

RULES OF THUMB

- The Style guide has been adapted from the MHRA style book, so if you make use of Zotero or Endnote, please select “Modern Humanities Research Association 3rd edition (note with bibliography)” in your Document Preferences.
 - Capture notes as footnotes and style as described in MHRA (3rd edition).
 - Use full names at first mention: Michel Foucault, not just Foucault.
 - Acronyms consisting of capital initial letters should be spelled out in full on the first mention and put in parentheses, with the next mention as abbreviation only: e.g., World Trade Organization (WTO).
 - Below is a summary. Please refer to the MHRA style book for more detailed examples.
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[1] Spacing

- Use a single space after sentences, punctuation, and each initial of an author’s name.
- Indent the first line of each paragraph by one tab, except the first paragraph of a chapter, section, or the first sentence after a block quotation.

[2] Spelling & proper names

- Use **Commonwealth spelling** (Oxford British English), except for quoted material
 - e.g., honour, colour, favour, behaviour, defence, metre, litre, theatre, centre, travelling, marvellous, modelled, benefitted, catalogue, acknowledgement, title, programme (but computer program), etc.
 - Use the **-ize form** for words ending in either -ize or -ise. Idem for nouns: -ization NOT -isation. Please note these exceptions: verbs that always end in *-ise* + the case of *analyse*.

advertise	chastise	despise
advise	circumcise	devise
analyse	comprise	disguise
appraise	compromise	
apprise		
arise		
enterprise	franchise	practise
excise	improvise	praise
exercise	incise	promise
revise	supervise	televisé
rise	surmise	
raise	surprise	

- Use current place-names and foreign names in their English form if available. (e.g., Cologne, Dunkirk, Florence, Geneva, Lisbon, Majorca, Moscow).

[3] Punctuation

- Use **single quotation marks** for quotations and sources in references and bibliographies. Double quotation marks are only used for quotes within quotes.
- Punctuation normally goes outside of quotation marks: e.g., ‘The theatre scenes were most novel’.
- Use single quotation marks for titles of poems, essays, articles, exhibitions, plays, performances, songs, slides, slide series, paintings, engravings.
- Place ellipses within square brackets [...] when they indicate omitted text from a quotation.
- In an enumeration of three or more items, insert an **Oxford comma** after the penultimate item. e.g., green, yellow, and blue / green, yellow, or blue.

[4] Capitalization

- Places, persons, days, months, historical periods, unique events, official titles, nationalities, movements, and nouns and adjectives derived from people or languages are capitalized, e.g., Catholic, Catholic Church, Protestant, Freemasons, Canonesses. Exception: biblical, NOT Biblical.

- References to particular parts of a book are capitalized, e.g., see Chapter 1; as mentioned in Part 3; added in Appendix 2; as shown in Figure 8.
- Seasons and points of the compass are lower case. Exception: when they indicate an official name or specific concept: South America, the Western world.
- Abbreviations are always lower case, e.g., pp., NOT Pp.

[5] Quotations and Block quotations

- Block quotations are longer than 40 words or two lines.
- Block quotations do not need quotation marks but should be preceded and followed by a blank line.
- Translate quotes into English. If a translation exists, quote from this source; if not, note: (author's translation).
- Use square brackets for extra info in quotes: The designer Hergé [Georges Prosper Remi] is the best.

[6] Numbers

- Spell out numbers one up to one hundred, numbers at the beginning of a sentence, and approximate numbers over one hundred, e.g., one hundred and fifty views, eighty-three scholars.
- Dates should be styled '23 April 1862', NOT '23rd/Apr./1862'.
- Spell out ordinals for centuries: e.g., the sixteenth century, sixteenth-century drama, not 16th C.
- For inclusive numbers within the same hundred, omit repeated digits in the second number: e.g., 13–15, 44–48, 110–22, 101–02, 204–08.
- For time ranges and lifespans, do not abbreviate and use a long hyphen: 1914–1918, 1895–1914.
- No comma in numbers up to 9999. Use commas for 10,000 and higher. Decimals have a period.

[7] Italics, Roman & Boldface

- Italicize foreign words and phrases, with the translation in roman in parentheses, e.g., *barrance* (steep bank), unless they are proper nouns or words that are familiar in the English lexicon, e.g., Moscow (Moskva), or de facto.
- Avoid the use of italics for rhetorical emphasis.
- Do not use italics for well-known place names such as Chat Noir, Polytechnic Institution, Scala.
- Use italics for: *sic*, *c.* (abbreviation for circa): *c.* 1900–1914, [*sic*].
- Italicize book and journal titles, but not PhD/MA dissertations or journal/book series titles.

