

KEATS-SHELLEY JOURNAL

HOUSE STYLE GUIDE

Please carefully review each item below before submitting your article. As of 2020 (Volume 69), the *Keats-Shelley Journal* follows the most current version of MLA format for most editing issues. However, there are house-style exceptions. If you have questions about stylistic matters or preparing your MS, please contact the *KSJ* editorial office at ksjournal@holycross.edu.

Please be advised: should you be re-reviewing these guidelines upon having your MS accepted for publication, failure to follow these manuscript style rules may result in the return of your manuscript for editing, and in delay or postponement of your article's publication.

PERSONAL IDENTIFICATION

1. Please provide (and confirm) the spelling of your full, preferred name at the beginning of your MS.
2. Please provide your institutional affiliation (if applicable) at the end of your MS.
3. If you are an independent scholar, please provide the name of your location at the end of your MS.

DOCUMENT FORMAT

1. Double-space all text, including quotations, endnotes, poetry, references, and captions).
2. Margins should be 1" on all sides.
3. Use 12-point, Times New Roman font.
4. Align all text to the left (rather than justified).
5. Indent paragraphs .5" and block quotations .5" as well, in keeping with MLA format.
6. Use one space between all sentences and after all punctuation marks. Do not double space between sentences.
7. Number pages sequentially at the top of the MS's page.
8. Separate section numbers should be designated by Roman numerals.
9. Please use footnotes rather than endnotes. N.B. this is an exception to MLA style.

GENERAL PRINCIPLES

1. Use American spelling and quotation conventions. However, within quotations please retain original spellings and punctuation.
2. *KSJ* adheres to the *Merriam-Webster Dictionary* for all spelling and hyphenation. For scholarly discussions of word definitions or etymologies, however, *KSJ* requires the use of the *Oxford English Dictionary*.
3. Punctuation:
 - a. We use the em-dash instead of two hyphens (i.e., —, not --), and we do not allow a space between the em-dash and text. Use the en-dash between inclusive page numbers and dates, and, again, leave no extraneous spaces before or after the en-dash.
 - b. Ellipses: If you are quoting extensively and using ellipses, note that three ellipses indicates that material is missing from inside that sentence. Use four ellipses if your quoted material ends at the end of a sentence and skips over at least some of what immediately follows.
 - c. Commas: *KSJ* uses the Oxford (otherwise known as the serial) comma. Please do so in your MS.
4. Use the first and last name of an author upon its first usage, after which use only the author's surname. Differentiate between two authors with the same last name, particularly regarding in-text citations, with a first initial (or initials). (For example, P. B. Shelley and M. W. Shelley.)
5. *KSJ* prefers dates to be written according to American conventions, i.e., January 1, 2021.
6. *KSJ* uses MLA-style numeration for date and page ranges (2020–21; or lines 300–01).
7. *KSJ* generally uses "Romantic" to refer to the literary movement and "romantic" to refer to the genre of romance or to romantic love. What is most important, however, is to be clear and consistent throughout your essay so that your logic is obvious to the reader.
8. Please italicize the titles of poems longer than one hundred lines (such as *Lamia*) and enclose shorter poems' titles in quotations (such as "Ode to a Nightingale").

CITATIONS

General Principles and MLA Exceptions

1. Accuracy: Please double-check any quoted material before submission as well as before submitting your final MS should your piece be accepted for publication. Authors are responsible for any quotation errors. Our editorial staff does not fact-check manuscripts.
2. Do not use Latin abbreviations, namely, "ibid." and "passim" when repeatedly quoting a source.
3. We adhere to MLA format for most citation concerns, but for periodicals, we list volume and issue numbers (where both are available, separated by a single dot), then date (in parentheses), then page numbers (without "pp."). So, for example: Stauffer, Andrew. "Love's What Vanishes: Romantic Textuality and the Making of Byron." *Studies in Romanticism*, 59.4 (Winter 2020), 461–73.
4. For other exceptions (particularly for multivolume works or canto/stanza/line designations), see below.

In-Text Citations

1. Again, *KSJ* generally adheres to MLA format for all citation concerns.
2. Please provide exact page citations for each quotation in your MS. If a sentence has more than one quotation, please provide sources and page citations for each.
3. If italics within quotations are not original to the source material, append “emphasis added.” The reader will assume that emphasis is original unless otherwise indicated. For example: “Shelley’s boat was *unstable*” (234, emphasis added).
4. Parenthetical citations should be placed at the end of the sentence unless multiple quotations appear in the sentence, in which case parenthetical citations should follow directly after each quotation.
5. Do not place endnote numbers mid-sentence. Endnote citations must be placed at the end of the sentence.
6. When quoting poetry, **please cite by line number**. When citing by line number, please ensure that the number of quoted lines corresponds to the number of lines cited. Use a virgule (/) to separate poetic lines that are not set in block quotations. Use two virgules (/ /) to indicate stanza breaks in poetic lines that are not set in block quotations.
7. Spell out “line” and “lines” for poetry.
8. When citing a **multivolume prose text**, include the Roman numeral for the volume, followed by a comma, and then the page number without the “p.” For example: (*LJK* 2: 92).
9. When citing a **multivolume edition of poetry**, small-capital Roman numerals are preferred for volume numbers and Arabic numerals for stanzas or sections, except where another convention is established in a well-known edition or reference work. We use lowercase for “canto” or “book” unless the capitalized version has become conventional. Passages from longer works are identified (for example) by canto, stanza, and line number, with the canto and stanza numbers separated by a period: e.g., (*The Revolt of Islam* VII.34, lines 12–15).

