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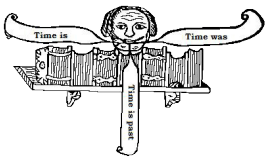
Revised March 2016



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Abbreviations:

Common abbreviations, including those which may occur in REED volumes, are listed below. Avoid extraneous punctuation. As a general rule, if an abbreviation ends mid-word, use a period (eg vol. for volume). But if the abbreviation ends in the last letter of the word, no period (eg = edn, for "edition", vols, for "volumes").

When citing sources such as the *OED* or *DNB*, write out the title in full at first mention, followed by the acronym: *Oxford English Dictionary Online* (*OED*). If you have references to both the online and the print versions of any source (as for instance the *OED* or *DNB*), please alert the editors before the copyediting stage.

A antiquarian compilation	nd no date
AC antiquarian collection	nf no foliation
am before noon	n, nn note(s)
AN Anglo-Norman	no(s) number(s)
b born	np no place
BL British Library	npub no publisher

Bodl Bodleian Library	NA National Archives (formerly PRO Public Record Office)
ca circa	*OED* Oxford English Dictionary
c. century	os old series
comp(s) compiler(s)	pm after noon
d dorse	p, pp page(s)
d. died	par paragraph
ed. Editor	pref preface
eds Editors	pt(s) part(s)
edn Edition	r recto
EEBO Early English Books Online	rev(s) reviser(s), revised
EETS Early English Text Society	rpt reprint
es extra series	sd stage direction
ESTC: English Short Title Catalogue	ser series
f, ff folio(s)	ss supplementary series
facs facsimile	STC Short Title Catalogue, Pollard/Redgrave print edition (see also ESTC)
gen ed(s) general editor(s)	trans. translator(s), translation
intro introduction	transcr transcriber(s)
l, ll line(s)	v verso
mb(s) membrane(s)	VCH Victoria County History
ME Middle English	vol. volume
ML Medieval Latin	vols volumes
MS, MSS manuscript(s)	
ns new series	

Books of the Bible:

Punctuation: Mt 10:5-10, 2 Cor 5:2-6

Capitalization:

Only capitalize proper names (eg, King James or Queen Elizabeth), proper titles (eg, Dean Hutton or King (if that is the character's name), and cases in which confusion might result if lower case were used (eg, Spirit for Holy Spirit, to differentiate from spirit as a human characteristic).

Guild names are rendered as 'Bakers' guild', but individual members of a guild do not have their occupation capitalized (eg, John Whitmore, baker). 'Jr' and 'Sr', however, following a name are capitalized and set off with commas, eg, Charles H. Donohue, Jr, is a member of the Bakers' guild.

Use capitals for the following: Middle Ages, Renaissance, Reformation, Restoration, and Enlightenment.

Use lowercase for: medieval, civil war, early modern.

Use lowercase on offices (eg, attorney general, master of the revels, and privy council).

Quoted material can retain its capitalization (eg, Hamlet says 'Get thee to a nunnery', not '[g]et thee to a nunnery'). We also make exceptions for words we would not normally capitalize if they appear capitalized in quoted material.

Capitalize all words in titles, except for articles and conjunctions. This rule applies to all titles, including titles of manuscripts and early books, with the exception of lengthy sub-titles of early works and foreign titles (see **Foreign Languages** below). Do not add capitals to quoted phrases within titles. Use capitals for hyphenated words in titles: *Twice-Changed Friar* NOT *Twice-changed Friar*.

Ibid is not automatically capitalized unless it appears at the beginning of a sentence.

Generally, the following style should be adopted:

- the dean of York - Dean Hutton
- the feast of the Translation of St William
- Protestant
- puritan
- Roman Catholic
- Corpus Christi Day
- the colleges of Oxford - Exeter College
- the sheriff of Chester - Sheriff Hardware
- the virgin queen - Queen Elizabeth
- the mayor - Mayor Scawsby

Small Capitals: Use small caps for all standard acronyms (*EEBO*, *LION*, HTML, REED, *OED*, *DNB*).

Speech prefixes should appear in **small caps**. No period after speech prefix, only two spaces, then speech. Please note that this is the **only exception to the rule of one space between words and sentences**.

Do not use small caps for state abbreviations or to abbreviate journal titles like *Studies in English Literature* and *English Literary History*. Instead spell out the name of the journal titles in full.

Citing Drama:

Punctuation: Give act, scene, and line numbers in arabic; eg, *Henry IV, Part One* 2.4.432, or the standard abbreviation, 1H4 2.4.432. Use parenthetical citations for play-references; do not put act/scene/line references in the end-notes. The first reference to a play, however, should have both a note providing the source and a parenthetical citation giving the act, scene, line or page information.

