10 FOOTNOTES AND ENDNOTES

10.1 GENERAL

The term ‘notes’ as used in this chapter applies equally to footnotes and to endnotes (i.e. references printed at the end of an article, chapter, or book).

Notes are an interruption to the reader and should be kept down to what is strictly necessary. They are intended primarily for documentation and for the citation of sources relevant to the text. They should not be used to provide additional bibliographical material on the general subject being treated, but which is not directly needed. Nor should they normally include extra expository material. Such material, if apposite and useful, is often better incorporated into the text or added as an appendix. Only after the most careful consideration should it be included in a note.

All notes, whether or not they form complete sentences, should end with full points.

10.2 METHODS OF LIMITING NOTES

Simple references (such as line numbers or page references to a book already cited in full) can usually be incorporated in the text, normally in parentheses after quotations. A string of note references to the same text can be avoided by stating after the first full note citation: ‘Further references [to this edition, etc.] are given after quotations in the text.’ (See also 11.3.)

The number of notes can often be kept down by grouping together, in one note, references to several sources mentioned close together in the same paragraph. In particular, adjacent references to several pages of the same publication should be cited together in a single note. No note, however, should document references for more than one paragraph.

Notes should not repeat information already clear from the text: if, for example, the author has been named before a quotation there is no need to repeat the name in a note reference. If there is a bibliography to a book or article, notes can also be reduced.

10.3 POSITION AND NUMBERING

Wherever possible, a note reference number should be placed at the end of a sentence. Notes should be marked in the typescript by superior (superscript) numbers, with no punctuation (full points, parentheses, etc.), in sequence.
throughout an article or chapter. A note reference number should follow
any punctuation except a dash, which it should precede. It should appear
at the end of a quotation, not following the author’s name if that precedes
the quotation.

A note reference number in the text should never be repeated to refer to
the same note; if the same material has to be referred to again, a parenthetical
reference in the text — ‘(see note 1 above)’ — is the best method, though a
new note using those words is a possible alternative.

Do not attach a note number to a heading or subheading; an asterisk
may, however, be used to indicate a general note to an entire chapter.
Nor should a note number (or, indeed, an asterisk) be attached to the title
of an article; a note attached to the first or last sentence, or an unnumbered
note preceding the numbered ones, is preferable.
REFERENCES

11.1 GENERAL

References (in the body of the text or in notes) should document the information offered, to allow the reader to check the source of a quotation or the evidence on which an argument is based. A reference must therefore enable the reader to find the source referred to as quickly and easily as possible.

A work of literature should be quoted or referred to in a satisfactory scholarly edition. If a literary or critical work is published both in Britain and overseas, the British edition should be used unless there are special reasons for doing otherwise. If an edition other than the first is used, this should be stated. If an unrevised reprint is used (such as a modern facsimile reprint of an out-of-print work or a paperback reissue of an earlier book), the publication details of the original edition as well as of the reprint should be given. Details of original publication should also be provided where an article from a journal is reprinted in an anthology of criticism (see 11.2.3): a reader looking for the article in a library is often more likely to find the original journal than the anthology. In referring to works of literature of which several editions may be available, it is often helpful to give the reader more information than merely the page number of the edition used:

p. 235 (Book III, Chapter 4)

Similarly, when quoting a letter from a collection, it may be helpful to cite the date as well as the page number:

p. 281 (23 April 1864)

Full references to well-known works (OED, DNB, etc.) are normally unnecessary, though for encyclopedias and biographical dictionaries of multiple authorship it is often relevant to name the writer of the article cited.

11.2 FORMS OF REFERENCE

11.2.1 General

Except when the author-date system (see 11.4) is used or when full details are given in a separate bibliography, the first reference to a book, article,
or other publication should be given in full and later references in an easily identifiable abbreviated form (see 11.3).