Endnotes

1. *KSJ* discourages the use of excessive discursive endnotes.
2. Footnotes should be listed with Arabic numerals (not Roman numerals), be double-spaced, and their text should be Times New Roman, 12-point font.
3. All notes must be managed automatically by MS Word rather than typed by hand.
4. When no direct quotation is cited, begin the endnote with “See,” and, if the source is from a journal, chapter, or specific book passage, include a page range. For example: “See Ricoeur 169–90,” assuming that only one text by Ricoeur is being used.
5. Cite page numbers by Roman numerals only if they refer to an introduction or preface. Book numbers, chapter numbers, and others appear as Arabic numerals. Exceptions include canto numbers (see above).

Scholarly Editions

We require the use of standard scholarly editions unless there is a logical reason to cite alternative editions for the sake of your argument (e.g., Richard Monckton Milnes's 1848 edition of Keats's letters and poetry). For your convenience, here are a few preferred editions. This is not a comprehensive list. Please be further advised that, **when citing specific sources from these volumes**, MLA style requires you to make adjustments to your formatting. Texts that have general editors also require adjustments to works-cited listings. If citing a single volume from a series, you will also need to adjust your work cited. Please consult the most recent edition of the *MLA Handbook*.

- Keats, John. *The Poems of John Keats*. Edited by Jack Stillinger, Harvard UP, 1978.
 - Short form in-text abbreviation *PJK*.
 - It is also acceptable to put an abbreviated version of the poem's title followed by "line" or "lines" (i.e., "To Autumn" line 4)

- Keats, John. *The Letters of John Keats*. Edited by Hyder Edward Rollins, Harvard UP, 1958. 2 vols.
 - Short-form abbreviation *LJK* followed by volume and page number (i.e., *LJK* 1: 387)

- Shelley, Percy Bysshe. *The Complete Poetry of Percy Bysshe Shelley*. Edited by Donald H. Reiman and Neil Fraistat, Johns Hopkins UP, 1999–2021. 7 vols.
—OR—
Shelley, Percy Bysshe. *Shelley's Poetry and Prose*. Edited by Donald H. Reiman and Neil Fraistat, 2nd ed., Norton, 2002.
 - Short-form abbreviations: *CPPBS* and *SPP*, respectively, followed by volume and page number

- Shelley, Percy Bysshe. *The Letters of Percy Bysshe Shelley*. Edited by Frederick L. Jones, Clarendon Press, 1964. 2 vols.
 - Short-form abbreviation: *PBSL* followed by volume and page number

- Byron, George Gordon, Lord. *Lord Byron: The Complete Poetical Works*. Edited by Jerome J. McGann, Oxford UP, 1980–1993. 7 vols.
 - Short-form abbreviation: *BCPW*

- Byron, George Gordon, Lord. *Byron's Letters and Journals*. Edited by Leslie A. Marchand, Belknap, 1973. 12 vols.
 - Short-form abbreviation: *BLJ* followed by volume and page number

- Wollstonecraft, Mary. *The Works of Mary Wollstonecraft*. Edited by Janet Todd and Marilyn Butler, New York UP, 1989. 7 vols.
 - Short-form abbreviation: *WMW* followed by volume and page number

- Godwin, William. *The Collected Novels and Memoirs of William Godwin*. General editor, Mark Philp, Pickering & Chatto, 1992. 8 vols.
 - Short-form abbreviation: *WGCNM* followed by volume and page number

- Shelley, Mary Wollstonecraft. *The Novels and Selected Works of Mary Shelley*. General editor, Nora Crook, W. Pickering, 1996. 8 vols.

- Short-form abbreviation: *Selected Works MWS* followed by volume and page number
- Shelley, Mary Wollstonecraft. *The Letters of Mary Wollstonecraft Shelley*. Edited by Betty T. Bennett, Johns Hopkins UP, 1980. 3 vols.
 - Short-form abbreviation: *MWSL* followed by volume and page number
- Shelley, Mary Wollstonecraft. *The Journals of Mary Shelley*. Edited by Paula R. Feldman and Diana Scott-Kilvert, Clarendon Press, 1987. 2 vols.
 - Short-form abbreviation: *MWSJ* followed by volume and page number
- *The Clairmont Correspondence: Letters of Claire Clairmont, Charles Clairmont, and Fanny Imlay Godwin*. Edited by Marion Kingston Stocking, Johns Hopkins UP, 1995. 2 vols.
 - Short-term abbreviation: *CC Letters* followed by volume and page number
- Hazlitt, William. *The Complete Works of William Hazlitt*. Edited by P. P. Howe, J. M. Dent, 1930–34. 21 vols.
 - Short-term abbreviation: *CWWH* followed by volume and page number
- **Once again: this is not an exhaustive list.** Please use standard scholarly editions for all other authors (the Cornell Wordsworth, for example).

IMAGES

1. If you are including images with your manuscript, they must be scanned in at a minimum of 300 dpi at the size at which they will be reproduced. The image may be sent as a PDF, JPEG, or, if needed, be supplied in another major application: Quark, XPress, Indesign, Illustrator, or Photoshop, depending on the type of image.
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