

OBP style guide & manuscript presentation

As part of our author-friendly approach, we do not enforce a certain style on our authors. If you have written your whole book consistently in a certain style, then our editors will be happy to adopt it, as long as it is reader-friendly. However, there are some elements we wish everybody to include: **these are indicated using bold underlined text**. Below we have included a summary of editorial work we always require from authors.

We ask authors to apply the OBP text and formatting styles to their manuscript before submission. The Styling Guide and OBP template will be provided to authors upon acceptance for publication. Please do not indent new paragraphs using the Tab key, and refrain from using extra line spaces between normal paragraphs (this helps us to style the manuscript). Please ‘unlink’ your references if they are created using reference management software. Please provide DOIs (Digital Object Identifiers) for all works in the bibliography, whenever available (typically for books/articles published after the year 2000). Please place the DOI after a comma at the end of the reference (do not use brackets, line returns, or a ‘last accessed’ date), with **no** closing full stop, i.e. “Neale, Andrew, ed., *Security in a Small Nation: Scotland, Democracy, Politics* (Cambridge: Open Book Publishers, 2017), <https://doi.org/10.11647/OBP.0078>” For image captions, please add figure no., author, title, date, and copyright or licence details, including links where applicable. We compile indexes, unless the author wishes to do so themselves, but we ask authors to provide a list of index topics for our reference or else to correct the list we send to them.

Alternatively we have an in-house style guide for those who wish to use it, which we hope you will find easy to follow. For the most part, we follow the MHRA guidelines, which are explained in great detail in their free downloadable style guide: <http://www.mhra.org.uk/style/>

Below we have summarised the main points in the MHRA style guide that are relevant to our authors. We are flexible about our style, and we want you to feel happy about the way your book looks. If you feel strongly that something should be a certain way, please don’t hesitate to discuss it with us.

a) General style

Title	The choice of title is very important. It will appear in web searches, catalogues and publicity listings, bibliographies and reference lists. It may be the only indication of your book's content, and it is crucially important to librarians, booksellers, and other customers. The title should be as informative and descriptive as is compatible with a bold statement.
Layout and font size	Please do not use tabs to indent new paragraphs and please refrain from using extra line space between normal paragraphs. Please use font size 12 for text, font size 18 for chapter titles, 16 for section titles, 14 for sub-section titles. Please indent block quotes and use font size 10.
Same-page parallel texts	For same-page parallel texts in full-text translations/editions, use Word's table tool to create a two-column layout, with aligned content in separate rows (e.g. per line, stanza, or speaker). Do not use the column formatting feature.
Emphasis	For accessibility reasons, visual signals for emphasis (e.g. italics, bold text) should be avoided. If emphasis is necessary it should be created using phrasing.
Equations	Please use the equation editor in MS Word, when inserting equations and formulae.
Abbreviations	No full stops: USA NATO
Spelling	Please adopt either British or American spelling conventions throughout your manuscript (except in quotations from other sources, where the spelling convention of the original should be retained). In British style, either -ise or -ize may be used, but one form should be used throughout. In American style, -ize and -yze should be used. In British style, contractions will have no full points (e.g. Mr, St, edn), though abbreviated words, which do not end with their final letter, will (e.g. vol., vols, ed., eds)

In American style, contractions should have a period (Mr., St.), as should abbreviations in both singular and plural forms (vol., vols., ed., eds.).

Acronyms and abbreviations in capitals should have no stops in either British or American style: NATO, USA, EU, BC.

Note that programme is spelled program when discussing computer programs only.

For languages other than English, see Special Characters below.

**Names, titles
and pronouns**

Please use a person's full name the first time you mention them (titles like King/Queen/Duchess are ok, but never Professor/Dr/Mr/Mrs); then use only their surname for all subsequent mentions.

Because OBP books are often downloaded chapter-by-chapter, please treat each chapter as a new document, and use the full name at the first mention in each chapter.