When citing stage directions, use the simplest format as follows for citing a stage direction (sd no punctuation) whether in a line or directly beneath a line. Here, quoting from M.L. Wine's edition of Marston's *The Dutch Courtesan:*

SOURCE:

FREEVIL Kiss her, man, with a more familiar affection. So! [*Freevil kisses Francheschina.*] -- Come, what entertainment? Go to your lute. *Exit* Franceschina.

CITING:

Freevil orders Malheureux to kiss the Dutch courtesan by showing him how: '*Freevil kisses Francheschina'* (1.2.84-5 sd).

SOURCE

FREEVIL Oh, yes., [*To Page.*] Come, via! Away, boy! On!
Exit, his Page lighting him.
[*Re-*]*enter* Freevill *and seems to overhear* Malheureux.

CITING:

Malheureux speaks, thinking he is alone, but Freevill sneakily 'seems to overhear' him (1.2.123.2 sd) = from act 1, scene 2, the second stage direction after line 123.

When incorporating block quotations of dialogue put the speaker's name in small caps with no punctuation after it, followed by an em space, and then the first line of dialogue. Subsequent lines of the same speech should be indented by one tab. Parenthetical citations of offset material (when they occur) should be one tab past the right margin of the quote, either on the last line of the quoted material (space permitting) or on a new line.

When referring to an act and scene within the prose of the article, use numbers and do not capitalize, ie, 'In act 5 …' For signature numbers, please indicate both recto and verso, but do not superscript the abbreviations for these designations.

Example:

MOLOSSO Bother yet alive, the mischief's done already,
But not the vengeance, thou shalt that behold,
Till then there's mothering can be call'd revenge:
Goe bring u'm *Sango*, though hast had thy fill.
SANGO Of Nectar, sweeter far than that of *Iove*. (H1v)

Medieval Drama: The so-called 'cycles' are not really part of the titles of these groups of plays. Refer to York, Chester, Towneley, or N-Town as 'plays': York plays, Chester plays, etc. You may use 'cycle' with York or Chester, but only lowercased (eg,York cycle) given that cycle, though a convenient term, is not a formal or original title of the collection of pageants.

For individual plays, refer to the titles in your source text (eg, Lumiansky and Mills, *The Chester Mystery Cycle*; Beadle, *The York Plays*), traditionally cited in various ways depending on context (eg, Chester's 'The Shepherds' or the Chester Shepherds play). Note that Shepherds is plural (there are 3 shepherds), not possessive. If you quote a speech-heading with dialogue from an edition of the plays, then cite as in the text: PASTOR 1, or SHEPHERD 1, but if referring only to all the shepherds singing together, for example, no initial capital is required. That is, distinguish between an individual speaker and action by unnamed characters. Capitals are reserved for proper names of characters, speech-headings, or play-types based on events: the Crucifixion (the specific occasion of Jesus's death) vs crucifixion (punishment meted out to criminals). In referring to the play in York, Chester, N-Town, or elsewhere, the Shepherds or the Shepherds play or pageant denotes the play-type; similarly, Crucifixion, Nativity, Buffeting, Trial, and so on.

If, as in York, the play or pageant has a specified title, eg, 'The Dream of Pilate's Wife', then use that title in quotation marks. The sole exception is *Secunda Pastorem*, or *The Second Shepherds Play*; that is, the second play about the shepherds. It is a full-length play on its own, and was probably never presented in a 'cycle', but rather only as a Christmas show.

The plays in some collections are numbered (eg, Chester): use the number to help identify the play, as in (7.46) = Play 7 ['The Shepherds'], line 46.

For useful examples of this REED-based system of citation, see *The Chester Cycle in Context, 1555–1575: Religion, Drama, and the Impact of Change*, eds J. Dell, D. Klausner, and H. Ostovich (Ashgate, 2012).

Citing Major Poets/Poetry

When citing major works of poetry (such as *Paradise Lost* or *The Faerie Queene*) you may shorten the title to *PL* or *FQ* after the first reference.

Punctuation: Give abbreviated title, book number (if applicable), canto number (if applicable), followed by lines numbers (eg *FQ* III.iv.46-54). Use parenthetical citations for poetry references; do not put book number, canto number, and line numbers in the end-notes. The first reference to a poem, however, should have both a note providing the source and a parenthetical citation giving the canto, book, and/or line number.

Commas & Dashes:

Commas: Remove unnecessary commas, but use a comma before 'and', 'or', and 'but' in a series of three or more items.

