

## MHRA Style Guide: A Condensed Version

*All submissions to RRR should adhere to the requirements of the MHRA style guide. A condensed version of the style guide—covering all the main points—can be found below. However, we would recommend that authors refer to the relevant sections of the complete style guide where appropriate. A copy of the complete style guide can be downloaded here: <http://www.mhra.org.uk/style>. Whilst initial submissions do not need to adhere to the MHRA style guide, authors are asked to ensure that final copies do conform. More detailed information regarding our house style can be found on our website under 'Policies'. Any additional queries should be directed to [RRR@soton.ac.uk](mailto:RRR@soton.ac.uk).*

### Quotations:

#### 1. Short Quotations:

- a. Short quotations should be enclosed in single quotation marks.
- b. Double quotation marks should be used for a quotation within a quotation.
- c. When quoting verse, line breaks should be indicated by a spaced upright stroke: ( | )

#### 2. Long Quotations:

- a. Long quotations should be preceded and followed by a line break and can be distinguished from the main body of the text by using a smaller font size, indenting the entire quotation from the edge of the page, or both.
- b. Long quotations should not be enclosed in quotation marks. Single quotation marks should be used for a quotation within a quotation. Where another quotation occurs within that, double quotation marks should be used.
- c. The first line of a prose quotation should be indented further only if the quotation consists of more than one paragraph and the first line starts a paragraph in the original.
- d. When quoting plays or verse the original lineation and indentation should be observed as far as possible.



- c. All footnotes should end with full stops, regardless of whether or not they form complete sentences.
- d. Note reference numbers should be placed at the end of the sentence, after the punctuation mark.
- e. Repeated footnotes can be avoided in either of the following ways:
  - i. Stating after the first full citation that 'Subsequent references [to this edition etc.] are given in parentheses.
  - ii. Providing footnotes after the first full citation but giving only enough material as is necessary for the reader to identify the text. Usually in the following manner:

**First reference:** Charles Dickens, *The Pickwick Papers* (Oxford: Oxford World Classics, 2008), p.47.

**Subsequent references:** Dickens, p.52.
  - iii. Where two texts by the same author are cited in the same piece, more information should be given in the interests of clarity. For example:

**First reference:** Charles Dickens, *The Pickwick Papers* (Oxford: Oxford World Classics, 2008), p.47.

**Subsequent references:** Dickens, *The Pickwick Papers*, p.52.
  - iv. Where the same text is referenced in consecutive notes 'Ibid' followed by a comma and the page number(s) may be used.
- f. Up to three authors may be named in full. If there are more than three authors, the first should be named and followed by 'and others'.

### References:

*The following examples cover the most commonly used reference types for the convenience of the contributor and are intended as a starting point only. Please see the complete MHRA style guide for more detailed information.*

#### 1. Books and Book Chapters:

The following order should be observed:

- Author's Name (first name, surname).

- Title of Chapter or Section (in single quotation marks).
- Title (in italics). N.B.: a colon should separate the title from the subtitle even if it is not present in the original version.
- Editor, Translator, etc. preceded by ed. by or trans. by.
- Series (the series title should be given unitalicized and not in quotation marks; the series number should be given in Arabic numerals. If the series is unnumbered, the series title should not be given unless deemed particularly important).
- Edition (if not the first edition '2<sup>nd</sup> edn' or 'rev. edn' etc. should be used).
- Number of Volumes (if more than one volume, the format '2 vols' or '4 vols' etc. should be used).
- Details of Publication (place of publication: publisher, year of publication).
- Volume Number (in small capital roman numerals).
- Page range preceded by 'pp.' and page number(s) preceded by 'p.'. Where page number(s) are preceded by a page range, the page number(s) should be given in parentheses (see example 2).

**Example 1, Book:** David Harvey, *Spaces of Hope* (Edinburgh: Edinburgh University Press, 2000), p.45.

**Example 2, Book Chapter:** Helen Small, 'A pulse of 124: Charles Dickens and a pathology of the mid-Victorian reading public', in *The Practice and Representation of Reading in England*, ed. by James Raven, Helen Small and Naomi Tadmor (Cambridge: Cambridge University Press, 1996), pp.263-290 (p.265).

## 2. Journal Articles:

The following order should be observed:

- Author's Name, (first name, surname)
- Title of Article, (in single quotation marks)
- Title of journal, (in italics). N.B.: a colon should separate the title from the subtitle even if it is not present in the original version.
- Series number, (in arabic numerals)
- Volume number, (in arabic numerals)

- Year(s) of publication, (in parentheses, except in cases where there is no volume number)
- First and last page numbers of article cited, (NOT preceded by 'pp.')
- Page number(s), in parentheses and preceded by 'p.' or 'pp.'

**Example:** Cesare Casarino, 'Gomorrahs of the Deep or, Melville, Foucault and the Question of Heterotopia', *Arizona Quarterly*, 51 (1995), 1–25.

For online articles, the following should be appended to the reference:

- The URL or DOI of the resource (in angle brackets).
- Date at which the resource was consulted (in square brackets).
- Location of passage cited (in parentheses).

N.B.: When citing URLs, please use the shortest possible format that still enables access to the original webpage and avoid long strings of queries. Abbreviated versions of URLs (such as those from services like tinyurl or bitly) should not be used. URLs can appear ungainly in the footnotes but please do not insert line breaks or additional hyphens as this will be addressed by the editors in the typesetting process.

### 3. Dissertations and Theses:

- a. Titles of dissertations and theses should be given in roman type and enclosed within single quotation marks.
- b. The degree level, university and date should be given in parentheses.
- c. Please note that American universities distinguish between the masters 'thesis' and the doctoral 'dissertation'.

**Example:** R. J. Ingram, 'Historical Drama in Great Britain from 1935 to the Present' (unpublished doctoral thesis, University of London, Birkbeck College, 1988), p. 17.

### 4. Manuscript material:

The location of the repository, name of the collection (in roman type and without quotation marks) and name of the manuscript (in the format used by the repository) should be given.

**Example:** Bristol, Bristol Theatre Collection, DSP/000013.

5. Newspapers and Magazines:

- a. The following order should be observed:
- Author's name, if known (first name, surname).
  - Title of article (in single quotation marks).
  - Title of newspaper or magazine (italicized).
  - Date (between commas, NOT given in parentheses).
  - Section (if relevant).
  - Page number(s).

**Example:** Kathryn Hughes, 'Victorian buildings: architecture and morality',  
*Guardian*, 11 September 2011.

6. Recordings, Films and Digital Media:

- a. Recordings, Music or Speech:

The following order should be observed:

- Composer or Author (first name, surname).
- Title of Piece and/or Compilation (in italics).
- Artist, Orchestra, Conductor etc. (separated by commas).
- Recording Company.
- CD Reference and Date (in parentheses).

- b. Films:

The following should be included as a minimum:

- Title.
- Director.
- Distributor.
- Date.

**Example 1:** *Great Expectations*, written by David Nicholls, dir. by Mike Newell  
(Lionsgate, 2012).

**Example 2:** Ludwig van Beethoven, *Piano Concerto no. 5*, Mitsuko Uchida,  
Symphonieorchester des Bayerischen Rundfunks, cond. by Kurt Sanderling  
(Phillips, 462 586-2, 1998).