

# PICKERING & CHATTO PUBLISHERS LTD

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## STYLE GUIDE – MONOGRAPHS

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**PLEASE NOTE THAT THIS IS A BRIEF GUIDE AND IT IS NOT INTENDED TO BE EXHAUSTIVE. IF YOU ARE UNSURE ABOUT ANY SPECIFIC ISSUES THAT ARE NOT COVERED HERE PLEASE CONTACT US. WE WILL BE HAPPY TO GIVE FURTHER GUIDANCE REGARDING, FOR EXAMPLE, REFERENCING. FOR GENERAL STYLE POINTS PLEASE CONSULT THE LATEST EDITION OF *NEW HART'S RULES*.**

## WHAT TO SUBMIT

You will need to submit all or most of the following. Please contact us if you have any queries. If you would like to see samples please ask **before** you start work. Your **complete** manuscript should be no more than 100,000 words including notes.

1. **Title Pages:** these should include the full title and subtitle of the work, and the names of the author or authors as you would like them to appear.
2. **Contents List:** this should include everything in your volume.
3. **Acknowledgements:** if necessary.
4. **List of Figures and Tables:** if necessary.
5. **Introduction.**
6. **Chapters.**
7. **Conclusions.**
8. **Notes.**
9. **Bibliography:** please supply full publication details of all works cited in your editorial material in our house style (see Referencing other Works).
10. **Illustrations, Figures and Tables:** if necessary. You should generally include no more than 10 illustrations, figures and tables.

## PREPARING AND SUBMITTING DOCUMENTS

When submitting your work please do not attempt your own page layout and keep formatting to a minimum. The typesetter will apply standard formatting to the layout of all documents.

- Main headings should be in bold capitals.
- Sub-headings should be in bold lower case.
- Do not indent the first lines of paragraphs or add a line space between paragraphs.
- If a paragraph is to be set as an indented quote or poem within plain text, inset the whole paragraph by 1cm.
- Ellipses should be three closed dots with a space on either side ... Do not include punctuation before or after ellipses.
- Use single quotation marks; double inside single if necessary.
- Use spaced en dashes (–) as parenthetical dashes. Only use em (—) dashes to indicate a deliberately obscured word.

## NOTES

- Either use the Word endnote function or add superscript numbers to your text.
- Markers should be keyed outside punctuation rather than within it: e.g. Supreme Court History.<sup>2</sup>
- All references should be given in a note, not in brackets within the text.
- Note numbering should restart with each new chapter.
- All notes will appear at the end of the volume.

Keep notes brief and focused on references directly relevant to the material under discussion. Assume that readers have a good general knowledge of the subject, and avoid referring them to general titles unless you are quoting from them. If your monograph has been adapted from your PhD, you should remember that the level of annotation required for a PhD is much higher and wider than that required for a monograph, and you should cut the notes accordingly.

## REFERENCING OTHER WORKS

### Bibliography

- The bibliography should include all works cited in your text and notes. It should not include any texts that are not cited.
- Bibliographies can be divided into primary and secondary material if relevant. Primary material can be further divided so that manuscript material is listed as a separate section. Published works should not be further divided.
- List authors alphabetically, with surname first followed by initial. Do not include the full first name.
- Where several texts by the same author are listed, these should be given in order of publication date, with the earliest first.
- Journal articles and chapters in edited volumes should include full page numbers.
- Follow the style below. For a full sample bibliography, see [http://www.pickeringchatto.com/pages/hyperlink\\_2](http://www.pickeringchatto.com/pages/hyperlink_2).

Burke, E., *Reflections on the Revolution in France* (1790), ed. J. C. D. Clark (Stanford, CA: Stanford University Press, 2001).

Duncan, I., 'Edinburgh, Capital of the Nineteenth Century', in J. Chandler and K. Gilmartin (eds), *Romantic Metropolis: The Urban Scene of British Culture, 1780–1840* (Cambridge: Cambridge University Press, 2005), pp. 45–64.

