

THE CAMBRIDGE HUMANITIES REVIEW STYLE GUIDE

At the *Cambridge Humanities Review* we pride ourselves on the variety of writing styles in our pages. This guide doesn't seek to enforce a uniformity of voice, but rather covers technical issues such as punctuation and spelling. For a fuller reference, authors can consult the *MHRA Style Guide: A Handbook for Authors and Editors* (3rd edition: 2013), which is free to download for personal use in the 'downloads' section of the MHRA website: www.mhra.org.uk

This guide is organised according to the chapter and section numbers of the *MHRA Style Guide*, which can be referred to for fuller explanations. Points of **divergence** between the *Cambridge Humanities Review* and the *MHRA Style Guide*, as well as areas in which the *CHR* asks for additional specific requirements, are noted throughout with an **asterisk**. On all other points of style, it can be assumed that the *MHRA Style Guide* practice is followed.

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The **key points** are:

- 2.1*** The *CHR* uses British English spelling rather than American English.
- 5.1 (c)** The *CHR* uses the serial or Oxford comma.
- 9.3** Single quotation marks are used for short quotations.
- 11.1*** *CHR* references are to book titles not page numbers.

SPELLING

2.1* The *CHR* uses **British English** spelling rather than American English. This includes:

1. Using the word endings *-ise* and *-isation* rather than *-ize* and *-ization*. Preferred spellings include:

advise, civilise, civilisation, merchandise, organisation, realise

In addition words endings *-lyse* rather than *-lyze* for *analyse* and *paralyse*.

2. Using the word endings *-our* rather than *-or*. Preferred spellings include:

ardour, behaviour, candour, demeanour, favour, valour

2.4 Spelling within **quotations** is always that of the book or edition referred to.

2.5. 1-2* All **possessives** ending in *s*, whether plural nouns or names, are represented by the apostrophe alone:

Queens' College, Dylan Thomas' use of language, the courts' decisions

ABBREVIATIONS

4.4* **Full stops** are not used after those contractions that end with the same letter as the full form, with the exception of *no.* and *nos.* for number:

Dr, Mr, Mrs, St, vols

Full stops are omitted in capitalised abbreviations and acronyms for countries, institutions, and organisations:

UK, USA, USSR, EU, NATO, UNESCO

Write words in their full form on first appearance, accompanied by the abbreviation in brackets, unless the abbreviation is much more familiar than the full version (e.g. AIDS, DNA).

PUNCTUATION

5.1 (c) With lists of three or more items, the *CHR* uses the **serial** or Oxford **comma**, meaning commas are inserted after all but the last item. For example:

'Wearing masks was a lifelong habit of Eliot's, in poetry, prose, and in person.'

5.7 Where quotations have an **ellipsis** (the omission of words indicated by triple dots), these should be enclosed in square brackets:

'Ninety-eight per cent of the rural population is illiterate [...] The land described above is European Siberia.'

DATES & NUMBERS

8.1 **Dates** should take the form '23 May 1976', not '23rd May 1976'. Citations of eras 'BC', 'BCE', 'AD', 'CE', are according to the preference of the author. In references to centuries the ordinal should be spelled out, as in 'the nineteenth century' not 'the 19th century'.

8.2* **Numbers** should generally be written as words in non-statistical contexts, unless doing so is inelegant. When expressing inclusive numbers that fall within the same hundred, give the last two figures, including any zero in the penultimate position:

14-16, 44-49, 100-22, 104-09, 1933-38

QUOTATIONS AND QUOTATION MARKS

9.2* Long quotations in **languages** other than English should generally be followed by a translation in brackets underneath.

...avec tout ce qui l'émeut, l'intéresse, l'excite ou lui répugne.
(...along with everything that moves it, interests it, excites it or disgusts it.)

9.3 **Short quotations** of up to forty words or two lines of verse should be enclosed in **single** quotation marks within the main text. For a quotation within a quotation, use double quotation marks. Unless the quotation forms a complete sentence and is separated from the preceding passage by a punctuation mark, the final full stop should be outside the closing punctuation mark.

9.4* **Long quotations** should be broken off from the preceding and following text and should not be enclosed in quotation marks. Labels underneath quotes should take the form: T.S. Eliot, 'The Hollow Men' for poems and Jane Austen, *Northanger Abbey* for book titles.

REFERENCES

11.1* The *CHR* generally does not use footnotes, endnotes, or page references. The standard form for *CHR* references is to refer to a book or essay title in the following format, referring to the date of first publication:

This was an argument first put forward in C.A. Bayly's *The Birth of the Modern World* (2004).

11.2.8 **Bible references** should take the following form: Isaiah 22. 17

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