

Thomas Hardy Journals: Style Guide

The *Hardy Society Journal* appears twice annually, in Spring and Summer. Contributions can be in the form of reports, news, creative writing, reproducible illustrations, etc., as well as more formal literary articles and reviews. Articles for the *HSJ* will not typically exceed 5,000 words.

The *Thomas Hardy Journal* is published each Autumn. Its aim is to be a force in international Hardy scholarship, with an emphasis on the scholarly study of Hardy's life, work and contexts. Articles for the *THJ* are typically longer (up to about 8000 words), and are refereed by an Editorial Advisory Board.

Articles for both Journals are sent for peer-review; books reviews may be offered, but are usually invited. Contributions must be submitted in electronic format as an email attachment to the Editor: k.koehler@bangor.ac.uk (Karin Koehler)

For contributions to both journals please observe the following style conventions.

Abbreviations and contractions

Contractions should have no full points (Mr, St, Revd), except for abbreviations that do not end with the final letter of the abbreviated word, and the plural forms of these (vol., vols., eds.). Please spell out University Press (not, e.g., Cambridge UP).

Accents

Do not use the accent in words commonly adopted in English (regime, apropos, elite; but à propos, fin de siècle, etc.), except where these are used in quoted material.

Ampersands

Use 'and' rather than ampersands when citing works with two authors/editors, e.g., – Pamela Dalziel and Michael Millgate, eds., *Thomas Hardy's 'Poetical Matter' Notebook*.

Brackets

Please use square brackets for editorial interpolations in quoted material, e.g., – That Knight can 'pack [women] into sentences like a workman' hardly warrants the authority Stephen ascribes to him; use round brackets for brackets within brackets, e.g., – (as Martin-Seymour-Smith (*Hardy*, 1994) has insisted).

Dates

Please use the form 2 June 1840, and spell out the names of centuries (nineteenth century, etc.).

Ellipses

Indicate ellipses by a series of three points, with a space before and after, but with no square bracket, e.g., – Character, as Smiles is at pains to emphasise, can be attained by men of all classes, even those of 'comparatively little culture ... and but small wealth'.

Square brackets should be used, however, if the text following the omission is from a different, new sentence, e.g., – As Arabella reminds Phillotson, 'you've got the laws on your side. Moses knew [...] "Then shall the man be guiltless; but the woman shall bear her iniquity".'

Ellipses at the end of a sentence should not be followed by another, final full point.

Please do not use ellipses at the beginning or end of quoted matter unless necessary for the sense.

Headings and sub-headings

These should be avoided if possible; if used, they will be indicated typographically, and do not require numbers or letters.

Hyphenation

Hyphenate compound adjectives and adverbs preceding a noun (nineteenth-century fiction, well-crafted verse), except where they end in '-ly', as in 'slowly moving wagon'.

Numbers

Elide numbers to the shortest pronounceable form (so, 281-3, but 215-16); elide years in the text (1912-13), but give these in full in titles. Numbers up to one hundred, or in general statements (e.g., two hundred years ago) should normally be written out in full.

Parts of books, and volume numbers, should be given in roman numerals; chapters take arabic numerals (*The Return of the Native*, Book II, chapter 3).

Possessives

Use apostrophe plus 's' for possessives at the end of modern names (Dickens's, Keats's); the names of 'ancients' should have no final 's' (Euripides', Jesus'), except when they have only one syllable (Zeus's).

Punctuation

Please use single quotation marks, except for quotations within quotations, which take double quotation marks.

Punctuation should follow closing quotation marks, except for grammatically complete sentences beginning with a capital, e.g., – In 1906 Hardy found support in the work of the Cambridge Hegelian John McTaggart for a long-held belief: 'If God is omnipotent, it is impossible that he can be good.'

Spaced en-rules (space – en-rule – space) should be used for parenthetical dashes, e.g., It was Comte's aim to show that sociology – a term he was the first to use – should be studied in the same way as physics or biology.

Quotation

Follow copy for capitalisation, italics, punctuation and spelling. Keep quotations within the text if they are short (fewer than about sixty words, or not more than two lines of verse).

Where a longer verse quotation starts with a broken line, indent the first word to indicate its approximate position in the complete line.

Spellings

Please use British English spellings (analyse, labour, programme), and standardise to ‘-ise’ endings. (Note to US contributors: British English spellings will be checked by the editor, so don’t lose sleep over these.)

URLs

URLs should not be underlined, nor be enclosed within angled brackets, and should not be preceded by ‘http://’ if they begin with ‘www’. Please avoid very long URLs if possible.

