

## Style Sheet

There is much more to writing a good essay than presentation. Good organization, a clear plan, attention to paragraphs and clear expression are all of paramount importance. However, poor or inconsistent presentation is a distraction to whoever is marking your essay, and can result in a lack of clarity, confusion, and loss of marks. Moreover, it is particularly important that you should provide clear and accurate references to the secondary and primary sources you use. This is not only to avoid the charge of plagiarism: all scholarly books and essays take part in a wider conversation, and you should enable your reader to follow up the ideas you mention. By giving references you are also showing that your argument rests on sound evidence.

The following are some guidelines on presentation and referencing that we expect you to follow in your work for the School of English. Remember to leave ample margins for comments by the marker. Your essay should be typed not handwritten, and it should be double-spaced.

### **General points**

- i. Italicise book titles and the titles of plays and long (for example, epic) poems e.g. *Middlemarch*; *Hamlet*; *Paradise Lost*.
- ii. The titles of short poems, essays, articles and short stories should be given in inverted commas; e.g. 'Among School Children'; 'Conflict in the Work of Emily Dickinson'; 'The Secret Life of Walter Mitty'.
- iii. Always use a reputable edition of the text, preferably the one mentioned on the module reading list or lecture handout. Editions on the internet are often inaccurate, may lack proper pagination, or may even be partly missing. There are some exceptions, but if in doubt consult your lecturer.
- iv. All spelling should be correct. There is no excuse for misspelling.

- v. Never confuse *its* and *it's*. 'It's' is a contraction of 'it is'. 'Its' is the possessive of 'it' and, like similar possessives ('yours', 'theirs') it does not need an apostrophe. If you are in doubt about a sentence in which you have used 'it's', try substituting 'it is' and seeing whether the sentence makes sense.

The whale was harpooned in it's side = the whale was harpooned  
in it is side

This is clearly wrong, so use 'its'.

- vi. Check all of your quotations for accuracy, and make sure that your sources are provided.
- vii. Be careful of your choice of words. Do not use a long or technical word that sounds impressive if you are not sure what it means. If in doubt, consult a reputable dictionary such as the *OED*.
- viii. Be careful of sentence structure. The following are **not** complete sentences and would not be acceptable in an essay:

Although the poem is a strikingly original work.

Considering Melville's style and his use of the first person singular.

- ix. Beware over-long sentences. If in doubt, read your sentence aloud to get a sense of its shape and break it into shorter sentences if it seems awkward.

## **Quotations**

### a. Prose

If you are quoting a small amount, simply include this in the text with inverted commas around the quoted portion.

Example:

As Melville wrote, 'Better sleep with a sober cannibal than a drunken Christian'.

For a longer quotation, indent the block of quoted text; do not centre it. When you indent, inverted commas are not necessary.

Example:

As Melville wrote:

For all his tattooings he was on the whole a clean, comely looking cannibal. What's all this fuss I have been making about, thought I to myself – the man's a human being just as I am: he has just as much reason to fear me, as I have to be afraid of him. Better sleep with a sober cannibal than a drunken Christian.

If you miss out some of the quotation, perhaps because it is less relevant to your argument, indicate this in the text using an ellipsis of three dots.

Example:

For all his tattooings he was on the whole a clean, comely looking cannibal. What's all this fuss I have been making about, thought I to myself – the man's a human being just as I am ... Better sleep with a sober cannibal than a drunken Christian.

b. Poetry.

When you quote more than two or three lines, indent the text block. Do not centre or italicise. Make sure that you quote accurately, paying special attention to the ends of lines.

Example:

As Yeats puts it:

Poet and sculptor, do the work,  
Nor let the modish painter shirk  
What his great forefathers did,  
Bring the soul of man to God,  
Make him fill the cradles right.

If you are quoting only a couple of lines, there is no need to indent; simply place the quotation in your text as with any other quotation. If there is a line break, signal this with a slash.

Example:

In 'Under Ben Bulbin' Yeats wrote that the 'modish painter' should not 'shirk/What his great forefathers did'.

### **Referencing and Bibliography**

The proper acknowledgement of sources for quotations and arguments you have used is of crucial importance to writing essays in the School of English. Failure to acknowledge a source could open you to a charge of plagiarism, even if you have been merely careless. Remember that you need to acknowledge a source even if you have not quoted it, but only summarized it or used ideas you got from it.

There are several basic ways of annotating sources, and you will see that the published books and articles you read vary in how they do this. However, while you are learning the principles of referencing ~~we expect~~ you may like to follow the method laid out below, which combines short footnotes with a bibliography.

#### a. Footnotes

In the body of your essay references to sources should be given through footnotes. Always give a precise reference to the page(s) and (where relevant) line numbers of the text. When you quote, number each quotation consecutively and then provide a numbered footnote giving the source. In Microsoft Word, use Insert >> Footnote. The main object of the citation is to allow the reader to find the quotation in the source you have used.

Example:

As Melville wrote, 'Better sleep with a sober cannibal than a drunken Christian'.<sup>7</sup>

Your note would read:

7. Melville, *Moby-Dick*, p. 24.

If you find you are quoting a great deal from one text (for example if your essay is focussed on a specific novel), you can use an abbreviated form of the novel's title, or insert a page number in the text. This will reduce the number of notes and will help the essay to flow more easily.

Example:

As Melville wrote, 'Better sleep with a sober cannibal than a drunken Christian' (*Moby-Dick*, p. 24).

