

# FORMAT, STYLE, & CITATION GUIDELINES

## *The Eighteenth Century: A Current Bibliography*



### I. BASIC CITATION FORMAT.

#### *Example of main entry for a journal article:*

Rabbitson, Bugs. "Hutch or Warren: Split Loyalties and Split Level Living in Among Augustan Rodentia." *Journal of Historical Husbandry*, 64 (2001), 262–315.

#### *Example of a main entry for a book with one author:*

Bridges, Lloyd. *Giant Squids I Have Known*. Papeete: Bubbling Aqua Lung Press, 2004. Pp. xvi + 295; illustrations; bibliography; index.

#### *Example of main entry for an edited collection with one editor:*

Franklin, Zippy Phlogistus (ed.). *Mainstreaming Power: Scientific Connectivities in the Discourses of Early-Modern Science*. Copperville: Kilowatt University Press, 1997. Pp. xvi + 293; bibliography; illustrations; maps.

#### *Example of a main entry for a multi-author book:*

Cope, Kevin L., and Robert C. Leitz III. *The Battle for Decency: Our Lifelong Struggle Against Rude Gestures*. Bossier City: Righteous Brothers Press, 2002. Pp. xxxix + 874; bibliography; illustrations; index.

#### *Example of a main entry for a multi-editor book:*

Veganini, Melinda, and George Hoydon Agricola (eds.). *Prosody and the Cross-Pollination of Verse Traditions, Suckling to Crabbe: Essays on Numerous Fields*. Bismarck: University of the Extended Fields Press, 1992. Pp. xii + 376; charts; bibliography.

#### *Special note concerning annuals and collections:*

Please provide **individual, separate** entries for **both** these volumes **and** the essays that they contain. For example, a volume containing ten essays would generate eleven entries: one entry for the volume as a whole plus one entry each for the ten essays. If the a volume is reviewed, the review should be placed under the main entry (as shown above) but not under the entries for the essays in it; if an essay is reviewed, that review should appear under the essay entry, but not under the volume entry. This policy applies to annuals as well as to books and collections, but it does not apply to journals and periodicals. In case of doubt as to whether a publication is an annual or a journal, please contact the general editors.

#### *Example of a main entry for an essay within an edited collection (for example, a volume of critical studies):*

Broccoli, Albert. "Scratching an Itch for Crabbe." Pp. 75–90 of *Prosody and the Cross-Pollination of Verse Traditions, Suckling to Crabbe: Essays on Numerous Fields*. Edited by Melinda Veganini and George Hoyden Agricola. Bismarck: University of Extended Fields Press, 1992.

**Example of a main entry for an edition of a primary text:**

Time, Saturnius Chronos. *The Complete Hourglass Poems of Father Chronos Time in Three Volumes*. Volume I: *Meditations on Glass Hourglasses*. Volume II: *Meditations on Plastic Hourglasses*. Volume III: *Meditations on Digital Hourglasses*. Edited by Neptunius Orwell. Saturn City: Relativity Press, 2002. Pp. xvi + 261; pp. xi + 343; pp. Ix + 165.

**Example of a main entry for an online essay or similar resource:**

Welk, Lawrence. "How to Keep up with a Polka Beat." *Online Journal of Snazzy Rhythms* (2001).  
<http://www.tappytoes.edu/welk/polka/2001.html>.

**☞ Special note concerning electronic resources:**

Electronic resources vary with regard to their arrangement and organization. Some record posting dates, some follow thematic arrangement schemes, and some provide more information than others. The foregoing example is intended as a general model. When questions arise, please contact the co-general editors. Note: if your computer inserts blue hyperlink underlining in online sources, please remove them. In WordPerfect, this may be accomplished by going into "reveal codes" display mode (Alt-F3), locating the "hyperlink" command block, and then deleting it. Such deletions may also be done bulk by using the search-and-replace option (F2).

**Example of the text and layout for a review following a main entry (please use 10-point type):**

In *Mainstreaming Power*, Zippy Franklin continues his lifelong project of electrifying the scholarly world with scintillating insights into early technology and its relevance of the literature of modernization. Franklin takes us into the world of advanced electrical kite design, a field that was of special relevance to those in the Royal Institute for Powerless but Power-Inductive Flight (RIPPIF). Franklin applies his electrical lore to....

Begin each entry with a "hanging indent." In WordPerfect, a hanging indent can be produced by hitting Ctrl-F7 and then typing an entry or by placing the cursor before an already extant entry and hitting Ctrl-F7. Be sure to use Ctrl-F7; do not try to simulate a hanging indent with the space bar or the tab key.

Main entries should be typed in **12-point** size type. Reviews should be set in **10-point** size type. The easiest way to accomplish this is to set your default type size to 12-point, then highlight and block the reviews, then select 10-point in the font size window for the blocked (review) text.

## **II. COMPUTATIONAL FORMAT.**

The standard processing program for the ECCB is WordPerfect version 11.0. Earlier versions of WordPerfect (down to WordPerfect 6.0) are also acceptable. Documents should be processed *originally* in WordPerfect. Please do not create documents in Microsoft Word and then "convert" them into WordPerfect; the Word conversion program creates innumerable extraneous formatting codes that require slow and laborious hand-processing. Files should be submitted to General Editors Kevin Cope and Robert Leitz either in diskette media (3½-inch diskette, zip disks, CDs) or over the internet in the form of file attachments to e-mail letters. Contributions to Field Editors from Sub-Field Editors or other associates should be amalgamated into one single file. If Endnote or a similar programs is used, output should be generated in WordPerfect form.