11.2.2 Books

Full references should be given as in the following examples of monographs, edited volumes, and editions of texts:


The information should be given in the following order:

1. **Author:** The author’s name should normally be given as it appears on the title page; forenames should precede surnames and should not be reduced to initials. However, classical names should be given in the nominative form even if the genitive is used on the title page: see examples (xiii) and (xiv). The names of up to three authors should be given in full; for works by more than three authors the name of only the first should be given, followed by ‘and others’ (see example (vii)). If the author’s name is more conveniently included within the title (as, for example, in editions of ‘Works’), or if the book is an edited collection or anthology, the title will appear first (see examples (vi), (vii), (ix)–(xii)).

2. **Title:** The title should be given as it appears on the title page (although very long titles may be suitably abbreviated) and italicized. A colon should always be used to separate title and subtitle, even where the punctuation on the title page is different or (as often happens) non-existent. For books in English, capitalize the initial letter of the first word after the colon and of all principal words throughout the title (see examples (i) and (x)); for titles in other languages, follow the capitalization rules for the language in question (see 6.4 and examples (iv), (v), (xii), (xiv)). If figures occur in titles, these should also be italicized (see example (x)). Titles of other works occurring within the title should be enclosed in quotation marks (see examples (v) and (vi)). For books (usually older works) with alternative titles, punctuation before and after ‘or’ should be as follows:

   *The Queen; or, The Excellency of her Sex*
   
   *All for Love; or, The World Well Lost*

3. **Editor, Translator, etc.** The names of editors, etc. should be treated in the same way as those of authors (as set out above) with regard to forenames and number to be given; they should be preceded by the accepted abbreviated forms ‘ed. by’, ‘trans. by’, ‘rev. by’ (see examples (ii) and (vi)–(xiv)). For multi-volume works where there is more than one editor or group of editors involved, the information should be conveyed as in examples (vii), (x), and (xii); but see example (xii) where only one editor is involved.

4. **Series:** If a book is part of a numbered series, the series title and the number (in arabic numerals) should be given (see example (viii)). However, the name of the series may be omitted if it is unnumbered,
unless the series title itself conveys important information (see example (x)). Series titles should not be italicized or put between quotation marks.

5. **Edition**: If the edition used is other than the first, this should be stated in the form ‘2nd edn’, ‘3rd edn’, ‘rev. edn’ (see examples (ix) and (xii)).

6. **Number of Volumes**: If the work is in more than one volume, the number of volumes should be given in the form ‘2 vols’ (see examples (iii), (iv), (vii), (xi)). Foreign equivalents, such as ‘tome’, ‘Band’, ‘tomo’, should usually be rendered as ‘vol.’.

7. **Details of Publication**: The place of publication, the name of the publisher, and the date of publication should be enclosed in parentheses; a colon separates the place from the publisher, a comma separates the publisher from the date. Any detail of publication which is not given in the book itself but can be ascertained should be enclosed in square brackets, e.g. ‘[Paris]’, ‘[1987]’. For details that are assumed but uncertain, use the form ‘[Paris(?)]’, ‘[1987(?)]’. If any detail is unknown and cannot be ascertained, the following abbreviated forms of reference should be used: ‘[n.p.]’ (= no place), ‘[n. pub.]’ (= no publisher), ‘[n.d.]’ (= no date). Do not use square brackets in a reference for any other purpose (for example, when the reference is already in parentheses), otherwise the impression may be conveyed that the information in square brackets is uncertain.

In giving the place of publication, the current English forms of place-names should be used where these exist (e.g. Geneva, Milan, Munich, Vienna; see 3.1.1). The two-letter abbreviated forms of names of American states (see 4.5) should be included if there is danger of confusion (e.g. Cambridge, MA; Athens, GA). These are not required if the name of the state appears in the name of the publisher (e.g. Athens: University of Georgia Press). For books published by the same publisher in more than one place, it is normally sufficient to refer only to the first. Place of publication should be omitted only when (as, for example, in a bibliographical article) there are likely to be a great many references to books published at one place. In these circumstances, provide an early note in the form of ‘Place of publication of all books cited is London [or Paris, etc.] unless otherwise stated’.