—, *Scott's Shadow: The Novel in Romantic Edinburgh* (Princeton, NJ, and London: Princeton University Press, 2007).

Jones, S. E., 'Satire', in N. Roe (ed.), *Romanticism: An Oxford Guide* (Oxford: Oxford University Press, 2004), pp. 390–408.

Schaffer, T., 'Women and Domestic Culture', *Victorian Literature and Culture*, 35 (2007), pp. 385–95.

### Examples of Referencing Style

This list aims to cover the major styles of referencing, but is not exhaustive. Please contact us if you have any further queries.

- For the bibliography, and for the initial citation within the editorial material, present each entry **IN FULL**.
- Subsequent references should be abbreviated, as shown below.
- Only works cited in your editorial material should appear in your bibliography.
- Journal articles and chapters in edited volumes should include full page numbers.
- Journal and newspaper titles should not include the leading 'The'.
- Give authors' initials, **NOT** full first names.
  
- **Biblical References:** Book, chapter and verse are to be given as 2 Chronicles 9:2; Matthew 26:8. They should not be italicized.
- **Books:** D. H. Bodurtha and W. B. Pope (eds), *The Life of John Keats* (Oxford: Oxford University Press, 1937), p. 57.
  - Bodurtha and Pope (eds), *The Life of John Keats*, p. 57.
- **Book Articles:** C. Y. Lang, 'Narcissus Jilted: Byron, *Don Juan*, and the Biographical Imperative', in J. J. McGann (ed.), *Historical Studies and Literary Criticism* (Madison, WI: Wisconsin University Press, 1985), pp. 143–79, on p. 170.
  - Lang, 'Narcissus Jilted', p. 170.

- **Classical Works:** Classical works with accepted standard textual divisions need not be referenced to any particular edition unless this is relevant. Use the format Horace, *Epistles*, I.19.37.
- **Collections or Modern Editions:** *The Letters of William and Dorothy Wordsworth*, ed. E. de Selincourt, rev. C. L. Shaver, 2nd edn, 3 vols (Oxford: Clarendon Press, 1967), vol. 1, p. 296.
  - *The Letters of William and Dorothy Wordsworth*, vol. 1, p. 296.
- **Dictionary of National Biography:** You should now be using the new edition, the *Oxford Dictionary of National Biography*, the acronym for which is *ODNB* to differentiate it from the old *DNB*. Please make sure you use the correct acronym.
- **Journal Articles:** C. Clarke, 'Recollections of Keats', *Atlantic Monthly*, 7:4 (1816), pp. 26–9, on p. 27.
  - Clarke, 'Recollections of Keats', p. 27.
- **Manuscripts and Archives**
  - **Manuscripts:** Laud Misc. 45, MS Oxford, Bodleian Library (hereafter Laud Misc. 45), ff. 99–100.
  - **Archive Documents:** Lauchlin Currie to Franklin D. Roosevelt, 10 September 1937, National Archives, Kew, Surrey, Home Office papers (hereafter NA HO), 42/196, ff. 1–4.
- **Plays and Poems:** Titles of plays and long poems should be in italics e.g. *King Lear*, *The Faerie Queene*. Short poems should be in roman in single quotation marks e.g. 'Ode to a Nightingale'. Act, scene and line or stanza and line should be abbreviated:
  - Plays: III.iv.45 (act 3, scene 4, line 45).
  - Poems: IX.ii.45–7 (book 9, stanza 2, lines 45–7).
- **Theses:** titles of unpublished theses should be roman in quotation marks, in the format Author, 'Title' (PhD dissertation, Cambridge University, 1987).
- **Websites**
  - **Official Papers:** Cabinet Conclusions 6 & 7. Consultation with the Dominions and India (Imperial Conference). 23 December 1916, at <http://filestore.nationalarchives.gov.uk/pdfs/small/cab-23-1-wc-16-16.pdf> [accessed 12 May 2009].
  - **Journal Articles:** G. Budge, 'The Hero as Seer: Character, Perception and Cultural Health in Carlyle', *Romanticism and Victorianism on the Net*, 52 (November 2008), at <http://www.ravon.umontreal.ca> [accessed 30 June 2009].