Examples:

- He held land in Dorset, Devon, and Cornwall.

- Unlike the York plays those of the Towneley manuscript seem to be collected from several sources.
- She could not dance, sing, or play games.
- Clearly the evidence indicates the parish sponsored plays.
- In 1588 England was poor, weak, but determined.

Use commas to set off county names appearing after city names but do not use a comma to separate parts of a compound sentence joined by a conjunction.

Examples:

- Richard Thomas was a native of Shrewsbury, Shropshire, and first became mayor in 1560.
- Richard Thomas was a native of Shrewsbury and first became mayor in 1560.
- Richard Thomas, a native of Shrewsbury, Shropshire, first became mayor in 1560.

As a general rule, follow *The Chicago Manual of Style*, 16th ed., opting for the 'open style'.

Dash: Use an **en dash** (equivalent to hyphen) between figures (eg, 1306-7, 42-3). Use an **em dash** spaced to set off parenthetical material: it demarcates a parenthetical thought — like this one — or some similar interpolation.

Please note: do not hyphenate the word 'onstage'.

Dates:

The format is 1 January 1546, for example, and January 1452, without punctuation. Use 'the 1920s' without an apostrophe, but write out 'the thirties'. Use a comma in Monday, 1 January. Write out the names of months in full.

Ellipses:

Use **three unspaced dots** with one space on either side for a medial ellipsis = eg ... Do not use square brackets around ellipses. Use closing punctuation if the ellipsis comes at the end of a sentence. Generally, you should use only medial ellipsis; avoid opening or closing ellipsis.

Font:

Avoid using multiple fonts. Only use **Times New Roman 12pt**.

Foreign Languages:

Foreign words not in *OED* should be italicized. Short foreign phrases that are not quotations should also be italicized. Quoted phrases, sentences, or paragraphs in foreign languages should NOT be italicized; instead, they should appear in the non-italicized original language in standard Times New Roman 12 pt font. Directly after the original language quotation, an English translation should appear in brackets.

Foreign language titles of works should follow sentence-style capitalization rules as outlined in the 16th edition of *The Chicago Manual of Style* sections 16, 8.156, and 11.30. Only the first word of a title, the first word of any subtitle, and any proper nouns should be capitalized.

Images:

Grey scale images must be 300DPI and at least three inches wide (or 900 pixels).

Line drawings, such as woodcuts or musical scores with no grey scale (just black and white), must be 1200DPI and at least three inches wide (or 3600 pixels).

Colour images will be printed at the author's expense. Normally we print only black and white or grey scale images. However, if you are willing to pay the extra costs of colour printing, each gathering of four pages in colour will cost $500. You may have four full-size photos; eight half-size; etc. Even if only one page is a colour photograph, the cost remains $500. Images must be 300DPI and at least six inches wide.

Image files should be saves in one of the following formats (in descending preference): **.tiff, .jpg, .bmp, .gif, .pdf, or .png**. Please send images as separate files, not embedded in MSWord, PowerPoint, or other files.

Italics:

When quoting from manuscripts, italics should be used to indicate MS expansions (and should be preserved when quoting from the text of REED volumes, where italics serve the same purpose). Italics should also be retained when quoting passages with italicized words in early printed books (REED prints these in Roman type) and in document descriptions of title-pages of early printed books to represent italics there. Bold-face is only used in essays to indicate the article title or subtitles. For italicizing untranslated foreign words and phrases, see **Foreign Languages**, above.

Latin Terms:

Use of Latin in notes is discouraged. Do not use 'loc. cit.' or 'op. cit.'; instead use short title of the book referred to (see citation instructions for 'Short Entries in Notes'). Exception: ibid for immediately sequential notes.

Common Latin abbreviations such as 'etc', 'eg', and 'ie' are set in Roman type without periods but should be avoided when possible.

Margins:

Margins for all pages must be set at one inch or 2.54 cm all the way around.

Numbers:

Where possible in the essay (that is, where no inconsistency would occur in referring to a series of numbers), the following are spelled out in ordinary text (written in full): whole numbers from one through ninety-nine. For numbers 100 and larger, use numerals.

Use the fewest possible numbers except for the 'teens': 88, 88-9, 800-1, but 18-19. Roman numerals must be written in full: xx-xxii and ccxx-ccxxii. In sterling sums, there is no space and no punctuation between the number and the denomination, eg, 22d, 8s.

Use commas in five-digit numbers (eg, 20,000).

Paragraphs:

Do not indent the first line of the first paragraph of any text or separate section thereof. Indent all subsequent paragraphs. **Do not insert extra lines between paragraphs**. If you are using Microsoft Office 2007, please ensure it is adjusted properly. Turn off the 'Widows and Orphans' setting, as the journal typesetter will try to keep text together where necessary.

