



## ***International Research in Children's Literature Style Guide***

### **Key general points**

- Anonymity: name and affiliation: to appear only on title page; please try to avoid identifying yourself in the body of the essay.
- Key-words (5): to appear above the title.
- Length: 5-7,000 words, including all notes and list of works cited
- Language: English; computer set to UK spelling (-ise; -our [endings])
- Font: 12-point; double-spaced; only one space after full-stops.
- Indent first sentence of each paragraph, including the first paragraph on a page or after a sub-heading
- References: name/short-title + list of works cited
- Notes: endnotes, not footnotes. Please do not use an automated word-processing system
- Single quotation marks throughout, with double quotes for an inner quote
- Permissions: it is your responsibility to gain permission to reproduce copyright text and images, and to pay permission costs; permissions must be cleared before publication Images.
- Send low resolution images (small jpegs), in a separate attachment. If the article is accepted, high quality images will be required.
- Submit article as email attachment: WORD doc. or (for Macs) RTF; with *IRCL* in the subject line.
- Your article should not have been published elsewhere, or be currently under consideration by another journal.
- To submit an article, please go to:  
<http://www.euppublishing.com/page/ircl/submissions>

The details which follow are a brief list of the common stylistic points that arise and our preferences.

### **Abbreviations**

- Full points should be used in abbreviations. Examples:  
i.e.  
e.g.  
Esq.  
etc.

Co.  
no.  
et al.

- Note, however, that it is preferable in text to say:  
‘for example’ rather than ‘e.g.’  
‘that is’ instead of ‘i.e.’  
‘and so on’ instead of ‘etc.’  
‘namely’ instead of ‘viz.’
- No full points should be used in upper-case abbreviations such as ‘US’ or ‘UK’ but please note that people’s initials are spaced and followed by a full point: J. K. Rowling
- Abbreviated units of measurement, and sizes of books, do not have full points and do not take a final ‘s’ in the plural. Examples:  
mm, cm, g (=grams), oz, lbs 4to, 8vo
- Use two-letter abbreviations for US states in references and bibliography (i.e. Cambridge, MA not Cambridge Mass.).

See also Contractions.

### Capitalisation

- Please keep capitals to a minimum.
- Use full caps for acronyms, e.g. NATO, USA, TV.
- Use a capital for ‘Chapter’ for internal cross references.
- Use small caps only for bc, ad, ce (common era) and bce (before the common era).
- Use to distinguish specific from general, for example ‘She is a professor at Stockholm University ...’ but ‘She is Professor of literature at ...’.
- Always capitalise initials of key words in English-language titles of books (titles are italicised); see References.

### Captions

See also Illustrations; and Permissions.

If there are any tables, figures, maps or other illustrations, a list of captions should be supplied. Captions should be consistent and clear. They usually take the form: Figure x.x [space here] The title of the figure, taking initial capital for the first word and any proper nouns. (Source: Details to be given, including any credits and copyright details.)

### Examples:

Figure 1. Marcia Lane Foster, ‘The Earth Opened’, from Stella Mead, *The Land of Legends and Heroes*, London: James Nesbitt, 1929, 36.

Figure 2. Graham [?] L. Pollard, 'Cock Robin' (1844), kerchief, 33 x 37 cm. Call Number Uncat MS Vault 764. Beinecke Rare Book and Manuscript Library, Yale University.

### **Contractions**

Those ending with the same letter as the original word do not take a full stop, for example Mr (not Mr.) /Ltd/1st/eds/edn/vols/cwt/Dr/Mrs and so on.

### **Dates**

Please use the following forms:

Monday, 9 November 1996 (that is, date as Arabic numeral, followed by month's full name, followed by full year in figures – not '96)

1930s (not 1930's)

in the twentieth century (but twentieth-century literature)

1899–1901, 1900–1, 1900–10, 1910–18, 1923–4, 1989–91, 2003–4.

### **Definite article**

Normally use lower-case 't' before names of associations, companies and other bodies but, for newspapers and periodicals, follow the use of 'the' in the title. Use the following: the Daily Telegraph, The Times, The Guardian, The Independent, The Scotsman, The Economist, The Times of India, Sydney Morning Herald, International Herald Tribune, Asahi Shimbun, Le Monde.

### **Drama references**

'Act III, scene ii, line 297' should be written as 'III, ii, 297'.

