

THE JOHNSON SOCIETY TRANSACTIONS: STYLE SHEET (REV. JUNE 2019)

Structure and layout

- Font: Arial.
- Article headings: title bold and centred; author italic and centred.
- Order of article: main text, followed by 'Notes' and 'References'.
- Paragraphs: spaced, not indented.

Quotations/references

- Quotations longer than c.40 words spaced and indented, not italic.
- Single quotes throughout; double quotes for quotes within quotes.
- Punctuation in quoted passages should generally be preserved (though, e.g., double quotation marks may be changed to single to match 'house style').
- Titles of books, plays, etc.: italic, with initial caps (*Lives of the English Poets*)
- In-text citations of references should use the 'Harvard' (author/date) system, with the full details of works cited listed in a 'References' section at the end. In-text citations take the form '(Boswell 1934–50, vol. 2, p. 470)'. The corresponding entry in the References section would be: 'Boswell, James 1934–50. *Boswell's Life of Johnson* (ed. Hill, George Birkbeck; rev. Powell, L.F.), 6 vols. Oxford.'
- Where an author cited (or a person mentioned) has two or more initials, these are closed up (e.g. 'J.C. Loudon', not 'J. C. Loudon').
- *The Yale Edition of the Works of Samuel Johnson* (note styling).
- Websites: *italic*.

Spelling

- Where in UK English a word can be spelled with either an 's' or a 'z', the 's' form is used (e.g. 'civilisation' and 'realise', not 'civilization' and 'realize').
- 'Focussed' and 'focussing' (double 's'), not 'focused' and 'focusing'.
- 'Acknowledgement' (with a middle 'e'); 'judgement' also with a middle 'e', except in a legal context, where the form 'judgment' is used.

Punctuation

- Serial (Oxford) comma used only where necessary to avoid ambiguity; in other cases, use 'X, Y and Z' rather than 'X, Y, and Z'.
- Spaced en dash (–) for punctuation, unspaced en dash (–) for number/date ranges.
- Dr, as in Dr Johnson, does not have a full stop (except where one is found in quoted passages).

Numbers and dates

- Numbers: spelled out one through nine; 10 and above as figures.
- Maximum elision of numbers is used, e.g. '125–38', '246–7', but there is no elision of the last two digits where these are from 10 to 19, e.g. '211–17'.
- Dates: 23 March 1732.