

Eighteenth-Century Fiction (ECF) House Style, 9 pages

Guide is *Chicago Manual of Style* 17th ed. (CMS) in most matters, but see below for **specific style items** to check and rectify in your manuscript.

Please go through your essay and verify the formatting of each footnote:

REFERENCES

Reference style, compare to recent issues of ECF, available online on Project MUSE, via university library proxy:

Books:

Author First Name Last Name, *Title of Book: Subtitle of Book* (City: Publisher, Year), 345.

Journal Articles:

Author Full Name, "Title of Essay," *Journal Name* 12, no. 3 (2000): 123, <https://doi.org/38d8f.ecf305005>.

Chapters, articles, etc., in books:

Author Full Name, "Title," in *Book Title: Subtitle*, ed. John Smith (City: Publisher Name, year), 123.

Please see below for specific examples: pages 2–3.

On the first appearance of a primary work (literature from the 18th or 19th century), publication details should be cited in full in a footnote. Thereafter, cite page numbers in parentheses in the text. The first footnote should end with the sentence: "References are to this edition."

Citations to French primary material should appear in the original French, regardless of whether the article itself is written in English or French. No translation of the original French is required.

On the first appearance of a secondary reference, 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.

Books since 1900: Note the abbreviations “ed.” (edited by), “rev.” (revised by), and “trans.” (translated by), which should 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.

NOTE: do not use “f.” or “ff.” or “passim” to indicate following pages: always provide a complete page range.

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).

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. For reprints of primary works, please include the original date of publication. For editions of primary texts, please include the name of the editor.

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

Journal articles, example:

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

Book articles, essays, or chapters in a collection:

Eveline Cruickshanks, “The Political Management of Sir Robert Walpole, 1720–42,” in *Britain in the Age of Walpole*, ed. Jeremy Black (Basingstoke: Macmillan, 1984), 36–39.

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).

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, cited in *A Known Scribbler: Frances Burney on Literary Life*, ed. Justine Crump (Peterborough: Broadview Press, 2002), 242.

Please avoid “cited in” or “quoted in” references: seek out and verify the original quoted material, especially if the quoted material comes from another critical work published since 1900.

For review journals, when reviewer’s name is unknown:

Critical Review 54 (December 1782): 420.

TITLES: Lower case for all prepositions in the titles of books or articles, regardless of the case in the original (exception; for 18th-century authenticity, if the article is dealing with typography); use the upper case for all substantives.

Publishers: Omit in their names “The,” “Inc.,” “Ltd”

Italicize: ship names; titles of paintings; published books, pamphlets, and very long poems published individually; movie titles.

No Italics: Titles of poems appear in quotation marks (unless the poem is very long and was published separately as its own book); titles of unpublished PhD diss.; titles of TV or radio programs, titles of unpublished book projects. Names of websites (name should appear in headline style). Check CMS for exact formatting of these specific cases.

All journals and newspapers with “The” in the title are cited without a capitalized, italicized “The” except for The Times! Example: “the Public Ledger” (see CMS). The “the” is removed completely in footnote citations.

Footnotes: Include, when needed, the line “References are to this edition.”

Quotations should be taken from either an original edition or a standard scholarly edition. If an original edition is cited from an online database, the name of the database should be included in the footnote; no link or URL is needed.

Avoid “quoted in” references: please seek out and verify the original quoted material. [This notice is the guidelines twice because it is that important.]

CHECK all these matters, using Find/Replace where possible:

(1) Spell out Oxford University Press (not OUP), and all other publishers; do a find/replace search for “UP”

(2) In the essay body text, write out “chapter 7,” “book 3,” “letter 37,” and “act 1,” but use abbreviations in parentheses and in footnotes: “vol. 1,” “chap. 6” (no capitalization).

- (3) Mr, Mrs, Dr, Mme (no period, as abbreviation ends in same letter as abbreviated word); but M. for “Monsieur” (include the period). For example, use find/replace for “Mr.”
- (4) Acronyms use no periods. For example, CE, BCE, BBC (small caps); not all acronyms use small caps: please see CMS.
- (5) Use commas for words in a series: “men, women, and children”
- (6) Contractions: Do not use! Spell out: can’t = cannot; don’t = do not; I’ll = I will; I’d = I would
- (7) En dash: dates (1769–81); page range (34–49)

Two em dashes: For missing letters in names, Mrs S——

- (8) Hyphenation: please look up all hyphenated words in the *OED* to verify that a hyphen is actually required. For example, no hyphen: reimagining, reread, unmade, postmodern, postcolonial (all posts!), freewill, deathbed, subgenre, subtitle, subtext, storytelling, reuse, reinvent, worldview.
- (9) Dates: 1766–88; the 1760s; 27 June 1793 [day month year]; from 1734 to 1765; when indicating a lifespan: Hubert-François Gravelot (1703–77)
- (10) Ellipses: always 3 dots, no matter how much text was left out between the two parts. And NOT the ellipsis symbol, simply three periods/dots.
- (11) Latin abbreviations in text and in footnotes: **None!**
Fix instances of *ibid.* and *op cit.*, and e.g., i.e. = for example;
i.e. = that is.
- (12) Numbers: 430–31, 403–4, 400–407; 420–22. Do not use “f.” or “ff.” or “passim” to indicate following pages: always provide a complete page range.