Please do not use a compound such as 's/he' or 'him/her' etc when you wish to indicate a generic person. Either use 'they', 'their' or alternate between 'he', 'she', 'they' as you wish.

Contractions

No contractions please

"had not" not "hadn't"; "can not" not "can't"

**Dates and
numbers**

Dates should be written in the form:

26 January 1900

the 1890s

nineteenth century (or with a hyphen if it becomes an adjective, e.g. nineteenth-century culture)

Numbers should be written out up to 100, except in a discussion that includes a mixture of numbers above and below this, in which case all of them should be in figures (e.g. 356 walkers overtook 72 others, as 6 fell back, exhausted). Numbers with units should always be given in figures, with a space between the number and the unit (e.g. 4 cm).

Titles of books/poems etc.

Titles of books, plays and operas are italicized:

Hamlet

Make sure you give the author's name the first time you refer to the book, but not in subsequent mentions:

Salman Rushdie's *Midnight's Children*

If it's relevant or useful, you can include a date, but only use the date the first time the work is mentioned in each chapter:

Faust (1887)

Titles of articles, poems and songs are not italicized, but use single quotation marks:

'She Walks in Beauty'

Special characters

Please be aware that we cannot publish commercial fonts, so ensure that the fonts you use are non-commercial. For special characters, please install and use the Noto fonts for each language in your manuscript. Otherwise, please transfer the fonts to us with the manuscript using the instructions for finding font files linked below.

Tex Gyre Pagella: <https://online-fonts.com/fonts/tex-gyre-pagella>

Californian FB: <https://fontsgEEK.com/californian-fb-font>

All Noto fonts: <https://fonts.google.com/noto>

Noto Serif: <https://fonts.google.com/noto/specimen/Noto+Serif>

Windows – All fonts are stored in the C:\Windows\Fonts folder. More info: <https://support.microsoft.com/en-us/office/add-a-font-b7c5f17c-4426-4b53-967f-455339c564c1>

Mac – User-installed fonts are store in the ~/Library/Fonts/ folder (within your user folder). More info: <https://eshop.macsales.com/blog/71532-how-to-manage-fonts-in-macos/>

If including transliterations, we generally ask that you please avoid styles that include diacritics e.g. do not use Library of Congress transliteration style for Cyrillic. However, if your book will be part of a series, please check with the Series Editor.

Cross-references	When referring readers to other parts of the book, please use specific chapter numbers and, if relevant, (sub)section titles rather than page numbers, as pagination may change during the editorial and production stages. For example: See Chapter 4, section titled ‘Cathedral Services’. For any internal cross-references that you would like to be linked in the digital edition, please place these in red font/typeface.
Footnotes	The number should go at the end of the sentence where possible, and on the outside of the fullstop (or, in some cases, comma): Many historians, such as Blake and Dawson, argue that the invasion happened prior to 1254.² Smith has suggested that this idea is ‘nonsense’ while Greer maintains that it is the only sensible solution.² [The references for both Smith and Greer go in the same footnote, with the citations separated by a semi-colon.] Foucault suggests that this is ‘the end of writing as we know it’.² Please do not indent text in footnotes, and do not separate footnotes with paragraph return. Leave one space between footnote marker and text in footnote. If the footnote ends with a URL, please do not add a full stop at the end of the link. Please include active links to any freely available resources (N.B. this does not include JSTOR, which is a subscriber service).

b) Punctuation

Dashes	Use long dashes with no space on either side: That night—in exuberant vein—it was to a Mrs Everard Cotes.
Slashes	No space on either side of the slash either/or; Socialism/Marxism
Quotation marks	Use single quotation marks, and double quotation marks for quotes within quotes. Please use “smart quotes” or “curly quotes” rather than straight quotation marks.