Do not use full justification. **Set justification at left only**.

Periods & Apostrophes:

Use sparingly and **omit after standard abbreviations** with the exception of l. (line); ll. (lines); d. (died), contrast d (dorse); c. (century), contrast ca (circa). Abbreviations such as Mr, Dr, St, Co, Inc, Ltd, am, pm, no (not #) do not require punctuation.

Single possessives should be formed with ’s in all instances, in keeping with the 16th edition of *The Chicago Manual of Style*.

Quotations:

Quotations that offer only part of the original sentence – a word, phrase, or some other unit – will be **enclosed by single quotation marks**, with end-punctuation outside the quotation mark, with the exception noted below; but if you quote an entire sentence, the end-punctuation may be inside the final quotation mark. **If in doubt, put the end-punctuation (a period, eg) outside the quotation mark**.

Examples: ‘This salad is labelled “fresh”, but what does that really mean?’ ‘And finally in a frenzy of grief, Lear rails, “Why should a dog, a horse, a rat, have life, / And thou no breath at all?”’ (5.3.306). ‘Nothing will come of nothing; speak again’ (1.1.92), Lear demands.

All quotations must be checked against their printed or MS sources and should correspond exactly in spelling, capitalization, and internal punctuation. **Do not indent quotations several tabs, or use double-sided indentation** (from either margin). **Set your indented quotations from the left one tab**.

Speech prefixes should appear in **small caps**, with no period after the speech prefix, and followed by two spaces before the speech. Please note that this is the **only exception to the rule of one space between words and sentences**.

Short quotations (ie, under five lines) should be run on in the text, with the exception of poetry (including verse drama), which should be set off when more than two lines are quoted. Displayed indented quotations should be indented with a line space above and below.

Spacing:

Do not insert extra spaces. Only use one space between words and between sentences.

All text (including indented quotes, notes, and appendices) should be double-spaced. Do not insert extra spaces between paragraphs.

Spelling:

The style is basically **Canadian spelling**, favouring 'ize' over 'ise', with these exceptions: acknowledgment(s) and judgment.

Transcriptions:

Transcriptions from MSS should be rendered according to REED guidelines using italics for expansions. All previously unpublished transcriptions must be checked in the REED office. Send your electronic copy of unpublished manuscripts from which you quote, and/or digital photographs as soon as your article is accepted. Try to anticipate correct transcription practice by consulting the paleography file.

General Instructions for End-Notes:

Give full bibliographic information for books, articles, etc, when they are first cited. Page numbers follow directly after the publication information (which is in parentheses) with no use of p or pp. All information should be supplied in the notes. Do not include a Works Cited page.

All notes should be prepared as end-notes. Notes should correspond to consecutive, superscript numbers in the article. They should also be double-spaced.

Examples:

9 VCH: Herefordshire, 1.409.
10 The deaneries and archdeaconries are indicated regularly in the Consistory Court Acts of Office (described on 18-21).
11 NA: E 36/229, ff 73-82.

Give short references (author's/editor's name and title or short title) for items previously referred to in full in the notes. These short references are followed by a comma, and then the page numbers. Titles of articles are enclosed in single quotes and set in Roman; titles of books and journals are italicized. If you have a string of immediately sequential references to the same author/title, then use 'Ibid', followed by a comma if citing a new page number. If there is a gap between subsequent references, then you must return to author/short title/page. If you are frequently citing drama or poetry, please refer back to our section on ‘Citing Drama’ or ‘Citing Poetry’ above.

Example of note series:

4 David Knowles and R. Neville Hadcock, *Medieval Religious Houses: England and Wales* (London, 1971), 69.
5 Ibid.
6 Ibid, 68.
7 C.A.J. Skeel, 'The Council of the Marches in the Seventeenth Century', *English Historical Review* 30 (1915), 22.
8 Knowles and Hadcock, *Medieval Religious Houses*, 69.
9 Skeel, 'The Council of the Marches', 22.

10 Ibid, 45.
11 James F. Hoy, 'Records of Dramatic Activity in Medieval York: a Translated Collection', PhD thesis (University of Missouri, 1970), 10.
12 Joan Thirsk (ed.), *The Agrarian History of England and Wales*, 8 vols (Cambridge, 1967), 4.186.

For punctuation, see *Chicago Manual of Style* and examples below.

Books:

Mary Dormer Harris, *The History of the Drapers' Company of Coventry* (Coventry, nd), 20.