The name of the publishing house (preceded by a colon) should be given without secondary matter such as an initial definite article, ‘& Co.’, ‘Ltd’, or ‘S.A.’. ‘Press’, ‘Verlag’, ‘Editorial’, etc. are usually omitted where the name of the house is that of its proprietor or founder.
Thus for example:


It is not normally necessary to include forenames or initials of publishers, unless there are two or more with the same surname:

Brewer (*not* D. S. Brewer); Heinemann (*not* William Heinemann)

Where a publisher’s name includes ‘and’ or ‘&’, the conjunction should be given in the form which appears on the title page:

Thames and Hudson; Grant & Cutler

A book which has more than one place of publication and a different publisher in each place should be referred to as in example (x).

Details of facsimile reprints of old books should be given as in example (iii) where the original publisher is responsible for the reprint, and as in example (iv) where different publishers are involved. Example (iv) also illustrates the appropriate form of reference to a work published by its author.

A reference to a work in several volumes published over a period of years but now complete should state the number of volumes and give inclusive dates of publication and the date of the volume specifically referred to where this is not the first or last in the series (see examples (iii), (iv), (vii)). But if a work in several volumes is incomplete and still in the process of publication, the date of the first volume should be stated followed by a dash, and the date of the individual volume being cited should be added in parentheses after the volume number (see example (xii)). In some instances (for example, if each volume of a set has a different editor) it may be more appropriate to give publication details only for the volume cited.

8. **Volume Number**: In a multi-volume work the number of the volume referred to should be given in small capital roman numerals, followed where necessary by the year of publication in parentheses (see examples (iv), (vii), (xii)). It is very rarely necessary to insert ‘vol.’ before the volume number.

9. **Page Numbers**: If a volume number is not cited or if it is distant (as in example (xiii)), ‘p.’ or ‘pp.’ should be inserted before the page number(s). It is customary to omit ‘p./pp.’ when the volume number immediately or closely precedes (see examples (iv), (vii), (xii)), unless the page number(s) are also in roman numerals (see example (iii)).
several successive pages, the first and last page numbers of the span should always be stated:

pp. 201–09 (not pp. 201 ff.)

If it is necessary to indicate a particular reference within a page span, the specific page number(s) should be given in parentheses (see examples (viii), (xi)).

Note that ‘folio’, ‘recto’, and ‘verso’ are abbreviated thus:

fol. 3r, fol. 127v, fols 17v–22r

11.2.3 Chapters or Articles in Books

Full references should be given as in the following examples:


When a second item from a volume previously mentioned is to be listed, use an abbreviated form, as in this example referring to the volume in (ii) above:


Similar conventions apply in the case of an article in an issue of a journal that has its own editor and a title:

The information should be given in the following order:

Author’s name, exactly as it appears in the book (see 11.2.2, Author)
Title of chapter or article in single quotation marks
The word ‘in’ (preceded by a comma) followed by title, editor’s name, and full publication details of book as in 11.2.2
First and last page numbers of item cited, preceded by ‘pp.’
Page number(s), in parentheses and preceded by ‘p.’ or ‘pp.’, of the particular reference (if necessary)

A colon should be used to separate title and subtitle. For titles in English, capitalize the initial letter of the first word after the colon and all principal words throughout the title (including the subtitle) (see examples (i), (iii), (vi)); for titles in other languages, follow the capitalization rules for the language in question (see 6.4 and example (iv)). The titles of works of literature occurring within the titles of chapters or articles should be italicized or placed within quotation marks, whichever is appropriate (see examples (ii), (iii), (iv)). If quotation marks are used within the title, they should be double (see example (iii)), since single quotation marks will already have been used to enclose the title itself (see 9.3).

