

Probing the Boundaries/At The Interface

Full Style Sheet for Hard Copy Edited Volumes: Version 4

Before You Begin

1. Please remember - the pages will appear in the book *exactly* as you submit them. It is your responsibility to ensure your chapter is in a camera ready state.
2. You should submit four specimen pages of your chapter to your editor at least 4 weeks before the deadline for submitting the chapter is due. This way the editor can check you have followed the style sheet correctly and bring to your attention any problems which arise.

Part One: Page Set-Up

1. Page Set Up:
 - Paper size must be A4 (8.3 x 11.7) portrait
 - Left Margin = 2.05"/5.21' Right Margin = 2.05"/5.21' Gives a line length of 10.5cms
 - Top Margin = 0.87"/2.21' Bottom Margin = 3.6"/9.14' Gives a page length of 18cms
2. Type
 - Font = Times New Roman (TNR).
 - Size 10 point.
 - Italics: use *italics* to indicate titles of works, foreign or technical terms, or for emphasis. Do not use **bold** or underlining.
3. Printer
 - set print options to a minimum of 600dpi. If possible, set the document to print from a Hewlett Packard LaserJet 1200. This will ensure that the text will not 'move' when opened by other software packages used for final preparation of the camera ready process.
4. Spacing
 - Single line spacing is to be used throughout.
 - Do not double space between paragraphs.
 - Use a single space following periods and colons - not a double space.
 - Quotations - place a single line space before and after quoted material.
5. Justification
 - Justification - Full. This means that text must be aligned at both the left and right margins.
 - This applies to all text, notes, and the bibliography. This does not apply to the formatting of web addresses and URL's where it can lead to spacing difficulties.
6. Hyphenation
 - Use single hyphens only; e.g., Turn left after church - but before the pub.
 - Do not use double hyphens; e.g., Turn left after the church – but before the pub.
7. Pagination
 - Left-hand pages are always even numbered pages; right-hand pages are always odd numbered pages.

- Preliminary material must be in lowercase roman numerals - I, ii, iii, iv, v etc.
- main text and end materials (index, bibliography) must be in arabic numerals.
- blank pages should not display page numbers.
- chapter beginnings should not display page numbers.

8. Dictionary

- UK English spelling only.

Part Two: The Main Body of the Text

9. Titles

- 12pt, Bold, Centred. Not caps. Not upper case.

This is a Title

10. Author

- Name: 12pt, Italics, Centred
- A blank line space separates the title and the name of the author

Author Name

11. Author affiliation/Notes on Contributors

- 10pt (normal). Final page of the document.

12. Abstract

- All contributions to an edited collection must begin with an abstract. The abstract must be of no more than 200 words.

13. Key Words

- A list of up to, but no more than, 10 key words must follow the abstract.

14. Headers/Running Heads

- A running head appears at the top of every page except for
 - the first page of any chapter
 - the first page of any section or Part
 - the Table of Contents, Index
- Headers should be 10pt, 1.5 line spacing, and comprise three elements;
 - a) page numbering - top outside alternating (i.e., aligned with the margins of the text)
 - b) author name (odd pages only - centred), chapter name (even pages only - centred).
 - c) then line space and insert a black line running the horizontal length of the header.

15. Sub-sections/sub-headings

- are to be numbered: 1, 2, 3, 4., flush left with the margin. Bold. .5" (one standard tab) between the number and the heading.

1. **This is the Sub-Heading.**

Sub-Sub Headings will then use alphabetic letters with no tab:

A. This is a Sub-Sub-Heading

16. Quotations

- longer quotations (three lines plus) should be indented (single tab) on both sides; single line spacing.

This is an example of longer quotations (three lines plus) that should be indented (single tab) on both sides and using single line spacing. There is also a blank single line space separating the quotation from the text.

- Quotations in the text (less than three lines) should use “double” quotation marks; quotations within quotations should use ‘single’ quotation marks.

17. Paragraphs

- All new paragraphs are to be indented, wherever they appear. One standard tab.

18. References and Notes

The referencing system has been designed to produce a ‘clean’ text. On no account are parentheses to appear in the main body of the text in relation to references. References of the form: text text text (Bloggs, 2003) are forbidden.

In the text a reference or a note (automatic numbering) is a superscript number, always at the end of sentences or clauses. The note to which the superscript relates is to be placed at the end of the main body of the text, justification - full.

In the Note. Notes will appear at the end of the main body of the text. They will be separated from the main body of the text by the heading **Notes** which is 12 point, bold, centred.

Notes and Bibliography take the *Chicago Manual of Style* form of citation. **Please see the extensive example sheet provided.**

Notes do not necessarily have to refer to a specific author or quotation; they may be used to provide further explanatory comment. However, these must be kept to a minimum.

References to plays and poems carrying section and line or stanza numbers need not be listed in the bibliography, and note references to them may omit edition and facts of publication unless these are essential to a discussion of the texts. In the latter case the cited edition may also be listed in the bibliography.

Examples.

1. The Faerie Queene, bk. 2, canto 8, st. 14.
2. Hamlet, Arden edition, ed. Harold Jenkins (London: Methuen, 1982), 1.2.129-32.
3. Hamlet, 1.5.29-31 (Arden).

Shakespeare. Hamlet. Arden edition. Edited by Harold Jenkins. London: Methuen, 1982.

In works of literary criticism including many such references, the form of citation may be shortened. Note that the comma following the title is omitted:

1. Winter's Tale 5.1.13-16.

or

2. WT 5.1.13-16

19. Captions of Tables

- Table captions should be placed directly *above* the table
- Figure captions should be placed directly *below* the figure.

20. Order

- The order of sections in a chapter is as follows:
 1. Title
 2. Name(s) of Author(s)
 3. Body text
 4. Notes
 5. Bibliography (if required)
 6. Appendices

Part Three: For Editors of Themed Volumes

21. Introduction

- If you are the editor of a volume of chapters, you will need to write an Introduction.
- Ideally, the Introduction should make reference to
 - a) the origins of the material - how and why this collection materials came together
 - b) the significance of the material
 - c) the coherence of and links between the materials included

22. Sections/Parts

- If the book is comprised of Sections or Parts, no chapter numbers should be used. Instead, each Section should have an opening page in the following style:

Part I (or II, or III, or IV as appropriate). Centred. 12 point

Insert Line Space

Section Title. Centred. 12 point

- No page numbering or headers/running headers should appear on Section or Part pages.

23. Contents

- The Contents page will take the following format;
 - a) Heading: Contents. 12 point. Centred.
 - b) Listing of any preliminary materials - Preface, Foreword, List of Abbreviations
 - c) Listing of Parts. Bold
 - d) Listing of Chapters
 - e) Listing of end materials - Index, Notes of Contributors

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	<i>Author</i>	
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Editors are responsible for delivering to me a camera-ready copy of the manuscript. I must have;

- a copy of the manuscript sent to me electronically in a single file. This must be in either Word or WordPerfect.
- a hard copy of the manuscript sent to: Dr Rob Fisher, c/o Learning Solutions, Priory House, 149B Wroslyn Road, Freeland, Oxfordshire. OX29 8HR

I will then add the series material and series introductory blurb, and prepare the manuscript for .pdf transmission to the publisher.

From the point the manuscript reaches me, it will take one month for me to do what is necessary. At the point it reaches Rodopi, it will take 5 months (guaranteed) to appear on the shelves of 'all good bookshops!'