References

All endnotes must be included within the main document and *not* produced separately, using the automatic Word programme.

- the names of published complete works and all periodicals should be italicised;
- chapter titles in edited books, journal articles, dissertations and papers should be within single inverted commas throughout;
- all journal volume numbers should be arabic and all book volume numbers roman;
- ‘p.’ and ‘pp.’ should be used in endnotes (but see below for references included parenthetically within the text); they should be followed by a space, e.g., p. 341.

Use a ‘maximum capital style’ (all main words capitalised) in the titles of books, but ‘minimum’ style (proper nouns and first words only capitalised) for chapter and article titles. Capitalise the main words in the names of journals.

Abbreviate US state names to the two-letter zip-code form (MA, CA); Anglicise place names (Cologne, Florence, etc.), unless there are historical or geographical reasons for not doing so.

Give each reference in full (including full publication details) on its first mention; use short titles for subsequent references. *Ibid.* can be used in the notes, but please do so sparingly; please do not use *op. cit.*, *loc. cit.*, *idem* or *eadem*.

Full (first) references

Give details for each work in the following order:

Books

- author’s/editor’s forename or initials (as given on the title page, e.g., J. Hillis, *not* J. H.);
- author’s/editor’s surname;
- complete title (including subtitle, if any);
- editor, compiler or translator, if any;
- edition, if not the original;
- number of volumes, if applicable;
- place of publication (there is no need to give the location if this is implicit in the publisher’s name, e.g., Cambridge University Press);
- publisher;
- year of publication;
- volume number (in roman numerals);
- page numbers.

e.g., A. T. Runnock, *Medieval Fortress Building*, new edn, 2 vols. (Cambridge University Press, 1976), vol. I, pp. 135–7

Chapters in edited books

- author's initials;
- author's surname;
- name of chapter;
- name(s) of volume editor(s);
- complete title;
- place of publication (not needed if this is implicit in the publisher's name);
- publisher;
- year of publication;
- page numbers (with p. or pp.).

e.g., Noam Chomsky, 'Explanatory models in linguistics' in J. A. Fodor and J. J. Katz, eds., *The Structure of Language* (Englewood Cliffs, NJ: Prentice-Hall, 1964), pp. 50–118

Journal articles

- author's initials;
- author's surname;
- title of the article;
- name of the journal;
- volume number (in arabic numerals);
- date of volume;
- page number(s) (without p. or pp.).

e.g., A. E. Planchart, 'The early career of Guillaume Du Fay', *Journal of the American Musicological Society*, 46 (1993), 341–68

Unpublished material (including unpublished theses or dissertations)

- author's initials;
- author's surname;
- title of document;
- volume or batch number, where applicable;
- name of collection, if known;
- folio number, or call number, if known;
- depository and where located (or academic institution, with year, for PhD theses and dissertations);
- page number(s), if applicable (with p. or pp.).

e.g., H. R. Southall, 'Regional unemployment patterns in Britain, 1851 to 1914', unpublished PhD thesis, University of Cambridge (1984), p. 72;

e.g., Richardson to Lady Bradshaigh, 15 December 1748, 'Richardson/Bradshaigh letters', Forster collection, XI, fo. 7, Harvard University

Short titles

Books

- author's surname (no first name unless there is more than one author with the surname);
- short title of the book;
- volume number, if applicable;
- page number(s) (with p. or pp. for books).

e.g., Rousseau and Rogers (eds.), *Enduring Legacy*, p. 45

Chapters in edited books/journal articles

- author's surname (no first name unless there is more than one author with the surname);
 - short title of the chapter/article;
 - page number(s) (without p. or pp. for journal articles).
- e.g., Salter, 'Pilgrimage to truth', 34–5

Unpublished material (including unpublished theses or dissertations)

- author's surname (no first name unless there is more than one author with the surname);
 - short title;
 - page number(s).
- e.g., Southall, 'Regional unemployment', p. 72

The following abbreviations should be used for frequently cited works and incorporated parenthetically in your text.