### III. DETAILS.

1. Except in cases of *extreme* ambiguity, the “place of publication” segment of a citation should include only the name of the city in which a press is located and not the state or nation. For example, refer to “Lewiston” followed by the usual press and date information and not to “Lewiston, New York” or “Lewiston, NY”; refer simply to “Menston” or “Aberystwyth,” not to “Menston, UK” or “Aberystwyth, Wales.” Avoid the temptation to introduce extraneous geographical information when context can provide the same. For example, it is not necessary to refer to “Cambridge, Mass.” when the fact that a book has been published by the Harvard University Press will clearly identify that book as emanating from the American rather than the British Cambridge.
2. Cite only one place of publication, even when a press claims to have several offices. For example, cite only “Oxford: The Clarendon Press”; don’t gild the lily by citing “Oxford, Bangalore, New York, Los Angeles, Cairo, Calcutta, and Nairobi: The Clarendon Press.” Spelling of place names should follow the information on the title or colophon page. If a publisher identifies his or her location as “Köln,” use “Köln; if some other publisher identifies his or her location as “Cologne,” use “Cologne.”
3. Do not use geographical or institutional abbreviations. Spell out everything. For example, spell out “Ohio State University Press”; do not use abbreviations like “Ohio State Univ. [or U.] Press.”
4. Do not use any Latin abbreviations—no “i.e.,” “e.g.,” “op. cit.,” “loc. cit.,” or “ibid.” Use their English equivalents, fully spelled out (no abbreviations).
5. In main entries, spell out “volume,” “volumes,” “edition,” and “editions” wherever they occur.
6. Pagination: follow the standard established in the Chicago style sheet: e.g., 3–7, 325–37, 104–08, 295–344, 718–19. In confusing cases or cases not covered by these examples or by the Chicago style sheet, please consult the General Editors.
7. Hyphens and dashes: please **do not** turn on the hyphenation function on your word processor or in the final file or document. The General Editors will attend to the hyphenation regime. Otherwise, names and places should be concatenated with ordinary hyphens, as obtained by striking the hyphen key on the conventional keyboard (examples: Telly Salvalas-Leitz [composite surname]; Cope-Streisand Inc. [corporate composite name]; Franco-Prussian War [event name]; Turko-Armenian conflict [reference to relationship]; Serbo-Croatia [composite place or culture name]). Numbers should be concatenated with an “en” dash, a specialized dash the length of the letter “n” that can be accessed in WordPerfect through the special character sets (press Ctrl-W to get the character sets and then select character code 4,33). Examples: 4–23, 79–142. Appositives or clauses inserted within another sentence or clause are set off with “em” dashes (dashes equal in length to the letter “m”), which can be accessed in the special characters (Ctrl-W) function of WordPerfect under the code 4,34 (alternatively, they can be found by pulling down the “insert” menu from the top toolbar, clicking on “symbol,” and then making the necessary selections from the menu of “typographic characters”). Examples: “the boy—the man—was named Washington”; “the interplanetary probe—some people called it the intergalactic probe—plummeted toward the surface of Uranus.”
8. Italics: please use the true italics function to create italicized words (in titles of books and elsewhere in your files); do not use underlining as a substitute for true italics.

9. Superscripts: use superscripts for the letter parts of ordinal numerals (examples: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>). In most word-processing programs, this happens automatically.
10. When a book or volume is part of a series, the title of the volume should be followed by the series information in parentheses, if available. Example: Knoblauch, Vidalia. *Kitchen Seasonings in Context*. (Cuisine Collaborations 352.) Gilroy: Cilantro Publishers, 2001. Pp. 274; illustrations; map; index.
11. Multi-volume books: if a book is a multi-volume production, give the number of volumes after the title. Example: Cat, Felix. *My Favorite Litterboxes: A Very Personal Encyclopedia of Portable and Disposable Facilities*. 7,512 volumes. Katzenberg: Klaved Ritter Press, 2000. Pp. 856,214,119; illustrations, maps, bibliographies.
12. Citation priority: if both an author and an editor are identified, enter the item under the name of the author, but mention the editor in the citation. Example: Cope, Kevin. *The Letters of Kevin Cope*. 143 volumes. Edited by Robert C. Leitz, III. New York: AMS Press, 2010. Pp. 856,214,119; photos; maps; bibliographies; CD sound recording; personal you-too-can-learn-skywriting kit; coupon for salad shooter discount; miniature golf course free pass; appendices; index.

#### IV. WHAT NOT TO DO.

The main idea to keep in mind is that you (and your contributors) are generating entires but ***are not trying to approximate the “look” of an ECCB page***. The only formatting that you should do or allow is a double space between entries and the hanging indent at the beginning of entries. Please do not try to simulate double-spacing or hanging-indents by using other keys such as the space bar or tab keys; use the genuine function, as described above. Do not try to simulate an *ECCB* page by changing margin settings or altering tab[ulator] settings or changing the font. However well intentioned, such attempts at pre-formatting produce numerous codes within the computer file that are often very hard to locate or remove.

#### V. WHAT IT IS URGENT TO DO.

Please carefully proofread your files and check them against the guidelines before submitting. Before submitting your file, enter the WordPerfect “reveal codes mode” (Alt–F3) and carefully remove *all* unnecessary or extraneous codes, macros, delay codes, or other commands.