If a particular page within a chapter or article is to be indicated, the full page span should nevertheless be given in the first full citation and a reference to the particular page added in parentheses (see examples (i) and (iii)).

Reference to an article in a book which has previously been published in a journal should take one of the following forms:


The second form should be used if the collection of essays is more generally available than the individual journal (which may be old or obscure) or if reference is going to be made to several articles in the collection, thus facilitating the use of a short form for later references (see 11.3).

Other subdivisions in books, when separately cited, should be treated as seems appropriate according to this general pattern. Thus:


**11.2.4 ARTICLES IN JOURNALS**

The first reference should be given in full in a form similar to that in the following examples:


The information should be given in the following order:

Author’s name, exactly as it appears in the article (see 11.2.2, *Author*)

Title of article, in single quotation marks

Title of journal, italicized

Series number, in arabic numerals

Volume number, in arabic numerals

Year(s) of publication, in parentheses unless there is no volume number

First and last page numbers of article cited, not preceded by ‘pp.’
Page number(s), in parentheses and preceded by ‘p.’ or ‘pp.’, of the particular reference (if necessary)

The use of the colon to separate the title and subtitle in an article, the norms for capitalization within the title and subtitle, the treatment of the titles of works of literature occurring within the titles of articles, and references to particular pages within an article are, as the examples illustrate, treated in the same way as for articles in books (see 11.2.3). Note, however, that the page span of articles in journals is not preceded by ‘pp.’.

Only the main title of a journal should be given. Any subtitle and the place of publication should be omitted unless they serve to distinguish between two journals of the same name. An initial definite or indefinite article should be omitted except when the title consists of the article and one other word, e.g. La Linguistique. If the journal title is abbreviated to initials, full points should not be used (see example (i) and 4.4). The titles of journals should be abbreviated only when the abbreviation is likely to be familiar to all readers (e.g. PMLA), otherwise the title should be given in full. If there are to be several references to the same journal, an abbreviated title should be indicated after the first full reference (e.g. French Studies (hereafter FS)) or in a preliminary list of abbreviations. For the proceedings of learned societies, etc., the name of the organization should be italicized as part of the title (e.g. Proceedings of the British Academy).

The volume number should be given in arabic numerals, no matter what the style preferred by the journal (e.g. Medium Ævum, 58, not lviii). The number should not be preceded by ‘vol.’. If a journal has restarted publication with a new numbering, this should be indicated by e.g. ‘n.s.’ (= ‘new series’) or ‘5th ser.’ before the volume number (see examples (iv) and (ix)).

If the separate issues of a journal cover an academic year rather than a calendar year, this should be indicated as in example (vi). If the publication of a volume of a journal has been considerably delayed, the actual year of publication should be given in square brackets after the official year (e.g. 1983 [1987]).

Normally it will not be necessary to cite the month or season of publication or the part number of an issue of a journal, unless the part numbers are individually paginated, in which case the information should be given:

Lionel Trilling, ‘In Mansfield Park’, Encounter, 3.3 (September 1954), 9–19.
José Luis Pardo, ‘Filosofía y clausura de la modernidad’, Revista de Occidente, 66 (November 1986), 35–47.

For the formulation to be used in referring to a journal article in an issue that has its own editor and a title, see 11.2.3, example (vi).
11.2.5 Articles in Newspapers and Magazines

References to articles in newspapers or magazines require only the date of issue (day, month, and year), the section where relevant (e.g. ‘Reviews section’, ‘section G2’), and the page number(s) (but note that these may vary between editions); volume or part numbers should not be included:


Initial ‘The’ or ‘A’ is normally omitted when citing English-language newspapers and magazines, with the exception of The Times. The date of issue (with the month always in English) should be given between commas, not parentheses, and the page number(s) should be preceded by ‘p.’ or ‘pp.’. Otherwise the method of citation is the same as for other articles (see 11.2.3 and 11.2.4).