### **Ellipsis**

It is helpful to differentiate your own omissions, and any ellipses in the original texts. Readers will also appreciate being given a sense of the extent of material you have omitted. Therefore, please indicate any omissions you have made in quotations by three evenly spaced dots within square brackets [. . .] for part of a sentence; and by four dots [. . . .] if you omit a complete sentence, or more. These should be written on the same line as the quoted text, preceded by a character space and followed by a character space.

Ellipses in the original text should be copied exactly as in the text, with no additional brackets.

See also Quotations.

## Emphasis

Emphasis should be achieved by the phrasing and grammar. It should not be necessary to use italics or bold to show emphasis.

## En and Em rules

We use en rules ( – ), not em rules.

Unspaced en rules are used between dates (14–17 July) and wherever the dash can be interpreted as ‘to’.

Spaced en rules are used for parenthetical dashes (... asides in the text – authorial remarks and the like – are an example).

## Format and length

Your essay should be from 5-7,000 words in length, including all notes and list of works cited.

Please use a 12-point font, and double-spaced lines throughout.

Please do not use a double space after a full stop or colon. (This is an old convention, from the days of typewriters, when the extra space helped the eye to separate sentences from each other. Text produced on a computer is appropriately spaced and the eye does not need this extra aid. In fact, extra spaces create visual problems on the page.) Please do not ‘justify’ your text.

## Headings

The hierarchy used should be as simple as possible and there should not be more than 3 levels of heading.

## Hyphenation

Hyphenation should be kept to a minimum. It is normally used adjectivally, e.g. ‘nineteenth-century building’ but ‘a building of the nineteenth century’.

## Gender-neutral language

- Try to reword some instances to avoid using pronouns rather than overusing ‘he and/or she’.
- Consider using the plural ‘they’ if it seems appropriate. If rewording is not possible, it is preferable to use ‘he or she’, not ‘s/he’ or ‘he/she’.

- Avoid using the word 'Man' to refer to the species and avoid its use in stereotyped clichés, e.g. 'they decided he was the right man for the job'.

## Illustrations

**Please note:** when you are submitting an article for consideration, please send any illustrations (for example, a photograph, image, drawing, diagram or chart) in separate email attachments, as low-resolution images (jpegs). (The editors' inboxes cannot cope with unexpected large attachments.) **The maximum number for any individual article is 3-5 images.**

If your article is accepted for publication, you will need to supply high quality images, as follows:

- For photographs, please scan at a minimum of 300 dpi and save as a TIFF or jpeg.
- For line illustrations (i.e. maps, graphs etc), please scan at a minimum of 1200 dpi and save as a TIFF or jpeg.
- The final size of the scan should be approximately 250 x 200 mm.
- Areas of detail that appear in very dark areas of a photograph are particularly difficult to reproduce successfully, especially if there is a strong light contrast in the image.
- The editors will advise you about the best way to send these images.

Please **do not** embed images/tables in Word/Excel documents.

See also Permissions; and Captions.

## Italics

Italics should be used for non-English words except:

- when part of a non-English-language quotation
- when the word has been assimilated into the English language.

Italics should also be used for titles of newspapers, journals, plays, books, films, works of art, names of ships, but not for the names of institutions or associations.

Please italicise only what is necessary – surrounding punctuation should not be italicised.

## Legal issues

Err on the side of caution if there is any danger of text being interpreted as libellous. Personal criticism of living individuals should not be made without very careful consideration of the possible legal consequences.

## Notes

See also *References*.

Notes should appear as endnotes after the main text. Please avoid using an automated word-processing system for your notes, as these often cause problems at the publishing stage.

Citations of books and essays should appear in the **short form**, in parentheses, **in the main text**. (See examples in References and List of works cited).

Note indicators should be superscript numerals, without parentheses, outside any punctuation. Note numbers, following on sequentially in the text, should never be set in tables as the positioning of the tables may have to be changed during the process.

Notes to headings should be avoided.

At the end of the article, please make the heading 'Notes' and then set out the notes in the following format:

1. First note etc etc etc etc...
2. Second note etc...
10. Tenth note.

The note number is full sized, followed by a full point and a space and then the note begins with a capital letter. Please note that the following text lines of a note do not start under the note number.

