



## *Katherine Mansfield Studies*

### **The Journal of the Katherine Mansfield Society**

#### **Notes for Contributors: Style Guidelines**

These notes are intended for the guidance of authors who wish to submit papers for publication in *Katherine Mansfield Studies*. They are based on the *MHRA Style Guide* (London: Modern Humanities Research Association, 2008). A free download is available at:

<http://www.mhra.org.uk/Publications/Books/StyleGuide/index.html>

#### **ARTICLES**

Submissions of between 5000–7000 words (**inclusive** of endnotes), should be emailed in Word format to the Editor, Dr Delia da Sousa Correa: [d.dasousa@open.ac.uk](mailto:d.dasousa@open.ac.uk) and the Liaison Editor, Dr Gerri Kimber: [gerri@thekimbers.co.uk](mailto:gerri@thekimbers.co.uk)

Please also send:

- a **50 word bio-sketch**.
- a brief **abstract** (200 words) summarising your article.
- **5 or 6 keywords**.

Please note:

- Submissions must be in English.
- The text should be double line-spaced throughout, including the endnotes and quotations.
- Please number all pages consecutively.
- The text should be left justified.

#### **Title Page**

A separate title page should indicate:

- the title of the article.
- the number of pages in the manuscript.
- a word count **INCLUDING** endnotes.
- the author's name, affiliation (if applicable) and contact details, including postal address and email address.
- Please do **NOT** include your name anywhere else within the paper (to allow for anonymous reviewing).



### **Quotations (MHRA Style Guide, section 9)**

- Please ensure that the quotation corresponds exactly with the original from which it is taken.
- Short quotations (of less than forty words or two lines of verse) should be enclosed in single quotation marks in the main text.
- Longer quotations should be set off from the text by means of increased space above and below the quotation, and indented.
- Quotations occurring within short quotations should be shown by double quotation marks, and within longer quotations by single quotation marks.

### **Punctuation and Spelling (MHRA Style Guide, sections 5.3 and 2.1)**

- Square brackets [ ] should be used to indicate editorial additions by the author to quoted text.
- Parentheses ( ) are used for parenthetical statements and references within the main text.
- To indicate the omission of part of a quotation, use three full stops separated from the surrounding text by square brackets, e.g. 'Katherine Mansfield was [...] also an exceptional writer'.
- PLEASE ONLY LEAVE ONE CHARACTER SPACE between sentences.
- Use British spelling (e.g. -ise for verb endings) as given in the OED, except in quotations where the original spelling should be retained.

### **Abbreviations (MHRA Style Guide, section 4)**

- Full points should be used in abbreviations. Note, however, that it is preferable in text to say:  
'for example' rather than 'e.g.'  
'that is' instead of 'i.e.'  
'and so on' instead of 'etc.'  
'namely' instead of 'viz.'
- No full points should be used in **upper-case** abbreviations such as 'US' or 'UK' but please note that people's initials are spaced and followed by a full point:  
A. A. Milne

### **Dates (MHRA Style Guide, section 8.1)**

Please use the following forms:

- Monday, 9 November 1996 (that is, date as Arabic numeral, followed by month's full name, followed by full year in figures – not '96)
- 1930s (not 1930's)
- in the twentieth century (but twentieth-century literature)
- 1899–1901, 1900–1, 1900–10, 1910–18, 1923–4, 1989–91

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### **Drama references**

'Act III, scene ii, line 297' should be written as 'III, ii, 297'.

### **Ellipses**

- Show ellipses by three evenly spaced dots on the same line, preceded by a character space and followed by a character space or by a closing quotation mark (or a closing parenthesis).
- Avoid following ellipses with a full stop or a comma. See also *Quotations*.

### **Hyphens, En-rules (Dashes) (MHRA Style Guide, section 1.3.5)**

- Please use en-rules throughout (–) except with standard word hyphenation, e.g. nineteenth-century literature, when a standard hyphen (-) should be used.
- PLEASE DO NOT use longer dashes — or ——
- Unspaced en-rules are used between dates (14–17 July) and wherever the dash can be interpreted as 'to'.
- Spaced en-rules are used for parenthetical dashes (... asides in the text – authorial remarks and the like – are an example).