11.2.6 Theses and Dissertations

The titles of unpublished theses and dissertations should be in roman type within single quotation marks; capitalization should follow the conventions of the language in question (see 6.4). The degree level (where known), university, and date should be in parentheses:


Note that American universities distinguish between a master’s ‘thesis’ and a doctoral ‘dissertation’:


If a published abstract of an unpublished thesis or dissertation is known to exist, the information should be given:


11.2.7 Plays and Long Works

The first full reference to a play or long work should indicate the edition used (see 11.2.2 (xi) and (xii)). Small capital roman numerals should be used for the numbers of acts of plays, and for the numbers of ‘books’ and other major subdivisions. Smaller subdivisions (scenes, cantos, chapters, etc.) and line numbers are usually indicated by arabic numerals. Later references and the identification of quotations should be given in the form: Macbeth, iii. 4. 99–107, Samson Agonistes, i. 819. Note that figures in references should be separated by full points (not commas) and spaces, e.g.

The Merchant of Venice, ii. 3. 10; The Faerie Queene, iii. 8. 26; Paradise Lost, ix. 342–50; Aeneid, vi. 215–18; Inferno, iii. 9; City of God, xix. 2

11.2.8 The Bible

References should be in the following form: Isaiah 22. 17; ii Corinthians 5. 13–15. Note that books of the Bible are not italicized; roman numerals are used for the numbers of books, arabic numerals (separated by a full point) for chapters and verses.

11.2.9 Manuscripts

Names of repositories and collections should be given in full in the first instance and an abbreviated form should be used for subsequent references. The degree of abbreviation which may be acceptable will depend upon the frequency with which a particular repository, collection, or manuscript is referred to and upon any possible ambiguities. The names of manuscript collections should be given in roman type without quotation marks and the citation of manuscripts within collections should be according to the system of classification of the repository.

The following examples show a suggested method of citation for first references and possible models for later references. Note that, because of the danger of ambiguity, the abbreviations ‘fol.’ and ‘fols’ are preferred to
‘f.’ and ‘ff.’. The abbreviated and superscript forms for ‘recto’ and ‘verso’ are also preferred.

First reference: London, British Library, MS Cotton Caligula D III, fol. 15
Later references: MS Cotton Caligula D III, fols 17–19
First reference: Oxford, Bodleian Library, MS Bodley 277
Later references: MS Bodley 277
First reference: Sheffield Central Library, MS Fitzwilliam E.209
Later references: Sheffield CL, MS Fitzwilliam E.209
First reference: Paris, Bibliothèque nationale (BN), MS fonds français 1124
Later references: BN, MS f. fr. 1124
First reference: Florence, Biblioteca Riccardiana (BRF), MS 2306
Later references: BRF, MS 2306, fol. 10
First reference: Paris, Archives Nationales (AN), H.486 bis. 172
Later references: AN, H.486 bis. 172

11.2.10 ONLINE PUBLICATIONS

11.2.10.1 GENERAL

Recent years have seen a rapid growth in publishing on the Internet (and on the World Wide Web in particular), and it has become more and more common to cite material published through this medium. Authors should exercise the same discretion in considering the quality and value of material published on the Internet as they would for material published by more traditional means.

It is not uncommon for Internet resources to change location on the server to which they were originally published, and even for them to be moved to a different server. Internet publications will often prove harder to pin down than their print equivalents, but systems such as DOI (Digital Object Identifier) that provide persistent identifiers for information resources are now used widely. (See also 11.2.10.2.)

As far as possible, follow the style used for printed publications as detailed above. Information should be given in the following order:

Author’s name
Title of item
Title of complete work/resource
Publication details (volume, issue, date)
Full address (Universal Resource Locator (URL)) or DOI of the resource (in angle brackets)
Date at which the resource was consulted (in square brackets)
Location of passage cited (in parentheses)

11.2.10.2 ONLINE ARTICLES

The following is an example of how to refer to an article published in a Web-based journal:


Take care to follow the format of the URL exactly and remember that addresses are case-sensitive. URLs should be cited in full, including the indication of the relevant protocol (http, https, ftp, etc.). Ideally the address should not be divided over two lines, but if this cannot be avoided, break at a forward slash and do not introduce a hyphen.