c) References

Books	Please take careful note of the exact punctuation required, including placement of spaces, commas and full stops. If you are using a footnoting program like EndNote, simply set it for MHRA: William St Clair, <i>That Greece Might Still Be Free: The Philhellenes in the War of Independence</i> (Cambridge: Open Book Publishers, 2008), p. 56, https://doi.org/10.11647/OBP.0001 <i>Emily Dickinson: Selected Letters</i>, ed. by Thomas H. Johnson, 5 vols (Cambridge, MA: Harvard University Press, 1985), III, 154–97. <i>Sophocles, Fabulae</i>, ed. by H. Lloyd-Jones and N. G. Wilson (Oxford: Clarendon Press, 1990), pp. 123–34.
Essay in an edited collection	Fanni Bogdanow, 'The Suite du Merlin and the Post-Vulgate Roman du Graal', in <i>Arthurian Literature in the Middle Ages: A Collaborative History</i>, ed. by Roger Sherman Loomis (Oxford: Clarendon Press, 1959), pp. 325–35. If you are referring to a specific page number in the essay, include it in brackets at the end of the citation: Martin Elsky, 'Words, Things, and Names: Jonson's Poetry and Philosophical Grammar', in <i>Classic and Cavalier: Essays on Jonson and the Sons of Ben</i>, ed. by Claude J. Summers and Ted-Larry Pebworth (Pittsburgh: University of Pittsburgh Press, 1992), pp. 31–55 (p. 34).
Articles in journals	No p./pp. for journal articles: Victor Skretkowicz, 'Devices and their Narrative Function in <i>Sidney's Arcadia</i>', <i>Emblematica</i>, 23 (1986), 267–92. But you do include a p./pp. if you are quoting a specific page: Robert F. Cook, 'Baudouin de Sebourc: un poème édifiant?', <i>Olifant</i>, 14 (1989), 115–35 (pp. 118–19).
Other works	For instructions on how to reference plays, poems, websites, online articles, manuscripts, films and other media, please see the MHRA style guide.
Page numbers	For multiple page ranges numbering under one hundred, use both numbers, e.g. 23–27 (rather than 23–7). For multiple page ranges over 100, in which both numbers have the same first digit, drop the first digit in the second number, e.g. 124–67.

Later references

You only need to give the full citation of the text from which you are quoting the FIRST time you use it in each chapter. From then on, you can use an abbreviated form. Because OBP books are often downloaded chapter-by-chapter, please treat each chapter as a new document, and use the full citation at the first mention in each chapter.

If there are two works by the same author in your bibliography, use abbreviated title:

St Clair, *That Greece Might Still Be Free*, p. 35.

If there's no ambiguity, and it is a work you are citing often, you can use a very abbreviated form of the title:

St Clair, *Greece*, p. 35.

If it is an edited collection, use the title:

Emily Dickinson: Selected Letters, pp. 56–59.

We do not use op. cit. However, if a footnote is IDENTICAL to the one above, use: Ibid.

References to websites

Please refer to websites in footnotes and in the bibliography in this way:

US Congress, *Public Law 110–53*, [...] *Commission Act of 2007* (Congress.gov, 2007), <https://www.congress.gov/bill/110th-congress/house-bill/1>

Please ensure that all links are still active when you submit your manuscript to us. Please do not include a 'last accessed' date; this is unnecessary since we archive all external links at the time of publication via the Internet Archive Wayback Machine (<https://archive.org/web>).

Bibliography of Works Cited

Our bibliographies are in alphabetical order on the first author or editor's name. For edited works, unlike in footnotes, the editor's name goes at the beginning of the reference. Surnames go first:

Bogdanow, Fanni, 'The *Suite du Merlin* and the Post-Vulgate *Roman du Graal*', in *Arthurian Literature in the Middle Ages: A Collaborative History*, ed. by Roger Sherman Loomis (Oxford: Clarendon Press, 1959), pp. 325-38.

Johnson, Thomas H., ed., *Emily Dickinson: Selected Letters*, 5 vols (Cambridge, MA: Harvard University Press, 1985).