## GENERAL STYLE POINTS

### Spelling and Punctuation

- Use English, not American, spelling. Use -ize and not -ise where both spellings are in use in English.
- For problem words, hyphenated words and preferred forms such as role/rôle, follow the latest edition of *Hart's Rules for Compositors and Readers*, published by Oxford University Press.
- Use commas sparingly. For lists, use commas thus: red, white and blue (i.e. omitting the final comma before and).
- Round brackets should be used within round brackets where necessary. Square brackets should normally be confined to editorial comment.

## Abbreviations

- Use a stop where the last letter of an abbreviation is not the last letter of the word, e.g. Prof., Co., vol., pp. Where the last letter of the abbreviation is the final letter in the word, it should *not* have a stop, e.g. Dr, St, vols.
- Where initials are given for people's names, e.g. T. S. Eliot, stops should be used and there should be a space between letters.
- Use English, rather than Latin, where possible, e.g. 'see above' rather than *supra*.
- Do not use stops in names of institutions, countries, academic degrees, decorations, etc. For example, USA, BL, PhD, DSO.
- Do not use stops after abbreviated units of measurement, e.g. cm, mm.
- Book and journal title abbreviations are italic e.g. *OED*, *DNB*.

## Cross-references

Please use the format: 'see above (or below), p. 000' or 'see Volume 4, p. 000'. Keep a list of the original page references referred to, as you will need to fill these in using new P&C pagination at proof stage. When referring to a note, use the form: 'see p. 000, n. 000'.

## Names

- Give full names at the first mention (they can be abbreviated thereafter, but ensure the abbreviation is consistent).
- Use capitals for titles or ranks preceding names, e.g. Lord Elgin; King of Spain.
- Names ending in -s, -z, -x take the possessive 's' e.g. John Stephens's.
- Names of institutions and movements should be in capitals: e.g. Christianity, Marxism, Church of England (but lower case 'church' for building or general sense).

## Directions

Use lower case for north, north-east, northern, etc.

## Numerals and Dates

- Use the maximum abbreviation for inclusive numerals, e.g. 78–9, 120–4, 325–67. Numerals in teens should not be abbreviated, e.g. 11–13, 316–18.
- Spell out numerals in the text when under 100, hyphenating if necessary, e.g. twenty-one. Use arabic numerals for numbers over 100, e.g. 134 books.
- Use commas for numbers of four digits or more: e.g. 1,000 or 200,000.
- In notes, or for exact measurements or cross-references, use the numerical form. Figures should also be used with a measurement, e.g. 5 per cent, 60 mm.
- Roman numerals are used for names of monarchs, e.g. Charles II.
- Dates should be presented without punctuation in the order day month year, e.g. 10 April 1825.
- Do not abbreviate day or month names.
- Use BC and AD in small capitals without stops. Note that dates should come *before* BC and *after* AD.
- Dates where they are part of a book or journal title should appear *ad literam*.
- Use *c.* 1749 rather than 1749? in questionable dates.
- Use b. 1903; d. 1988; fl. 1879.

### **En and Em Dashes**

- Use en dashes (–), rather than em dashes (—), as parenthetical dashes, set with a space on either side.
- En dashes should also be used between numbers.
- Em dashes are only used to indicate a deliberately obscured word, e.g. ‘Mr T—’.

### **Quoted Matter**

- Sources of quotations should **ALWAYS** be given.
- When quoting material, the punctuation should follow the quotation marks rather than within them – except where the text quoted is a full sentence.
- Use single quotation marks; for a quotation within a quotation use double quotation marks within single.
- Quoted matter in a foreign language should **ALWAYS** be accompanied by a translation either following it in brackets, or in an editorial note.
- Quotations of more than 40 words should be set as a separate indented paragraph.

