

# *RECTR*

## Editorial Style Guide

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### General Guidelines:

- Use MLA's most current style guide (8<sup>th</sup> ed.) for all elements of formatting, citation, and grammar. Accordingly, use footnotes (rather than endnotes) for commentary; use parenthetical citations throughout; and include a Works Cited section at the end.
  - Submissions should be double-spaced, with one-inch margins, in Times New Roman, 12 point font.
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### Specific Guidelines:

- **Apostrophes:** do not add an additional "s" to possessive proper nouns ending in "s" and "z": (e.g., "the Lopez' poetry" not "the Lopez's poetry").
- **Authors' names:** upon first reference in the text, authors and scholars should be referred to by their full names. Subsequent references should use only the person's last name.
- **Capitalization:** do not capitalize "early modern."
- **Circa:** abbreviate as "c."
- **Citing Plays:** Use Arabic numerals when quoting from plays (e.g., "3.2.66-67").
- **Commas:** use the Oxford or serial comma (e.g., "red, white, and blue" rather than "red, white and blue").
- **Dates:** Include the year of first performance in parentheses after the first mention of all dramatic works. For example, "In Thomas Dilke's *The Lover's Luck* (1695), ..."
- **Electronic Databases:** Cite the author, title, location, publisher, date, database name, and date accessed.
  - **Example:** Lillo, George. *George Barnwell*. London, 1792. *Eighteenth Century Collections Online*. Accessed 13 May 2014.
- **Ellipses:** an ellipsis should appear as 3 periods surrounded by one space on each side (i.e., " ... " not "..."). If the ellipsis is used at the END of the sentence within the quotation, use 4 periods, rather than 3.
- **Foreign Terms and Phrases:** italicize foreign terms and translate all foreign phrases.
- **Images/Charts/Tables:**
  - Directly beneath the image/chart/table, a caption should appear listing the Figure #, followed by a brief description. Example: "*Figure 1. Two rhetoricians' stages.*"
  - In-text references to figures should be abbreviated as follows: "(see fig. 2)."
- **In-Text Citations:**
  - **Citing multiple pages in the same citations:** separate the page numbers with a comma and a space, as in "(6, 8)."
- **Multi-Volume works:** cite volume #, colon, space, page #, as in "(16: 42)."
- **Numbers:**

- **Ranges:** for numbers under 100, write out the full numbers, as in “1-12” or “20-34.” For numbers greater than 100, give only the last two digits of the second number, unless more are necessary, as in “320-33,” “1010-12,” or “2895-910.”
- **Referring to numbers:** use words to refer to numbers that can be written in one or two words (e.g., thirty-seven or five hundred), decades, and centuries (e.g., the eighteenth century). Use Arabic numerals to refer to page numbers (75-77), dates (1678-79), and numbers that can’t be written in one or two words (e.g., 567).
- **Quotation Marks:** quotations should be surrounded by double quotation marks. Embedded quotations within quotations should be surrounded by single quotation marks. For example: ... “Clarissa’s usual terms, ‘error’ and ‘fault’” (233).
- **Sections of Texts:** do not capitalize references to sections of texts (e.g., “in act 4 of *The Country Wife*”).
- **Semicolons:** if a semicolon follows a quotation, as long as the semicolon is not part of the quotation, it should come after the closing quotation mark (unlike a comma or period). For example: She rejected the play as “gibberish”; he embraced it as “genius.”
- **Spaces:** Only one space should be used after a period and after a colon.
- **Spellings:** With the one notable exception of “theatre,” default to American spellings (e.g., use “toward,” “honor,” and “criticize,” rather than “towards,” “honour,” and “criticise”)
- **Terms:** use double quotations marks (rather than single quotations marks or italics) around terms (e.g., In what follows, I shall use “tory” to refer to ... ).
- **Works Cited:** do not use abbreviations such as “U” and “P” in place of “University” and “Press.” Abbreviate months appearing in the Works Cited page (e.g., “Aug.” instead of “August”).
  - **Citation of numbers:** page numbers should be preceded by “p.” or “pp.” in the Works Cited page.

### Articles:

- Contributors should include their names and affiliations at the beginning of the article, after the title. Independent scholars may list their location (e.g., “London”) in lieu of an affiliation.

### Book Reviews:

- Contributors should include their names and affiliations at the end of their reviews. Independent scholars may list their locations (e.g., “London”) in lieu of affiliations.
- The author and title of the book should appear at the top of the review. Right-justify and list additional information on the book beneath the title, in the following order:
  - Location: Publisher, Year.
  - Number of pages.
  - Price in USD and £ (if available) and medium.
  - ISBN13.

[Book review example:]

*Brian Corman, ed. The Broadview Anthology of  
Restoration and Eighteenth-Century Comedy.*

New York: Broadview Press, 2013.

500 pp.

\$35.95 USD (paperback).

ISBN: 9781551119229.

### **Theatre Reviews:**

- Contributors should include their names and affiliations at the end of their reviews. Independent scholars may list their locations (e.g., “London”) in lieu of affiliations.
- The title of the production should appear at the top of the review. List additional information after the title, in the following order: author, director, theatre/theatre company, location, date of performance.

[Theatre review example:]

*Review of Unlock'd, by Sam Carner (book and lyrics) and Derek Gregor (music), directed by Marlo Hunter, Duke Theatre, Manhattan, NY, June 27 – July 20, 2013.*