Translate all Roman numerals into Arabic,
except for French articles: XVIII^e siècle; and for royalty: Charles II.

Six-hundred-page book, not 600-page book
(whole numbers, see CMS)

Spell out all whole numbers from 1 to 99, and any of these followed by “hundred,” “thousand,” “million,” etc. All others appear as numbers (Chicago Manual, 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 (see for example, Frautschi and Martin, *ECF* 14:3–4).

- (13) 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. Exception: if two Richardsons appear in the same article, then continue to use their full name for each one in the notes, and as needed in the text for clarity.
- (14) Possessive: Use ’s for all singular nouns, **even those ending in S**
- (15) Quotation marks are placed outside periods, commas, and question marks, but inside colons and semi-colons.
- (16) Slash: In poetry, the slash indicates the end of lines and requires a space on either side of the slash. Where the slash indicates an alternative, there are no spaces around the slash: him/her.
- (17) Use of the singular “their” possessive adjective (determiner) is encouraged.
- (18) Slang/Jargon: Do not use, especially for metaphors. The goal is clarity and communication.
- (19) Spacing: No space between initials in names: F.D. Roosevelt, J.F. Kennedy

(20) When emphasis is added to quoted text, follow the quotation with: “(emphasis added)”; insert that phrase following the page number in the footnote.

(21) Original orthography should be preserved *literatim* in quotations, except that

1. replace ‘inverted commas’ with “quotation marks” as necessary;
2. move any commas and periods inside quotation marks;
3. passages predominantly in italics (such as in prefaces) can be silently converted to roman/plain text;
4. if the sentence requires a change in the case of the first letter of a quotation, make the change **silently**, without brackets:
[T]hus = Thus ...

(22) Please check for accuracy: names of people and places, book titles (including subtitles), quotations, web links (verify that URLs do not lead to broken links).

Notes about writing style in ECF journal: the editors and copy editors will look for and correct or flag the following

- inaccurate subject-verb agreement, misplaced modifiers, and incorrect pronoun case; comma splices, misplaced colons, and incorrect apostrophes
- typographical and spelling errors; misuse arising from homonyms and similar-sounding words.
- incorrect idioms and phrases, such as “centres around”; colloquial, cliché, and unclear idiomatic phrases.
- inconsistencies in logic, factual details, and cross-references.
- places where citations are needed (quotations without a source, unsupported generalizations in academic work, tables that require a data source, illustrations that require captions and credit lines).

FORMAT:

In ECF, ONLY quotations of 100+ words shall be set off as block quotations.

Typography: Foreign terms should be set in italics rather than underlined, but always check the *OED* for exceptions, because many foreign words and phrases are now standardized English and require no italics. No underlining should appear in the body of the essay; underlining is only permitted when reproducing typography of original source materials is integral to the essay's argument.

ECF 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;
unless confusion will result)

internet, lower cased

to google (verb, lower cased)

George II (small caps for king numbers)

TITLES, ABSTRACTS, and KEYWORDS are CRUCIAL

An effectively written title and abstract, which includes germane keywords (better: keyphrases), can increase readership by capturing scholars' attention and improving your article's search engine optimization (SEO). Drawing readers into your article will boost citations and impress your tenure committee!

The **abstract**, containing pertinent keyphrases, can influence an article's online worth to readers, and must be carefully considered. It is usually easier to construct an effective abstract after the essay is completed. Readers should know whether or not they want to invest their time in reading your entire article just from their initial look at the abstract. ECF abstracts are a maximum 170 words in length, and the Editors ask that authors please avoid lifting entire sentences from the introductory pages of the essay, because the format of the journal places the abstract immediately before the opening lines of the essay body.

An effective humanities **abstract** must do the following:

- **Motivate** - Why should readers care about this research and the results?
- **Provide an overview of the topic** – a concise description of the core of the essay, similar to an elevator pitch for a film.
- **Designate the approach** – Which methodology did you apply to this research?
- **Sketch the results** – What’s the outcome of your research?
- **Summarize the conclusion** – What are the implications and the significance of your answer to the initial research question?

Read sample, recent ECF abstracts on Project MUSE:

<https://muse.jhu.edu/article/652076>

<https://muse.jhu.edu/article/641783>

The best **keywords** are not individual words, but phrases in plain language of two to four words that precisely and specifically describe your work -- phrases that researchers might type into a search engine.

Common mistakes in choosing article **keyphrases**:

- X Using single-word terms
- X Choosing terms or phrases that are too broad and not focused on your work – such as “eighteenth-century studies,” which yields +14 million hits in an online search and +6,500 results in the MLA Bibliography.
- X Selecting terms that are too specialized, which nobody searches for – such as “bibliographical information on ornament usage”

Examples of effective keyphrases:

- epistolary in Jane Austen | Richardson and sentimental fiction
- Radcliffe and scientific romance | childhood in Tristram Shandy