<i>AL</i>	<i>A Laodicean</i>
<i>CL</i>	<i>The Collected Letters of Thomas Hardy</i> , ed. Richard Little Purdy and Michael Millgate, 7 vols. (Oxford: Clarendon Press, 1978-88)
<i>CP</i>	<i>The Complete Poems of Thomas Hardy</i> , ed. James Gibson (London: Macmillan, 1976)
<i>CPW</i>	<i>The Complete Poetical Works of Thomas Hardy</i> , ed. Samuel Hynes, 5 vols. (Oxford: Clarendon Press, 1982-95)
<i>D</i>	<i>The Dynasts</i>
<i>DR</i>	<i>Desperate Remedies</i>
<i>FFMC</i>	<i>Far from the Madding Crowd</i>
<i>GND</i>	<i>A Group of Noble Dames</i>
<i>HE</i>	<i>The Hand of Ethelberta</i>
<i>HS</i>	<i>Human Shows, Far Phantasies, Songs and Trifles</i>
<i>JO</i>	<i>Jude the Obscure</i>
<i>LLE</i>	<i>Late Lyrics and Earlier</i>
<i>LLI</i>	<i>Life's Little Ironies</i>
<i>LN</i>	<i>The Literary Notebooks of Thomas Hardy</i> , ed. Lennart A. Björk, 2 vols. (Basingstoke: Macmillan, 1985)
<i>LW</i>	<i>The Life and Work of Thomas Hardy</i> , by Thomas Hardy, ed. Michael Millgate (London and Basingstoke: Macmillan, 1984)
<i>MC</i>	<i>The Mayor of Casterbridge</i>
<i>MV</i>	<i>Moments of Vision and Miscellaneous Verses</i>
<i>PBE</i>	<i>A Pair of Blue Eyes</i>
<i>PWB</i>	<i>The Pursuit of the Well-Beloved</i>
<i>PPP</i>	<i>Poems of the Past and the Present</i>
<i>THPV</i>	<i>Thomas Hardy's Public Voice: the Essays, Speeches, and Miscellaneous Prose</i> , ed. Michael Millgate (Oxford: Clarendon Press, 2001)
<i>THPW</i>	<i>Thomas Hardy's Personal Writings</i> , ed. Harold Orel (London: Macmillan, 1967)
<i>TL</i>	<i>Time's Laughingstocks and Other Verses</i>
<i>RN</i>	<i>The Return of the Native</i>
<i>SC</i>	<i>Satires of Circumstance, Lyrics and Reveries</i>
<i>TD</i>	<i>Tess of the d'Urbervilles</i>
<i>TM</i>	<i>The Trumpet-Major</i>
<i>TT</i>	<i>Two on a Tower</i>

UGT *Under the Greenwood Tree*
W *The Woodlanders*
WB *The Well-Beloved*
WP *Wessex Poems and Other Verses*
WT *Wessex Tales*
WW *Winter Words in Various Moods and Metres*

Novels

Full details of the edition used should be given in the notes at the first citation; if the text is to be cited frequently, subsequent references should be given parenthetically in the text.

Please note that references should come between the closing quotation marks and the following punctuation, except where the passage quoted is a complete sentence, or an indented quotation, in which case it follows the punctuation, e.g.,

— That the D'Urbervilles are 'extinct – as a county family', that they live nowhere, have no 'mansions', 'estates', and lands does not concern him (*Tess*: 9).

— 'He worked harder the next day in digging a grave for Prince than he had worked for months to grow a crop for his family.' (*Tess*: 35)

Poems and other works

- References to *The Complete Poems of Thomas Hardy* should be given in the form (*CP*: 67), and to *The Complete Poetical Works* in the form (*CPW* II: 82) (contributors should use whichever of the two listed editions of the poems they prefer; references to Gibson's *The Complete Poems* should be to the page number, *not* to the number assigned in that edition to the poem);
- references to *The Collected Letters* should be given in the form (*CL* III: 98);
- references to *The Literary Notebooks* should be given in the form (*LN* II: 249);
- references to *The Life and Work of Thomas Hardy* should be given in the form (*LW*: 441). Please use this edition unless there is particular reason to use Florence Hardy's *The Life of Thomas Hardy 1840-1928* (1962), or its original two-volume form, *The Early Life of Thomas Hardy* (1928) and *The Later Years of Thomas Hardy* (1930)

Please note that references should come between the closing quotation marks and the following punctuation, e.g., – As one of the passages Hardy copied has it, 'The empire of the past is one which the present can modify but can never escape' (*LN* I:73; Hardy's underlining).

Page layout and format

- Please use Times New Roman, font 12, for all text, 1.5 spaced, with paragraphs indented by 0.5 inch (but no indentation for the first paragraph)
- Use endnotes rather than footnotes, identified by arabic numbers
- Endnotes should be prefixed with 'NOTES', centred and in bold
- Titles of contributions should be centred, in capitals and in bold, with the name of the contributor given beneath in the same format. The full name of the contributor should also be given at the end of the text in capitals and bold, right aligned
- Text should be fully justified