

Gaskell Journal Stylesheet for Authors – updated December 2014

General Script Presentation for Submission of Articles

Submit your typescript in Times New Roman font, size 12, fully justified, using 1.5 or 2.0 line spacing. Number pages at the foot, centrally.

Use the MHRA referencing system. A few examples of the commonest type of reference are given at the end of this guide; a full version can be found at <http://mhra.org.uk/Publications/Books/StyleGuide.html> section 11

Use endnotes rather than footnotes, using Arabic numerals. Superscript note cues should follow, not precede, the punctuation at the end of your sentence or clause.¹ Your endnotes should also be in Times New Roman font, size 11. Please avoid lengthy explanatory endnotes.

The article title should be in font 14 and bold. Subheadings may be used within the article, for which use font 12 and bold. Capitalise the first letter of key words in titles and subtitles. If you use subheadings within the article, insert one extra line space before it, but leave no extra line space after it.

Indent new paragraphs (one tab) except the first, and except those which start a new section directly after a subheading.

If possible, use British spelling (although this can be adjusted at a later stage). So honour not honor, emphasise not emphasize, practise not practice (verb) etc. Retain American spelling when this is in a quoted source.

Please use the British dash – rather than the longer American dash.

Retain possessive ‘s’ after singular nouns ending in s, e.g. Dickens’s fiction.

Use Elizabeth Gaskell, or Gaskell, rather than Mrs Gaskell unless there is a special reason to do otherwise.

Do not use italics for common foreign words: role, ad hoc, déjà vu; but use italics for unusual words.

Quotations

Place quotations in 'single quotation marks'; use double quotation marks for "quotations" within quotations'. Place final punctuation outside the 'quotation marks'.

Present quotations longer than 3 lines as a block of text, without quotation marks, indented from the left (one tab) and fully justified:

Quotations within this block quotation should be placed in 'single quotation marks'. No additional spaces are needed before and after the block quotation.

Use square brackets around three dots to indicate omissions [...] from the original text. Please also use square brackets for any text you insert within the quotation: 'the habits of examination [she] had instilled'.

Abbreviations and numbers

Do not use fullstops after abbreviated titles such as Mr, Mrs, Rev, or within familiar abbreviations such as USA, UK, but retain them for e.g. and etc.

Spell out unfamiliar abbreviations the first time they are used, with abbreviation in parenthesis.

Do not add spaces between a series of initials, but add a space between the final initial and the surname: W.E. Channing; J.A.V. Chapple.

Write numbers in full, except for numbers over 100. Write nineteenth century, not 19th century.

Gives dates in the format 12 May 1999. Write 1840s, not 1840's.

Elide numbers (e.g. page spans) as follows: 1-2, 1-10, 10-11, 20-21, 22-3, 100-01, 121-22. Dates should be elided as follows: 1921-22, 1930-41, 1800-1900, 1950-2001.

References to Gaskell's works

When citing primary texts, give full endnote to first quotation, with all publication details. Thereafter, page references can be given within the

script of your article within parentheses, with an abbreviated title of the work if this is necessary to prevent confusion: 'Why should he alone suffer from bad times?' (*MB*, p.24). Place fullstop after the parenthetical reference.

References to Gaskell's works are to the Oxford World's Classics edition where possible, though other editions are acceptable. The standard abbreviations used in the *Gaskell Journal* are:

Cranford CD
Cousin Phillis CP
North and South NS
Sylvia's Lovers SL
Ruth RU
Wives and Daughters WD
Mary Barton MB
'My Lady Ludlow and Other Stories' MLL
'A Dark Night's Work and Other Stories' ADNW
'The Moorland Cottage and Other Stories' MC
The Life of Charlotte Brontë LCB

References to Gaskell's letters will normally be to *The Letters of Mrs Gaskell*, ed. by J.A.V. Chapple and Arthur Pollard (Manchester: Manchester University Press, 1966), abbreviated to *Letters*; and to *Further Letters of Mrs Gaskell*, ed. by John Chapple and Alan Shelston (Manchester: Manchester University Press, 2000), abbreviated to *Further Letters*.

Example References (MHRA system)

¹ Jenny Uglow, *Elizabeth Gaskell: A Habit of Stories* (London: Faber and Faber, 1993), pp.10-11.

² *The Letters of Mrs Gaskell*, ed. by J.A.V.Chapple and Arthur Pollard (Manchester: Manchester University Press, 1966), p.4.

³ Ruth McDowell Cook, 'Women at Leisure: Elizabeth Gaskell's Validation of the "Redundant" Victorian Spinster', in *Elizabeth Gaskell: Text and Context*,

ed. by Francesco Marroni and Alan Shelston (Pescara: Edizione Tracce, 1999), pp.223-50 (p.225).

⁴ Patsy Stoneman, *Elizabeth Gaskell*, 2nd edn (Manchester: Manchester University Press, 2006 [1987]), p.117.

⁵ See, for example, Josie Billington, 'Faithful Realism: Ruskin and Gaskell', *Gaskell Society Journal*, 13 (1999),1-14 (p.8).

⁶ See *The Works of Elizabeth Gaskell*, 9 vols (London: Pickering & Chatto, 2005), I, p.13.

⁷ Billington, p.12.

Do not use *ibid* or *op cit* for continued references to the same work, but surname and page number; add a short title where necessary to avoid confusion between multiple works by same author. E.g.:

⁷ Billington, 'Faithful Realism', p.12.

Instructions for Authors of Reviews

Your review, of **approx. 1000-1200 words**, should where possible include the following:

- synopsis of the book's content and organisation
- designation of the author's critical method or approach
- objective analysis of the strengths and weaknesses (if appropriate) of the work's argument
- comparison with earlier studies on the subject/ a sense of what this work contributes to its critical field
- some comment on the work's probable interest to readers of the *Gaskell Journal* (and potentially to other readerships)

Reviewers are asked to follow the presentation instructions described above. Quotations from the work you are reviewing should be referenced simply with page number in parentheses following the quotation, e.g.: Smith argues persuasively that Bonning's educational theory emphasised the importance of 'both heart and head' (p.31).

Please head your reviews according to the following examples:

1. Authored books:

Jenny Uglow, *Elizabeth Gaskell. A Habit of Stories*. London and Boston: Faber and Faber, 1993, pp.xiii + 690. Hardback £20.00, ISBN 0-571-15182-5. Paperback £10.99, ISBN 0-571-17036-6.

2. Edited books:

J.A.V. Chapple and Arthur Pollard (eds), *The Letters of Mrs Gaskell*. Manchester and New York: Manchester University Press, 1997, pp.xxix + 1110. Paperback £18.00, ISBN 1-901341-03-8.

3. Editions of texts:

Elizabeth Gaskell, *Ruth*, ed. by Alan Shelston (Oxford World's Classics). Oxford and New York: Oxford University Press, 1985, pp.xxvi + 471. Paperback £5.99, ISBN 0-19-283476-2.

After the final line of your review, indicate your name in capitals (flush with the right-hand margin).
