

## **ECF House Style**

### **Citations**

On the first appearance of a primary work, such as an eighteenth-century novel or a scholarly edition of an eighteenth-century novel, cite publication details in full in a footnote. Thereafter, cite page numbers in parentheses in the text, following each quotation. Place at the end of that first footnote the sentence: "References are to this edition." For French primary material, the preferred ECF style is to cite the French primary material in the original French, regardless of whether the ECF article itself is written in English or French.

On the first appearance of a secondary reference, such as a critical study, cite it fully in a footnote; for subsequent citations, use the abbreviated footnote format: author last name, page number. If the author is cited for more than one work in the article, use the format: author last name, abbreviated title of specific work, page number. If two authors have the same last name, use the full name for both authors for every citation.

Note that "University Press" is spelled out, not abbreviated.

Books since 1900: Give the author (first name first), full title and subtitle (italicized), editor or translator (if necessary), edition number (if not the first, abbreviated "ed."), place of publication, name of publisher, date of publication, and page references. For titles of works in English, capitalize the first word, last word, and all other words except articles, conjunctions, and prepositions of both titles and subtitles. Note the abbreviations "ed." (edited by), "rev." (revised by), and "trans." (translated by), which precede the name of the editor, reviser, or translator. Scholarly books released as part of a publisher's series need not include the series name.

Do not use "f." or "ff." or "passim" to indicate following pages: always provide a complete page range.

### **Citation examples:**

Frances Burney, *Evelina, or the History of a Young Lady's Entrance to the World*, ed. Edward A. Bloom (1778; Oxford: Oxford University Press, 1982), 36–37. References are to this edition.

Kristina Straub, *Divided Fictions: Fanny Burney and Feminine Strategy* (Lexington: University Press of Kentucky, 1987), 123.

For multi-volume works, give the volume number in Arabic numerals, followed by a colon and the page number(s):

James Boswell, *The Life of Samuel Johnson, LL.D.*, ed. G.B. Hill, rev. L.F. Powell (Oxford: Clarendon Press, 1934–64), 3:314.

*The Diary and Letters of Madame D'Arblay (1778–1840)*, ed. Charlotte Barrett; preface and notes by Austin Dobson (London: Macmillan, 1904–5), 2:77 (emphasis added).

**Special circumstance:** When citing the introduction or preface or other accompanying text, but the particular primary text is never cited within the article:

Stephen Bending and Stephen Bygrave, introduction to *The Man of Feeling*, by Henry Mackenzie, ed. Brian Vickers (Oxford: Oxford University Press, 2001), ix.

**Earlier books:** The publishers' names may be omitted unless they are significant, but always indicate place of publication, even London. For reprints of primary works, please include original date of publication.

Samuel Johnson, *The Lives of the English Poets* (1779–81; New York: Octagon Books, 1967), 2:160.

**Journal articles:** Give author (first name first), article title (in quotation marks), full journal title (italicized) and volume number (in Arabic numerals), issue number (optional), year (in parentheses), and inclusive page numbers. The full range of the page numbers of a journal article is not indicated with "pp":

D.W. Jefferson, "Tristram Shandy and the Tradition of Learned Wit," *Essays in Criticism* 1, no. 3 (1951): 225–48.

**Book articles:** Give author (first name first), article title, volume title, editor's name, place of publication, publisher, date of publication, and page numbers of cited material. Note the word "in" before the volume title:

Eveline Cruickshanks, "The Political Management of Sir Robert Walpole, 1720–42," in *Britain in the Age of Walpole*, ed. Jeremy Black (Basingstoke: Macmillan, 1984), 36–38.

**Archives:** As much information as possible is required for citations of archival material:

Frances Burney to Susan Burney Phillips, 1 March 1787, Frances Burney D'Arblay, *Diary and Letters, MSS, Berg Collection*, 3:2644–45, quote in *A Known Scribbler: Frances Burney on Literary Life*, ed. Justine Crump (Peterborough: Broadview Press, 2002), 242.

**Avoid** "quoted in" references: please seek out and verify the original quoted material if at all possible, especially if the quoted material comes from another critical work since 1900.

For reviews from 18th-century review journals, when reviewer's name is unknown:

*Critical Review* 54 (December 1782): 420.

## Orthography

Preserve original orthography *litteratim* in quotations, except:

1. Replace 'inverted commas' with "quotation marks" as necessary;
2. Move commas and periods from outside quotation marks to the inside;
3. Convert, silently, passages that were predominantly in italics (such as in prefaces) to roman/plain text;
4. If the sentence requires a change in the case of the first letter of a quotation ("[T]hus"), make the change silently (without brackets): "Thus ... "; any other departures from the original should be indicated, except as noted above.

### Additional Formatting Notes

Indent all paragraphs, except those following a section subheading. Use the paragraph indentation feature in the word processing software, not tabs or spaces.

Do not insert extra space between paragraphs of text with the exception of long quotations and tables. Set off long quotations from the surrounding text by one additional space above and below.

Foreign terms that are not currently part of standard English (see OED) should be set in italics, not underlined and not set off by quotation marks.

Distinguish headings (to indicate sections) from the main body text by italics. Insert a line space above and below headings.

Titles of books, movies, etc., should be set in *italics*, not underlining.