If you've cited some information from a web site, give the web page name and address in full in the footnote, and add the date on which you used this source.

Example:

'Alfred 8', *Prosopography of Anglo-Saxon England*, <http://www.pase.ac.uk>, accessed 27 May 2010.

The footnotes do not need to be detailed, since the full citation will appear in your bibliography. A citation should give the author's surname, a short but recognizable form of the title, and the page number(s) for the passage you are referring to:

Austen, *Pride and Prejudice*, p. 67.

Wilcox, 'Eating People is Wrong', pp. 210-11.

Note that p. means page and pp. means pages.

If you are citing a multi-volume work give the volume number and then the page number(s):

Foot, *Veiled Women*, I, pp. 141-44.

If you are citing a poem, give line numbers. For a play, give act, scene and line numbers.

Donne, 'Elegie to his Mistress Going to Bed', ll. 33-35

Shakespeare, *The Tempest*, 5.1.33-57

#### b. Bibliography

The bibliography should include all the works from which you have quoted or to which you have referred, and all of the works you have consulted in the preparation of your essay, including any web material. List works under the author's name, in alphabetical order. You may wish to list primary sources first (poems, plays, novels etc) and then have a separate section for secondary sources (criticism and other scholarly works).

#### Books

Whether the book is a primary or secondary source, you should list

- name of author
- full title of the work, in italics
- name of the editor or translator, if there is one
- edition, if there has been more than one
- the place of publication, publisher, and date of publication
- number of volumes, if more than one

Examples:

Ness, Patrick. *A Monster Calls*. Illustrated edition. London: Walker, 2016.

Malory, Sir Thomas. *Le Morte Darthur*. Ed. Stephen H.A. Shepherd. New York and London: Norton, 2004.

Foot, Sarah. *Veiled Women*. Farnham: Ashgate, 2000. 2 vols.

### Poems, short stories and other short primary sources

For shorter primary sources such as poems and short stories, list

- name of author (where known)
- title of primary source in inverted commas
- title of collection in which it appears, in italics
- name of editor where relevant
- edition, if there has been more than one
- in parentheses, place of publication, publisher, and date of publication
- the page range

Note that italics are used for the title of the whole book, not for the shorter unit.

Example:

Lawrence. D. H. 'Love Among the Haystacks'. In *Selected Stories*. Ed. Sue Wilson. Harmondsworth: Penguin, 2007. Pp. 3-42.

Sometimes a text which might be a book-length work in its own right is contained within a larger collection, in which case you may decide the title of the text as well as that of the collection should be in italics. You may do this if you have noticed the title of the text is usually given in italics in the criticism you have read.

Example:

Chaucer, Geoffrey. *The Book of the Duchess*. In *The Riverside Chaucer*. Ed. Larry D. Benson. 3<sup>rd</sup> edition. Oxford: O.U.P, 1988. Pp. 329-46.

### Critical essay in an essay collection

Many critical essays are published in essay collections with the name of an editor or editors on the cover. In your bibliography, list

- name of the author of the essay
- title of the essay, in inverted commas
- name of the collection, in italics
- name(s) of the editor(s)
- number of the edition, if there has been more than one
- place of publication, publisher, and date
- page range

Example:

Wilcox, Jonathan. 'Eating People is Wrong: Funny Style in *Andreas* and its Analogues'. In *Anglo-Saxon Styles*. Ed. Catherine E. Karkov and George Hardin Brown. Albany, NY: State University of New York Press, 2003. Pp. 201-22.

#### Journal article

Journal articles differ from essays in essay collections in that journals (also called periodicals) are published regularly, usually annually, in numbered volumes that may be subdivided into several issues. The editors' names are not normally prominent and it is not usual to cite them. Your bibliography should list

- name of author of article
- title of article, in inverted commas
- name of journal, in italics
- volume number of journal
- year, in parentheses
- page range

Example:

Adler, Joyce. 'Cannibalism in Melville'. *American Literature* 23 (1985), 332-50.

### Websites and material consulted online

For material from web sites give the full citation in the bibliography so that the marker can find the same material, and add the date you accessed the site (this is in case it is later taken down or changed). Since URLs can be very long give a DOI (Digital Object Identifier) if possible. For articles consulted through major repositories such as JSTOR it is acceptable to give simply the name of the repository. Depending on the nature of the resource, you may or may not be able to provide the name of an author or the date when the material was published to the web.

In the examples below, the first two are journal articles accessed online in pdf format, but the last two are online-only resources: a digital edition and an entry in a database.

Pareles, Mo. 'Men as Meat: Exploiting Jewish Law in Ælfric's Translation of Maccabees'. *Exemplaria* 27 (2015). 185-204.

DOI: 10.1179/1041257315Z.00000000071 Accessed 16<sup>th</sup> April 2018

Hardman, Phillipa. 'The *Book of the Duchess* as a Memorial Monument'. *The Chaucer Review* 28 (1994), 205-15. JSTOR. Accessed 4<sup>th</sup> March 2015.

Stracke, Richard. *The Paris Prose: Edition of the Latin and English of the First Fifty Psalms in the Paris Psalter, MS. Bibliothèque Nationale Fonds Latin 8824*. 1999, revised 2002. <http://www.aug.edu/augusta/psalms/> Accessed 20<sup>th</sup> April 2013.

'Alfred 8'. *Prosopography of Anglo-Saxon England*. <http://www.pase.ac.uk> Accessed 27 May 2010.