Give the date on which the relevant section of the resource was last accessed; this will ensure that the accuracy of your reference will not be undermined by any subsequent changes to the resource. Where page numbers or numbered paragraphs appear in the original document, they can be used to give the location of a citation. Do not attempt to infer page or line numbers from on-screen documents since they may vary according to the browser used.

Articles published online that have a DOI should be cited thus:


11.2.10.3 ONLINE DATABASES

Online databases may be unique electronic publications, or they may provide collections of electronic versions of existing printed publications. For the latter it is preferable, wherever possible, to cite the details of original print editions (see also 11.1).

The first example refers to an article in an online encyclopedia:


The following is a reference to an individual poem included in a full-text online database:


In the final example a complete book of poetry with its original pagination has been included in a database forming part of a larger resource:

11.2.10.4 OTHER SOURCES

We do not offer guidance here on how to cite references to email correspondence or postings to newsgroups or mailing lists, or to exchanges in multi-user environments, all of which might be regarded as the equivalent of personal written correspondence. Documents on personal Web pages should be used with the caution appropriate to unpublished manuscripts.


11.2.11 RECORDINGS, FILMS, AND DIGITAL MEDIA

Reference to recordings of music or speech should incorporate the following items, as relevant: composer or author; title of piece and/or compilation, in italics; artist, orchestra, conductor, etc., separated by commas; recording company, CD reference, and date in parentheses.


Ballads of Love and Betrayal, Joglaresa, dir. by Belinda Sykes (Village Life, 01013VL, 2001).


First names of composers, artists, conductors, may be omitted if not deemed necessary.

For films, the reference should include, as a minimum, title, director, distributor, date, e.g.:

The Grapes of Wrath, dir. by John Ford (20th Century Fox, 1940).

Names of artists may be given after that of the director. First names may be omitted if not deemed necessary. If a video reference is available, it should be added at the end.

References to material published on CD or DVD should follow the format outlined in 11.2.1–11.2.3, but with the addition at the end of the phrase ‘[on CD]’, ‘[on DVD]’, etc., as appropriate.
11.3 LATER REFERENCES

In all references to a book or article after the first, the shortest intelligible form should be used. This will normally be the author’s name followed by the volume (if applicable) and page reference:

McArthur, p. 62.
Chadwick and Chadwick, iii, 72.
Elsky, pp. 42–46 (p. 43).

Sometimes, particularly in the case of editions of ‘Works’ or collections of essays, a short-title form of reference may be more appropriate:

Boswell, p. 326.
*Thomas Nashe*, iii, 96.

The short title of a multi-author edited collection should be followed by the name(s) of the editor(s):


If no ambiguity is possible, the (volume and) page numbers should be given alone and preferably be included in parentheses within the text rather than as a note (see 10.2). Sometimes it may be necessary, for example when more than one work by an author has been cited, to repeat a title, in a shortened form:


If there can be no doubt which author is being referred to but more than one of his or her works has been cited, use the short title of the specific work followed by the page reference:

*Worlds of Reference*, p. 9.

‘The Lover as Icarus’, p. 12.

The expressions ‘loc. cit.’ and ‘op. cit.’ are too vague and should not be used. The term ‘ibid.’ should be used very sparingly and limited to those situations where there is no possibility of confusion, such as after a second reference which is separated from its predecessor by no more than four lines of typescript.

11.4 CITATION BY THE AUTHOR–DATE SYSTEM

The author–date system requires all bibliographical references to be placed at the end of a book, article, or thesis in alphabetical order by names of author(s).
or editor(s), followed by date of publication. The form recommended for use in MHRA publications is as in the following examples:


In this last example, note the space between the colon and the page reference.