**Guide referred to is *The Chicago Manual of Style*, 16th edition. Some ECF-specific formatting remains.**

Abbreviations	s.l.s.d. = n.p.n.d. (Sans lieu sans date = no place no date) <i>OED</i> spell out Oxford University Press (not OUP), and all others In text, spell out "chapter 7," "book 3," and "act 1," but in parentheses or footnotes use "vol. 1", "chap. 6" Mr, Mrs, Dr, Mme (no period: abbreviation ends in same letter as abbreviated word); but M. for "Monsieur" (include the period).
Acronyms & Initialisms	No periods. For example, CE, BCE, BBC
Bible	the Bible, but biblical, scriptures, scriptural Deut. 3:8; 1 Corinthians 3:4 (and include the edition, such as AV, see CMS 17.63, 14.34) Use roman font for books of the Bible.
Capitalization	Lower case "chapter," "book," "no.," "letter," "volume," "verse," "section," etc. Nonconformist (caps in Oxford when referring to UK religious movement) Dissenting, Dissent, popish, popery (go for consistency) deist (lower case in Oxford -- always check <i>OED</i> ) Catholic Church [the Church] continent (lower case more common today, but can use "the Continent" in context)
Commas	Use commas for words in a series: "men, women, and children"
Contractions	Do not use! Spell out. Can't = cannot; don't = do not
Dashes	Em dash: set off prose—close up—leave no space with adjacent words. En dash: dates (1769–81); pages (34–49), indicating a series For missing letters in names, Mrs S—— [always use two em-dashes]
Dates	1766–88; the 1760s; 27 June 1793; from 1734 to 1765; 14 August 1721 [day, month, year] When indicating a life span: Hubert-François Gravelot (1703–77);

Ellipses	Always 3 dots, no matter how much text or other punctuation marks were left out between the two parts. For example: "No subtle weight ... bearing meaning"; "a conversation piece ... Tranquility"
Footnotes	ECF does not use <i>ibid</i> and <i>op cit.</i> and other Latin abbreviations. Give abbreviated reference by author name. Footnote numbers in text are outside punctuation. For volume and page no., 4:83; footnotes are referred to as 176n2 (see CMS).
Reference Style:	Journal Articles: Author, "Title," Journal Title 12, no. 3 (2000): 123. Chapters, articles, etc., in books: Author, "Title," in Book Title, ed. John Smith (publication data), 123.
Italics	Italicize: ship names, titles of paintings, published books and pamphlets; movie titles. Check <i>Chicago Manual of Style</i> always.
No Italics	Titles of poems are in quotation marks (unless the poem is longer and was published separately); titles of unpublished PhD diss. or monograph projects; titles of TV or radio programs.
Lower case	Lower case for all prepositions in titles of books or articles, regardless of the case in the original (exception; for eighteenth-century authenticity, if article deals specifically with typography). Use the upper case for all substantives.
Names	First time a name appears in an article or book review, use the full name—for example, Evelyn Richardson—then, on repeated reference use only the last name—Richardson—unless two Richardsons appear in the same article, then continue to use the full name for each, upon every reference.
Neither ... nor	Nor is only to be used with "neither," NEVER with "not"
Numbers	430–31, 403–4, 400–407; 420–22. Translate Roman numerals into Arabic, except small Roman numerals used to number prefatory material in books, such as introductions or prefaces (xvii). Six-hundred-page book, not 600-page book (whole numbers) Spell out all whole numbers from 1 to 99, and any of these followed by "hundred," "thousand," "million"; all others appear as numbers (CMS, 8.2) In footnotes, 4th ed., not fourth edition Where appropriate, no. 4, not No. 4, or number 4 In a sentence where rules indicate a mixture of written out numbers and numerals, use all numerals for clarity.
Possessive	Use the 's for all singular nouns, even those ending in S
Publishers	Omit in their names "The," "Inc.," "Ltd"

Quotation marks	Place outside periods, commas, and question marks, but inside colons and semi-colons.
Slash	In poetry, the slash indicates the end of lines and requires a space on either side of the slash. No space where the slash indicates an alternative: him/her
Slang/Jargon	Do not use, especially for metaphors. The goal is clarity and communication.
Spacing	No space between initials in names: F.D. Roosevelt, J.F. Kennedy
<b>ECF style</b>	When emphasis is added to quoted text, follow the quoted material with or indicate in the footnote: "(emphasis added)" All journals and newspapers with "The" in the title are cited without a capitalized, italicized "The" except for <i>The Times</i> ! Example: "the <i>Public Ledger</i> "
Spelling	Anna Letitia Barbauld Delarivier Manley gothic lower cased (as of autumn 2015) utopia lower cased (as of autumn 2014) romantic lower cased (as of winter 2015) internet lower cased to google (verb, lower cased) George II (small caps for king numbers, etc.) Foucault but Foucauldian Lukács; Bakhtin (English); Bakhtine (French)
Hyphen	Hyphenate: well-made, cross-channel, extra-diagetic, fairy-tale, pre-revolutionary, post-revolutionary, self-knowledge, strait-laced, eight-year-old, anti-Jacobin, un-Platonic, upper-class or middle-class (when adjective), re-edited, title-page, co-operate, re-educate. Check Canadian Oxford Dictionary or OED
No Hyphen	neoplatonic, neoplatonism, extraterrestrial, reimagining, reread, postmodern, poststructuralist, postcolonial (all posts!), freewill, deathbed, subgenre, subtitle, subtext, storytelling, flashbacks, childbearing, eyewitness, misapplication, reuse, reinvent, godmother, granddaughter, godlike, worldview.

Always see *Canadian Oxford Dictionary* or *OED Online*.