For titles of book reviews only, include publisher information, giving only the first city of publication listed: Eugene Giddens. *How to Read a Shakespearean Play Text*. Cambridge: Cambridge University Press, 2011. Pp ix, 187.

Chapters in Books:

John H. Harvey, 'Richard II and York', F.R.H. Du Boulay and Caroline M. Barron (eds),*The Reign of Richard II: Essays in Honour of May McKisack* (London, 1971), 202-17.

Books with Multiple Volumes:

For a book with two or more volumes:

Joan Thirsk (ed.), *The Agrarian History of England and Wales*, 8 vols (Cambridge, 1967), 4.186.

For subsequent citations:

Thirsk, *The Agrarian History of England and Wales*, 4.67.

Articles in Journals:

C.A.J. Skeel, 'The Council of the Marches in the Seventeenth Century', *English Historical Review* 30 (1915), 22.

Thomas Hughes, 'St George's Day at Chester', *The Cheshire Sheaf*, 1st ser, 1 (1879), 204-5.

Elaine Trehairne, '*Tristis Amor*: An Unpublished Verse Love Letter from Lady Elizabeth Dacre Howard to Sir Anthony Cooke', *Renaissance Studies* 26.5 (November 2012), 673-90, http://dx.doi.org/10.1111/j.1477-4658.2011.00765.x.

Do not abbreviate journal titles. Instead, write out of the name of the journal in full.

Dissertations:

James F. Hoy, 'Records of Dramatic Activity in Medieval York: a Translated Collection', PhD thesis (University of Missouri, 1970), 10.

Short Entry from Same Source in End-notes:

For immediately sequential notes, use ibid and page (eg ibid, 76). Otherwise, use author and short title for later notes.

Full Citation: David Knowles and R. Neville Hadcock, *Medieval Religious Houses: England and Wales* (London, 1971), 69.

Short Citation: Knowles and Hadcock, *Medieval Religious Houses*, 216 and 225.

For further examples refer to our general instructions.

REED Volumes:

The order of information should be as follows:

Alan H. Nelson (ed.), *REED: Cambridge* (Toronto, 1989), 1.316.

That is, the volume number precedes the page number using this format. The immediately subsequent note would be simply Ibid, 2.415. If there is a gap between references to this same author/title, then the correct notation would be Nelson, *REED: Cambridge*, 1.25.

For references to a REED volume forthcoming:

Barbara D. Palmer and John Wasson, Derbyshire, forthcoming in the REED series.

STC and Wing References:

For references to pages in books that appear in the STC or Wing, place all the publication information together, in brackets, before giving the signature or page number: (London, 1588; STC: 12345), B2r or (London, 1702; Wing: 56789), 33.

Manuscripts:

Manuscript citations generally list the name of the holding library followed by MS and the manuscript number assigned by the archive.

Initial manuscript citations should include the name of the library in full:

British Library Add MS 10309.
New York Public Library Drexel MS 4041.
Bodleian Rawlison MS 291.

Subsequent manuscript citations should abbreviate:

BL Add MS 10309.
NYPL Drexel MS 4041.
Bodl Rawl MS 291.

Online Sources:

For references to websites or online sources, use a DOI when available. DOIs (digital object identifiers) are preferable to URLs, because they provide a unique and more stable identification of the source.

Often, the DOI is present in the publisher's bibliographic citation. If this is not the case, authors must use CrossRef's DOI Lookup Tool to check each cited work to ensure it does not carry a DOI. This tool is available in the "Metadata Search" window at <http://www.crossref.org/>.

Here is one example of how to format a DOI endnote citation:

Sarah Salih, 'Staging Conversion: the Digby Saint Plays and The Book of Margery Kempe', Samantha J.E. Riches and Sarah Salih (eds), *Gender and Holiness: Men, Women and Saints in Late Medieval Europe* (London, 2002), 128, http://dx.doi.org/10.4324/9780203994603.

For additional examples, as well as more information on how to search for and reference DOIs, please consult our Style Sheet Supplement on this topic:
https://earlytheatre.org/public/journals/3/Style_Sheet_Supplement_on_DOIs.pdf

For online sources accessible only through subscription, such as the *DNB* or *OED*, omit URLs. Omit access dates for all online sources.

For well-known databases with acronyms, such as *The Oxford English Dictionary* or *The Dictionary of National Biography*, use smallcaps and italics for the acronym: *OED, DNB*. Write out the full title along with the acronym in the first reference, and use only the acronym in subsequent references: *Early English Books Online* (*EEBO*).

Example:
Dudley North, *A Forest of Varieties* (1645), *EEBO*, 92.