[8] Footnotes

- Use footnotes for additional information or bibliographical references (not in-text citations).
- Place footnote numbers after punctuation, preferably at the end of a sentence, but before a dash (—).
- If the footnote explains a specific word, add the footnote directly after the word.
- Avoid using footnotes for extra bibliographical or expository material which is not directly needed.
- Footnotes should be in 10 pt and a reference in a footnote is followed by a full stop.
- Footnote references do not invert first and last name: Laurent Mannoni, *Le grand art de la lumière et de l'ombre, archéologie du cinéma* (Paris: Nathan, 1994), pp. 1–3.
- Separate introductory statement and sources with a comma: For more on shadow play, see Catherine Rosenbaum-Dondaine, *L'Image de piété en France 1814–1914* (Paris: Musée-Galerie de la Seita, 1984), p. 43.
- **Online sources:** Follow the style used for printed publications as closely as possible. Include a DOI (as a full URL link in the form <<https://doi.org/xx.xxxx/xxxxx>>; no access date) or a full URL (shortest form possible), followed by an access date in square brackets: Steve Sohmer, 'The Lunar Calendar of Shakespeare's King Lear', *Early Modern Literary Studies*, 5.2 (1999) <<http://purl.oclc.org/emls/05-2/sohmlear.htm>> [accessed 28 January 2000]

Special cases:

- Indicate advertisements in footnotes, not in the bibliography, e.g., Advertisement by American Mutoscope and Biograph Company, *The Moving Picture World*, 4.13 (March 1909), 357.
- Articles in DVD booklets and editions: e.g., Stéphanie Salmon, 'Les films Capellani de la collection Morieux', in *Albert Capellani-Coffret* (Paris: Éditions Pathé), p. 20.
- For repeated references, use a shortened form e.g., Mannoni p. 2. Use 'Ibid.' sparingly, only when there's no chance of confusion, like after a second reference within four lines of the first.

[9] Acknowledgments and Index

- Place your acknowledgments in a dedicated section titled "Acknowledgments", not in a footnote.
- If possible, include an index. Use Word's automatic indexing feature to create it.

[10] Bibliography

- Bibliography in 12 pt. follows text and acknowledgments. No punctuation at the end of a reference.
- Only include references mentioned in footnotes or text.
- Invert last and first name of the first author and list your references in alphabetical order
- Anonymous works are listed by title, ignoring initial articles for alphabetical order.
- Here are a few examples:
 - **Book:** Mannoni, Laurent, *Le grand art de la lumière et de l'ombre, archéologie du cinéma* (Paris: Nathan, 1994)
 - **Article:** Tabet, Frédéric, and Pierre Taillefert, 'Influence de l'occulte sur les formes magiques: l'anti-spiritisme spectaculaire, des Spectres d'Henri Robin au Spiritisme abracadabrant de Georges Méliès', *1895: revue d'histoire du cinéma*, 76.2 (2015), 94–117 <<https://doi.org/10.4000/1895.5014>>
 - **Collection:** Vandendriessche, Joris, Evert Peeters, and Kaat Wils, eds, *Scientists' Expertise as Performance: Between State and Society, 1860–1960* (London: Routledge, 2015)
 - **Chapter in edited volume:** Vanhoutte, Kurt, 'Deep Time Through the Lens of the Magic Lantern: Genesis and Geology', in *Faith in a Beam of Light: Magic Lantern and Belief in Western Europe, 1860–1940*, ed. by Sabine Lenk and Natalija Majsova (Turnhout: Brepols Publishers, 2022), pp. 187–207 <<https://doi.org/10.1484/M.TECHNE-MPH-EB.5.129103>>
 - **Books without author or editor** (e.g., exposition catalogues): *Faszination durch Farbe – Licht – Glas: Europäische Glasmalerei*, exposition catalogue (Augsburg: Josef Hanneschläger, n.d.)
 - **Dissertation:** Buelens-Terryn, Margo, 'From "Magic" to "the masses": mapping the lantern lecture circuit in Antwerp and Brussels, c. 1900–c. 1920' (unpublished doctoral thesis, Universiteit Antwerpen, 2023)
 - **Articles with unknown author:** 'Schoolbioscoop en groote-stadsleven', *De Opvoeder*, 21 (1924), 424–26
 - **Films:** Original title (English distribution title, director, country of production, year of release): *Golgotha (Behold the Men, Julien Duvivier, F 1935)*
 - **Archival material:** If needed, create an additional section titled "Archival Material" for handwritten sources from an archive without an author / editor: Collection Heilig Graf Turnhout, notebook Spanje

[Illustrations]

- To use illustrations from another source, you must get permission. Rights holders may charge a fee or request a complimentary copy of the book. Authors are responsible for these obligations. You might negotiate a lower fee by explaining the scholarly nature of your work.
- Submit each image (table, figure, graph, photo) as a separate file in its original format, preferably .tiff or .jpg. Provide a glossy print, not a book scan, at 300 dpi or higher (about 900 x 1500 pixels). Web downloads usually don't meet print-quality standards.
- Refer to illustrations in your text (see Figure X) and provide captions for each figure.
- Acknowledgements and captions: Follow the exact wording provided by permission grantors. For items used under copyright exceptions, include a full acknowledgement of the original source.
- Some examples:
 - Fig. 2. Lantern slide 'L'iguanodon et le megalosaure' ('The iguanodon and the megalosaurus'), E. Riou. (Courtesy: IES Bárbara de Braganza Institute).
 - Fig. 4. Lantern slide 'La prière de la petite aveugle' ('The little blind girl's prayer'). Slide 7 of 'Noël de la petite aveugle' ('The little blind girl's Christmas'), series of 19 slides, Maison de la Bonne Presse, c. 1914. (Courtesy: Mundaneum collection, Mons).