Lloyd-Jones, H. and N. G. Wilson, eds., *Fabulae* by Sophocles (Oxford: Clarendon Press, 1990).

Neale, Andrew, ed., *Security in a Small Nation: Scotland, Democracy, Politics* (Cambridge: Open Book Publishers, 2017), <https://doi.org/10.11647/OBP.0078>

Malikov, Azim, 'Sacred Lineages in Central Asia: Translocality and Identity', in *Mobilities, Boundaries, and Travelling Ideas: Rethinking Translocality Beyond Central Asia and the Caucasus*, ed. by Manja Stephan-Emmrich and Philipp Schröder (Cambridge: Open Book Publishers, 2018), pp. 121-50, <https://doi.org/10.11647/OBP.0114.03>

Skretkowicz, Victor, 'Devices and their Narrative Function in Sidney's *Arcadia*', *Emblematica*, 23 (1986).

Please provide DOIs (Digital Object Identifiers) for all works, whenever available (typically for books and articles published after the year 2000). (See Neale and Malikov entries above.)

Crossref provides a useful tool to discover DOIs available at: <http://search.crossref.org>

Please display DOIs in this way: [https://doi.org/10.1016/S1097-2765\(03\)00225-9](https://doi.org/10.1016/S1097-2765(03)00225-9)

Please provide URLs for all resources that are freely available to read online. Please do not include links to resources that are not freely accessible to all users, e.g. JSTOR, and please make sure all links are active.

d) Quotations

Quotes

As a general rule, quotations of more than about sixty words should be set off from the main text (indented with extra space above and below, font size 10). Those of fewer than sixty words should run on in the text inside inverted commas.

Line references should be either numbers alone ('78–82'), or 'lines 78–82'. Do not use 'll.', which can be confused with II or 11.

Quotations of prose passages from a foreign language should be given in English only, using either an established translation or a new one of your own.

Punctuation goes on the outside of the quote:

'Identity politics can be mobilized very effectively', states Sen. He adds, 'this is especially the case when it comes to violence'.

Unless it is part of the quote itself:

This fear comes in the form of an exclamation: 'Help!'.

Translation of a quote

The original foreign quote is italicized and the translation follows immediately in square brackets, not italicized.

'Nous arrivons tous de Paris' [We're all from Paris].

Editing within a quote

Square brackets are used to indicate your own words within a quote. If you edit out part of the quote use an ellipsis surrounded by brackets:

'No themes are so human [says the Preface to *What Maisie Knew*] as those that reflect for us out of the confusion of human life, the close connexion of bliss and bale, so dangling before us for ever that bright hard medal [...] one face of which is somebody's right and ease and the other somebody's pain and wrong'.

Single word quoted

Words that aren't quotes should generally not be in quotation marks. However, occasionally authors may wish to distance themselves from a certain idea or acknowledge something is not their own concept. In these cases, double quotation marks should be used:

It was his own form of "modernism".

Illustrations and Captions	To refer to your images within the text, capitalise “Figure” and use the numeral:
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This is clearly shown in Figure 6. OR

(see Fig. 6).

Captions should include: figure number, photographer/artist, title, date, place where the artwork/manuscript is held (if relevant) and copyright or license statement (for more details on this see our [Information on Images below](#)).

Fig. 1 Jean-Antoine Watteau, *Pilgrimage to Cythera* (1719), Charlottenburg Palace, Berlin. © Palace Museum.

If the illustration has been taken from an online source, please add a weblink to the page where it is hosted:

Fig. 1 Mother cat suckling her kittens. Photo by Ashim 71 (2014), Wikimedia, https://commons.wikimedia.org/wiki/File:Mother_Cat_with_her_Kittens.jpg, CC BY 4.0.

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Index	Please supply us with a list of terms to be included in the index, unless you are creating the index yourself as an embedded index in Word. Alternatively, we can send you a draft list for you to correct and finalise: please let Alessandra know if you would prefer this.
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