### **References (MHRA Style Guide, section 11.2)**

- Endnotes should be used and should follow the article and any appendices.
- Note numbers (in Arabic numerals – 1, 2, 3,) should be placed at the end of a sentence or clause in the main text. (Parenthetical references may be used for frequent references to a text or texts under study).
- NB: WE DO NOT REQUIRE A BIBLIOGRAPHY.
- In citing your sources, it is essential that you follow this Style Guide and the *MHRA Style Guide* on which it is based. Give as much detail as possible – including any subtitle, the author's full name as given in the original, the series from which a book comes, volume number – ordering and formatting the information as in the examples below.

### **Sample references:**

- Sydney Janet Kaplan, *Katherine Mansfield and the Origins of Modernist Fiction* (Ithaca: Cornell University Press, 1991), pp. 23–4.
- Sam Hynes, 'The Defeat of the Personal', in Jan Pilditch, ed., *The Critical Response to Katherine Mansfield* (Connecticut: Greenwood Press, 1996), pp. 66–70.
- Vincent O'Sullivan and Margaret Scott, eds, *The Collected Letters of Katherine Mansfield*, 5 vols (Oxford: Clarendon Press, 1984–2008), Vol. 4, p. 245.



- Margaret Scott, ed., *The Katherine Mansfield Notebooks*, 2 vols (Canterbury NZ: Lincoln University Press and Daphne Brasell Associates, 1997), Vol. 1, p. 34.
- Edgar Allan Poe, *Nouvelles histoires extraordinaires*, trans. and intro. by Charles Baudelaire (Paris: Folio, 1972), pp. 36–54.
- Sean O’Faolain, ‘Katherine Mansfield’, *New Statesman and Nation*, 35, 17 January 1948, pp. 54–5.
- Brice Clarke, M.D., ‘Katherine Mansfield’s Illness’, *Proceedings of the Royal Society of Medicine*, 48 (April 1955), pp. 1029–32.
- Alison, J. Laurie, ‘Queering Katherine’ (AWSA 2001 conference proceedings), <http://socsci.flinders.edu.au/wmst/awsa2001/pdf/papers/Laurie.pdf> [accessed 1/1/2008].

#### **For later references:**

- The surname of the author and page reference are sufficient, except where there are two authors with the same surname or where more than one work by the same author has been cited. In such cases a shortened version of the title should be given.
- Please avoid the terms 'ibid.', 'op. cit.' and 'loc. cit.'

#### **Examples:**

- Smith, *A Literary Life*, p. 123.
- Smith, *A Public of Two*, p. 78.

Subsequent references to Mansfield’s letters and notebooks are made to an abbreviated form of the title and volume number:

*Letters* 4, p. 245.

*Notebooks* 2, p. 30.

Wherever possible, details of the recipient of the letter/journal entry and the date of writing should be included in the essay text, but that if this is not possible, this information should also be included in the footnote: eg. ‘Letter to J. M. Murry, [13 November 1915]’

#### **Images/diagrams**

- All image/diagram files should be sent separately and not embedded in the text. A note in the text should indicate where the image/diagram should be positioned.
- In the first instance, only low-resolution files should be sent, so as not to overload the Editors’ in-boxes.



## CREATIVE SUBMISSIONS

### Poems, Short stories/Prose

These should be submitted **exactly as you would want them to appear in print**, but please note above formatting rules for short story/prose submissions.

### BOOK REVIEWS

Book reviews of 500–600 words for single books and 900–1200 words for two or more books should be sent to the Reviews Editors, Dr Kathryn Simpson:

[k.l.simpson@bham.ac.uk](mailto:k.l.simpson@bham.ac.uk)

and Dr Melinda Harvey: [melinda.harvey@anu.edu.au](mailto:melinda.harvey@anu.edu.au) accompanied by a **50 word bio-sketch**.

**ALL the above formatting rules apply.** However:

- Avoid endnotes
- Page numbers for references to the book under review should be inserted within the review itself.
- Below the review please add the reviewer's name and institutional affiliation (if applicable).
- Please also provide email and postal address for editorial purposes.

The review should commence thus: (Example)

**Vincent O'Sullivan and Margaret Scott, eds, *The Collected Letters of Katherine Mansfield: Vol. 5: 1922–1923* (Oxford: Oxford University Press, 2008) 360 pp., £60 (US \$120). ISBN 978 0 19 818399 0**



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