

THE JOHNSON SOCIETY: TRANSACTIONS

STYLE SHEET (REV. AUGUST 2020)

Structure and layout

- Font: Arial.
- Article headings: title bold and centred; author italic and centred.
- Order of article: main text, followed by 'Notes'.
- Word's automatic numbering facility should be used for endnotes.
- Subheads: left justified, bold, sentence case (only first word and proper nouns capitalised).
- Paragraphs: spaced, not indented.
- Images should not be embedded within the text, but should be submitted in separate high-resolution image files, along with a list of captions. Contributors must obtain any necessary permissions, and include appropriate acknowledgements, for images they wish to use.

Quotations/references

- Contributors should carefully check all their quotations to ensure that they are accurate.
- Quotations longer than c.40 words spaced and indented, not italic.
- Single quotation marks throughout; double quotation marks 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*).
- Details of works cited should be provided in endnotes, using the system of the Modern Humanities Research Association (MHRA):
 - The first citation should give full details, e.g.: 'Robert DeMaria, Jr, *The Life of Samuel Johnson: A Critical Biography* (Oxford: Blackwell, 1993), pp. 140–59';
 - Subsequent citations of the same work should just provide the author's surname and the page(s) cited, e.g. 'DeMaria, p. 183';
 - Where two or more works by the same author are cited, subsequent citations should also include a short form of the title to differentiate them, e.g. 'DeMaria, *The Life of Samuel Johnson*, p. 316'.

Further details can be found in the MHRA Style Guide (available online: <http://www.mhra.org.uk/style>), pp. 5–6.

- Where an author cited (or a person mentioned) has two or more initials, these are spaced (e.g. 'J. C. Loudon', not 'J.C. Loudon').
- In first citing the Yale Edition of Johnson's works, the following style should be used:

Samuel Johnson, *The Yale Edition of the Works of Samuel Johnson*, 23 vols (New Haven and London: Yale University Press), 1958–2019, vol. XVII, p. 410.

Subsequent citations of this edition, even of different volumes, should be in short form:

Johnson, *Yale Edition*, vol. V, p. 320.
- Website addresses in reference citations should be placed within angled brackets, e.g. '<<http://www.samueljohnsonbirthplace.org.uk/>>'.

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').
- 'Focused' and 'focusing' (single 's'), not 'focussed' and 'focussing'.
- '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.
- Use 'the eighteenth century', not 'the 18th century'; also note hyphenation in 'a late eighteenth-century work'.