

MIMESIS INTERNATIONAL EDITORIAL NORMS

This brief guide provides the author with the essential editorial norms required and used by Mimesis International, and closely refers to MHRA Style Guide, exclusively based on the rules of British English. Where the use of American English should be required by the author, it will also be accepted, provided this is limited to the language and the spelling of words.

For further rules, examples and deepening, please see *MHRA Style Guide*
<http://www.mhra.org.uk/pdf/MHRA-Style-Guide-3rd-Edn.pdf>

USE OF *WORD*

- ◇ Use automatic footnote and endnote numbering; avoid restarting from number¹ at the beginning of each chapter, keep automatic numbering.
- ◇ Unless one has a specific need for using different fonts, only Times (on Mac) or Times New Roman (on Pc) should be used.
- ◇ Do not use Word automatic bullet or numbered listing – use manual listing, as during the printing layout, Word auto listed bullets do not appear.
- ◇ Do not use setting tabs.
- ◇ The text should be complete with possible images, which should ALSO be provided separately to the publisher at the highest possible resolution (300 DPI at least).
- ◇ In case of quotations longer than two lines, they should be broken off from the text by one line from the upper text and one from the lower, reducing the font size by 1 point.

Hyphens and dashes

- ◇ Only use hyphens (-) with no space on either side to link words in order to create adjectival expressions (well-known facts). Do not use hyphens if the resulting expression has a predicative function (the facts are well known).
- ◇ Use short dashes (–) with no space on either side for compound adjectives (Molotov–Ribbentrop Pact) or to indicate a span or a differentiation (England–France match; the 1939–1945 war).
- ◇ Use long dashes (—) with a space on either side to enclose parentetical sentences or singly to denote a break in the sentence. Long dashes, however, should not be abused.
- ◇ Use a very long dash (——) to indicate ‘ditto’ within bibliographies.

REDATIONAL AND BIBLIOGRAPHICAL CRITERIA

- ◇ Footnote or endnote reference numbers should be inserted following any punctuation except a dash.
- ◇ Long quotations should be broken off from the previous and the following lines.
- ◇ Epigraph quotations should be right-aligned.

The information should be given in the following order:

1) Author

The author’s name should be given as it appears on the title page; forenames should precede surnames and should not be reduced to initials. For instance: Tom McArthur, *Worlds of Reference*:

Lexicography, Learning and Language from the Clay Tablet to the Computer (Cambridge: Cambridge University Press, 1986), p. 59.

The names of up to three authors should be given in full; two names should be divided by 'and'; for works by more than three authors the name of only the first one should be given, followed by 'and others'. If the author's name is included within the title, the title will appear first.

2) Title

The title should be given as it appears on the title page (although very long titles may be suitably abbreviated) and italicized; a colon should always be used to separate title and subtitle. If figures occur in the title, these should also be italicized.

3) Editor, Translator, etc.

The names of editors etc. should be treated in the same way as those of authors (as set out above) with regard to forenames and number to be given; they should follow the title and be preceded by the abbreviated forms 'ed. by', 'trans. by', 'rev. by'. For instance: Jean Starobinski, *Montaigne in Motion*, trans. by Arthur Goldhammer (Chicago: University of Chicago Press, 1986), p.174.

As for the number of editors to be given information on, the same criteria as for the authors' names should be followed (see above).

4) Series

If a book is part of a numbered series, the series title and the number (in arabic numerals) should be given after the possible editor, translator or revisor.

5) Edition

If the edition used is other than the first, this should be stated in the form '2nd edn', '5th edn', 'rev. edn'.

6) Number of Volumes

If the work is in more than one volume, the number of volumes should be given in the form '2 vols'.

7) Details of publication

The place of publication, the name of the publisher and the date of publication should be enclosed in parentheses; a colon separates the place from the publisher, a comma separates the publisher from the date.

In giving the place of publication, the current English forms of placenames should be used where these exist.

The name of the publishing house (preceded by a colon) should be given without secondary matter such as an initial definite article, '& Co.', 'Ltd' or 'S.A.'. 'Press', 'Verlag', 'Editorial', etc. are usually omitted where the name of the house is that of its proprietor or founder.

8) Volume number

In a multi-volume work the number of the volume referred to should be given in small capital roman numerals, followed where necessary by the title and editor of the volume (if any) and by the year of publication in parentheses.