Please avoid 'op. cit.', 'loc. cit.', 'idem', 'eadem' or 'ibid.'

## Numbers

Ranges of numbers: please omit any digits that are not necessary to understanding (but any number in the 'teens should show both digits). Some examples:

- 3–6, 15–17, 23–4, 37–43, 44–101, 100–9, 105–6, 111–13, 115–17, 123–4, 137–43, 144–244
- Spell out numbers up to but not including 10 for technical texts. Spell out words up to but not including 100 for more literary texts.
- 6,000, 10,000 not 6 000, 10 000.

## Page numbers

Omit 'p.' and 'pp.' before page numbers.

## Paragraphs and new sections

- Please indent paragraphs.
- Leave an extra line before a new section.

## Permissions

Authors must ensure that they have obtained any necessary permissions for quotations and illustrations for reproduction in the Journal prior to publication. Payment for any permissions is the responsibility of the author of the article.

## Quotation marks

Please use single quotation marks throughout, with double quotes for an inner quote. Note (as in the second example) that final commas and points customarily go outside a single quotation mark, but inside a double quotation mark.

### Examples:

- As Bradford emphasises, ‘the terms “legendary” and “tales” [. . .] belong to a European taxonomy’.
- ‘Ged looking about him at the firelit room said, “This is how a man should live,” and sighed’.
- Longer, indented quotations (see under Quotations) have no quotation marks: any quotes within a longer, indented quote will have single quotation marks.
- Please use curly quotation marks if possible.

## Quotations

- Quotations of more than 40 words should start on a new line, and set with an additional indentation. Please do not use further indentations within an indented extract.
- Introductory ellipses should be avoided but concluding ellipses are acceptable.
- Original spellings should be used. Add [sic] if necessary.
- Capitalising quotations: Please capitalise quotations on an ad hoc basis according to sense. If a quotation starts a new sentence, then use a capital. If it continues as part of a sentence, use lower case.
- Sources should be indicated using superscript note indicators after the quotation, outside full stops. The source itself should then be given in a numbered note at the end of the chapter. Please do not use your word-processor’s automated system for notes.
- Place any of your own interpolations, alterations or comments within square brackets.

## References and List of works cited

**In order to avoid unnecessary notes, and duplication, please use references in the main text: short title/author system, keyed to the list of works cited:**

- The short reference (author, or, to avoid any ambiguity, short title) of a book or article should be given in parentheses in the main text, including any page numbers for direct quotations. Where subsequent references are unambiguous, a page number in parenthesis will suffice.
- Use of 'op. cit.' 'ibid.' and so on should be avoided.
- Where you are citing a modern edition of an older text, please give the original date of publication in square brackets.

### EXAMPLES

For fuller examples, in context, readers are referred to articles in *Expectations and Experiences: Children, Childhood and Children's Literature*. Ed. Clare Bradford and Valerie Coghlan. Assistant Ed. Kerry Mallan and Mary Shine Thompson. Consultant Ed. Kimberley Reynolds. International Research Society for Children's Literature. Lichfield: Pied Piper, 2007.

#### 1. Examples of references to a book:

Warner, Marina. *From the Beast to the Blonde: On Fairy Tales and Their Tellers* [1994]. London: Vintage, 1995.

Short citation in text: Either: (Warner 78-9); or if this seems ambiguous: (*Beast to the Blonde* 78-9). Where there is no possibility of ambiguity, further immediate references may take the form, 'as Warner suggests (96)'. Other shortened versions are acceptable provided that they are clear and that the reader will understand them.

Reynolds, Kimberley (ed). *Modern Children's Literature: An Introduction*. Basingstoke: Palgrave Macmillan, 2005.

Short citation in text: (*Modern Children's Literature* 5) OR (Reynolds 5). Further immediate references may take the form 'as Reynolds points out (4)'.

#### 2. Example of references to several books by the same author (here, the short title is necessary):

Alcott, Louisa May. *An Old-Fashioned Girl* [1870]. London: Puffin, 1991.

---. *Little Men: Life at Plumfield with Jo's Boys* [1871]. London: Puffin, 1994.

---. *Rose in Bloom* [1876]. London: Virago, 1990.

Short citations in text: (*Old-Fashioned Girl* 123); (*Little Men* 102-3); (*Rose* 313).

