.2007009/0902.html> (10 September 2007).

Black, Androcles. 2002 (1 July). Survey of example-related attitudes in Finsbury Park. In *Example Collection Discussion Forum*.
<http://www.ecdf.org.uk/Forum/message?forumid=6546&messageid=98322> (9 January 2004).

Miggins, Eleanor von. 1975. *Why examples matter*. [Pamphlet] [s.n, s.l.].

Save the examples department! [1986] [Poster, in private collection] [s.n, s.l.].

Smith, John. 2004 (29 January). Interview. In *Ten O'Clock News*. [TV] BBC1.

- Glasgow University Library. *Evaluating examples made easy for students*.
<http://www.lib.gla.ac.uk/examplessite/examples/eval.html> (8 July 2001).
- My life in examples*. 2001. Dir. by Eleanor von Miggins. [DVD] 20th Century Fox, 2002.
- The example family!* 1986 (17 February). Episode 1, The Examples Move In. [TV] BBC 2.
- We love examples*. 1964. Dir by Androcles Black [35mm theatrical print] United Artists. Print held at London: National Film Archive.
- The Funky Example Band. 2002. *Sacred example chants of the Western Isles*. [CD] Sony Music.
- Black, Androcles. 2004. Hungarian dancers performing the Hungarian Example Dance [Photograph]. In the *International Hungarian Example Dance Research Institute Online Database*.
<http://www.hunexdance.ac.uk/db/2004/photo/T88746533-554> (7 July 2008).
- Von Miggins Ltd. *Electronic example identification system*. Inventor: Hubert von Miggins. 7 August 1982. Applied: 2 February 1979. UK Patent Number GB1765454. IPC: G07B85/23; G08T52/77.
- Example Finder*. 1999. Version 3.2 (program). Paris: Von Miggins Ltd.
<http://www.vonmiggins.com/software/exfinder/download/> (7 December 2007).
- Anderson, Lilibet Q. 2002. *The examples of King Zod! An interactive adventure for children of all ages*. [CD-ROM]. Paris: Von Miggins Ltd.
- Anderson, Lilibet Q. 1982. *Example Slideshow*. [5in Floppy Disk]. Portsmouth: Department of Computing Science, Portsmouth Polytechnic.
- Smith, Johannes de. 1995. *Four example pieces for piano*. Ed. John Smith. London: Associated Board of the Royal Schools of Music.
- Meggens, Stephanus van der. 1722. The artist surrounded by examples in a dark hallway [etching]. Catalogue Number C877. London: Department of Prints and Drawings, British Museum.