9) Page numbers

If a volume number is not cited or if it is distant, 'p.' or 'pp.' should be inserted before the page number(s). It is customary to omit 'p./pp.' when the volume number immediately or closely precedes, unless the page number(s) are also in roman numerals and a date does not intervene.

If an entry relates to several successive pages, the first and last page numbers of the span should always be stated: pp. 201–09.

Articles in Journals

The information should be given in the following order:

Author's name, exactly as it appears in the article
Title of article, in single quotation marks
Title of journal, italicized
Series number, in arabic numerals
Volume number, in arabic numerals
Year(s) of publication, in parentheses unless there is no volume number
First and last page numbers of article cited, not preceded by 'pp.'
Page number(s), in parentheses and preceded by 'p.' or 'pp.', of the particular reference (if necessary)

Eg. Richard Hillyer, 'In More than Name Only: Jonson's "To Sir Horace Vere"', *MLR*, 85 (1990), 1–11 (p. 8).

Articles in Newspapers and Magazines

References to articles in newspapers or magazines (periodical publications other than scholarly journals) require only the date of issue (day, month, and year), the section where relevant, and the page number(s) (but note that these may vary between editions); volume or part numbers should not be included:

Michael Schmidt, 'Tragedy of Three Star-Crossed Lovers', *Daily Telegraph*, 1 February 1990, p. 14.

Initial 'The' or 'A' is normally omitted when citing English-language newspapers and magazines, with the exception of *The Times*. The date of issue (with the month always in English) should be given between commas, not parentheses, and the page number(s) should be preceded by 'p.' or 'pp.'. Otherwise the method of citation is the same as for other articles.

Later References

In all references to a book or article after the first, the shortest intelligible form should be used. This also applies in a monograph, even if the work is cited in more than one chapter. The abbreviated reference will normally be the author's name followed by the volume (if applicable) and page reference:

McArthur, p. 62.

Chadwick and Chadwick, III, 72.

Elsky, pp. 42–46 (p. 43).

Sometimes, particularly in the case of editions of 'Works' or collections of essays, a short-title form of reference (see the examples below: name of the author of the essay italicized) may be more appropriate:

Boswell, p. 326.

Chaucer, Langland, Arthur, pp. 212–44 (p. 229).

If no ambiguity is possible, the (volume and) page numbers should be given alone and preferably be included in parentheses within the text rather than as a note. Sometimes it may be necessary, for example when more than one work by an author has been cited, to repeat a title, in a shortened form:

McArthur, *Worlds of Reference*, p. 9.

If there can be no doubt which author is being referred to, but more than one of his or her works has been cited, use the short title of the specific work followed by the page reference:

Worlds of Reference, p. 9.

‘The Lover as Icarus’, p. 12.

The expressions ‘loc. cit.’ and ‘op. cit.’ are too vague and should not be used. The term ‘ibid.’ should be used very sparingly and limited to those situations where there is no possibility of confusion. ‘Id.’ should be avoided since the Latin *idem* refers only to a single male author. For exceptions and further examples see *MHRA Style Guide*.

Bibliographies

In an alphabetical bibliography the surname of the author or editor whose surname governs the alphabetical position will precede the forename(s) or initial(s). Do not reverse the normal order for collaborating authors or editors other than the first quoted. The following example illustrates these points:

Chadwick, H. Munro, and N. Kershaw Chadwick, *The Growth of Literature*, 3 vols (Cambridge: Cambridge University Press, 1932–40; repr. 1986).

INDEX STYLE

Entries should begin with lower-case letters (except propernames or words capitalized in the text). They should end without punctuation.

No comma is necessary between the entry and the first page number, although a colon should be inserted if entries end in a numeral (for instance, ‘*Catch-22*: 13,45’).

Page references to footnotes should be given in the form ‘41 n. 3’, meaning note 3 on page 41. There should be spaces on either side of ‘n.’. If two notes on the same page are referred to, use the form ‘41 nn. 3 & 4’, with an ampersand.

IMPORTANT: Even though the index can be prepared since the beginning, authors may need to wait for the definitive layout of the Work before inserting the page numbers, as they may alter during editing processes.

For further rules, examples and deepening, please see MHR A Style Guide
http://www.mhra.org.uk/Publications/Books/StyleGuide/StyleGuideV3_2.pdf