#### 3. Reference to a journal article



Skardhamer, Anne-Kari. 'An Insecure Base? Nerves, Violence and Step-Parents in Norwegian Children's Literature'. *Papers: Explorations into Children's Literature* 17.1 (May 2007): 19-27.

Short citation to specific page, in text: (Skardhamer 21) OR, if the name alone seems ambiguous: ('Insecure Base?' 21) [or other clear and understandable abbreviation].

#### 4. Reference to a book article

Slavova, Margarita. 'The Earliest Printed East Slavonic Primers as a Field of Intercultural Communication'. *Children's Literature Global and Local: Social and Aesthetic Perspectives*. Eds. Emer O'Sullivan, Kimberley Reynolds, Rolf Romoren. Oslo: Novus 2005. 59-68.

Short citation to specific page, in text: (Slavova 63) OR ('Slavonic Primers' 63).

#### 5. References to a multi-volume book

Zipes, Jack (ed.). *The Oxford Encyclopedia of Children's Literature*. 4 vols. New York: Oxford, 2006.

Short citation in text: *Oxford Encyclopedia* i. xxxi [or *OECL* i. xxxi].

Nikolajeva, Maria. 'Alexander, Lloyd'. *The Oxford Encyclopedia of Children's Literature*. Ed. Jack Zipes. 4 vols, New York: Oxford, 2006. i. 42-3.

Short citation in text: (Nikolajeva *OECL*, 42) OR ('Alexander, Lloyd' 42).

#### 6. References to non-print media

Films and CDs should be referenced as follows:

[title in italic], [media], [director/ composer as appropriate]. [Place]: [producer], [date]  
e.g. *The Wizard of Oz*, film, directed by Victor Fleming. USA: Metro-Goldwyn-Mayer, 1939.

#### 7. References to the Bible

Use Arabic numerals, dividing chapter and verse by a colon followed by a space, e.g.: 2 Cor. 12: 4.

### Spaces

Figures and abbreviated measurements should be closed up, for example: 20km, not 20 km. Please note that there should be one character space between sentences and not two.

## Special characters

Please alert the Journals Production Editor to any special characters so these can be marked for the typesetter's attention. Identify the character/diacritical mark by name and/or supply a visual example.

## Spellings

**British with -ise, -our, and related endings** (-isation, -ising).

We favour the following:

- judgement
- focused, focusing, biased (single s)
- connection, premise, medieval
- picturebook (all one word)
- double-page spread (hyphen); double spread (two words) fairy-tale world (hyphen); fairy tale (two words); folktale (one word)

Please use: practice/licence [noun]; practise/license [verb].

## Tables

- Should not contain anything that a typesetter cannot set using a keyboard.
- Should be presented on separate sheets of paper, one per page.
- Should be numbered decimally by section.
- Indicate the ideal location on the page of a table, but please note that the typesetter may not be able to place it exactly where indicated. If this is likely to cause a problem, please indicate what would and would not be acceptable.
- If the table has any notes, they should be indicated in the table by superscript a/b/c etc., not by asterisks, daggers or other symbols and notes should be given under the table together with source information.
- Please check carefully that the tables tally exactly with the text in the use of abbreviations, units of measurement and content.

## Translation

Even though you are writing in English, please give the names of organisations, institutes and published material in the **original language**, with an English translation in square brackets. Include diacritical marks (accents, umlauts etc) in all titles and names. (If you can't do this, then please indicate in a note how the words should correctly be written.)

In the case of non-Roman alphabets, please supply a **transliteration**.

For books published in languages other than English, capitalise the first word only. After that, follow the normal rules of the language: capital letters for proper nouns, and for all nouns in the case of German. Note that in French titles that begin with L', the L' is considered a word, and the following word is in lower case (e.g. *L'ogresse en pleurs*, not *L'Ogresse ...*). When giving an English translation of the title of a book published in a different language, do not put it in italics (since that would suggest the book has actually been published under that title), and capitalise the first word only. Put the translation in square brackets [like this].

Example:

Jens Peder Larsen was awarded the 1992 Children's Book Prize for his book *Bronden* [The well].

### **Web addresses**

Please do not underline these, they should appear in the form: [www.eup.ed.ac.uk](http://www.eup.ed.ac.uk) (no terminal punctuation either, as that could confuse someone typing it into their computer).