Where there are two or more authors, we recommend the pattern:

Ogden, C. K., and I. A. Richards

rather than ‘Ogden, C. K. and I. A. Richards’ or ‘Ogden, C. K. and (or &) Richards, I. A.’. Editors should be referred to by the abbreviations ‘(ed.)’ or ‘(eds)’. Note that some non-MHRA journals do not use quotation marks for article titles.

If the list includes more than one work by the same author, a long dash should be substituted for the name after the first appearance and works should be listed in date order, e.g.:


If two or more works by the same author(s) have the same publication date, they should be arranged in alphabetical order of title and distinguished by adding letters after the date (e.g. ‘1998a’, ‘1998b’).

References in the text should give in parentheses the surname of the author, the publication date of the work, and, where necessary, a page reference, e.g.:

Pidgins contrast with creoles, which are created when pidgins acquire native speakers (Crystal 1992: 302).

When the author’s name is given in the text, it should not be repeated in the reference. In such cases, the reference either follows the name or, if this seems stylistically preferable, may come at some other point in the same sentence:

Smith (1977: 66) argues that [...]
Smith, who was known for his contentious views, replied (1977: 66) that […]

Smith regards this interpretation as ‘wholly unacceptable’ (1977: 66).

If original documents are referred to, an abbreviated form of reference should appear in parentheses in the text and a separate list should appear at the end of the paper preceding or following the list of published sources (which may include unpublished theses and dissertations since they have specific authors). The items in the list should be arranged in systematic (e.g. alphabetical) order. The following examples illustrate, in the left-hand column, the abbreviations used in the text and, in the right-hand column, the full references:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL MS Cotton Nero A.x.</td>
<td>London, British Library, MS Cotton Nero A.x.</td>
</tr>
<tr>
<td>CRO, Probate</td>
<td>Carlisle, Cumberland Record Office, Probate Records</td>
</tr>
<tr>
<td>NLS Adv. MS 19.2.1</td>
<td>Edinburgh, National Library of Scotland, Adv. MS 19.2.1</td>
</tr>
<tr>
<td>ASV, Cons. X Secr.</td>
<td>Venice, Archivio di Stato, Consiglio dei X, Secreta</td>
</tr>
</tbody>
</table>

11.5 CROSS-REFERENCES

Avoid, as far as possible, cross-references within an article or book. The page numbers in the printed article or book will not, of course, coincide with those in the typescript, and numerous references of this kind will therefore involve considerable extra work for author, editor, and typesetter, and will increase the possibility of error. Cross-references to pages can sometimes be avoided by giving references to chapters, sections, or notes, if the notes are numbered consecutively throughout each chapter or article: ‘See Chapter 3’, ‘See Section 4.3’, ‘See Chapter 4, n. 7’, ‘See above at n. 8’.

11.6 BIBLIOGRAPHIES

In an alphabetical bibliography the surname of the author or editor whose surname governs the alphabetical position will precede the forename(s) or initial(s). Do not reverse the normal order for collaborating authors or editors other than the first quoted. The following examples illustrate these points:


If the list includes more than one work by the same author, a long dash should be substituted for the name after the first appearance (see 11.4), and the works should be arranged in alphabetical order of title, disregarding initial definite or indefinite articles. Where many of the books cited in the bibliography have the same place of publication (e.g. London or Paris), this may be abbreviated (‘L’ or ‘P’) or omitted, but there must be a general note to explain this at the beginning of the bibliography (see 11.2.2 under 7). The titles of frequently cited journals or series should also be abbreviated (without full points) and a list of these and the full forms given in a list of abbreviations:

MLR  *Modern Language Review*

YES  *Yearbook of English Studies*

The system of abbreviations employed in *The Year’s Work in Modern Language Studies* is widely used in the fields of language and literature. If the bibliography covers other areas, a system of abbreviations generally recognized within the field should be used.

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