### **FIGURES**

You should generally include no more than 10 illustrations, tables and graphs. If you want to include more, please discuss this with us well in advance of submission. If we have agreed to a high number, we would expect your manuscript to be shorter in order to maintain the appropriate page length.

- All illustrations, tables and graphs should be submitted with the manuscript.
- All illustrations, tables and graphs should be referred to in the text.
- A full list of figure captions should be provided with the manuscript.
- All permissions for print and electronic format should be cleared before submission. See below for information on obtaining permission for illustrations.

### **Illustrations**

- All images will be printed in black and white. We do not print in colour.
- Images should be submitted in hard copy or in electronic format at a resolution of no less than 600dpi. Please see our separate information sheet, ‘Photographing pictures and photographs for publication’, for further tips if necessary. If you are in any doubt about whether an illustration may be suitable for reproduction then please send it to us in advance and we will be happy to offer advice.

### **Tables**

- Tables should be in prepared in Word, not in Excel.
- Use the Word table function to align columns. Do not use tabs.
- Avoid landscape tables. Our printed pages are much smaller than A4 – if you need to use landscape to fit all the information in then it will not fit on one of our pages.

### **Graphs**

- Graphs should be prepared in Excel.
- Graphs will be black and white. If you need to distinguish between data sets, use different symbols/dashed lines. Avoid using more than 4 styles or the graph will be very unclear.

## **PREPARING AND SUBMITTING DOCUMENTS**

When submitting any keyed texts, including original editorial material and transcribed manuscripts, please do not attempt your own page layout and keep formatting to a minimum. The typesetter will apply standard formatting to the layout of all documents.

- Main headings should be in bold capitals.
- Sub-headings should be in bold lower case.
- Do not indent the first lines of paragraphs.
- If a paragraph is to be set as an indented quote or poem within plain text, inset the whole paragraph by 1cm.
- Ellipses should be three closed dots with a space on either side ... Do not include punctuation before or after ellipses.
- Use single quotation marks; double inside single if necessary.
- Use spaced en dashes (–) as parenthetical dashes. Only use em (—) dashes to indicate a deliberately obscured word.
- Either use the Word endnote function or add superscript numbers to your text.

## **COPYRIGHT AND PERMISSIONS**

If you plan to use verbatim text, illustrations, charts or tables from any previously published source in the editorial material, you must obtain permission from the copyright holder by the date of MS submission. If you are quoting or transcribing manuscript material you must obtain permission from the author's estate.

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- A series of extracts of which any one extract is more than 300 words.

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## **HOW TO SUBMIT**

### **Electronic Files**

Please use Microsoft Word or a compatible programme, and present your material on PC-compatible cd. If you prefer you can email your files – please ensure they are named for easy recognition.

- If there is any unusual formatting, such as mathematical formulae or poetry with complicated indentation, you must also supply a printout of those sections so we can ensure they are printed correctly.
- Please supply separate files for each chapter and for the explanatory notes.
- Please number all pages.
- Label each cd clearly with name, date, project title and volume number if relevant, and the file name/s on each cd.

## THE PRODUCTION PROCESS

1. We will ask you to submit material to us by certain dates set in your contract. The work submitted should be as complete as possible.
2. If your volume is over 100,000 words including notes we may ask you to cut it.
3. When we have received the material, we will edit it and raise any queries with you. If you have any changes or additions to make to your work **this is your last opportunity**. Once the material has been set it is much more difficult to make substantial changes and we may refuse to do so.
4. We will then prepare first proofs, which we can make available to you in electronic or hard copy. You should check the typesetting, proofread the manuscript for mistakes and fill in any missing information, e.g. cross-references – you should not rewrite or make substantial additions. At this time you should also prepare an index for your volume if you have been contracted to do so. For further guidelines on indexing, see our indexing guidelines for monographs.
5. Once you have returned your corrected proofs we will check through them and the typesetters will take in your corrections.
6. Approximately six weeks after we send the volume to the printers will be the official publication date. Some editors in North America may not receive presentation copies for an additional two to three weeks due to shipping.