

6 *Style Sheet*

Galicia 21 employs the following style conventions, which are based (with some differences) on the format associated with the *MHRA Style Book: Notes for Authors, Editors, and Writers of Theses*, 5th edition (London: Modern Humanities Research Association, 1996). Copies may be obtained directly from W. S. Maney & Son Ltd, Hudson Road, Leeds LS9 7DL, England or downloaded from the internet site at: <http://www.mhra.org.uk>.

1. The author-date system

A full list of works cited is provided at the end of the article. References are incorporated into the text, in parentheses. Exact first and last page numbers should be given. Where more than one work by a given author from the same year is cited in the article, the publications concerned will be distinguished from each other by adding a lower-case letter to the year. To indicate joint authorship and also two passages within the same work, an ampersand (&) should be employed. Where the author's name is already clear from the text it may be omitted from the reference.

The following examples illustrate various possibilities:

Specific attention is given by Smith to the toponyms clustered around Corunna (Smith 1984: 233).

Galician poetics display every evidence of being subject to such influences (Pondal 1992-93: i, 134-54 & 178-94).

As Francisco Pulpeiro indicates (2004), there are no clear social policies in place to counter such negative effects.

Furthermore, this is an opaque reference to 'the necessary presence of historiographical paradigms' (Lee 2001b: 45).

Expressions such as 'op.cit.', 'loc.cit.', and 'id.' should be entirely avoided.

2. List of Works Cited

A complete list of works cited must be placed at the end of the article. This should be arranged in alphabetical order of authors' surnames. Please note that authors' names should be listed exactly as they appear in the publication concerned. In English titles the first word of the subtitle after the colon should begin with a capital, as should every other word in the title apart from articles, possessive determiners ('my', etc.), prepositions, and the words 'and', 'but', 'or', and 'not'. Titles in Galician follow the rules of capitalization in that language set out by the grammatical norms of 2003.

The following examples illustrate the different treatment in the list of books, articles in books, articles in periodicals, articles/essays in other works listed, translations, and websites.

MÉNDEZ ROMANO, Luís & Carmen PAZOS FERNÁNDEZ, eds., 2004. *Os hórreos de Pontevedra: un estudo antropolóxico* (Santiago de Compostela: Follas Novas).

SALZBURG, María, 1992. *A despedida*, trans. by Isabel Montero Saavedra e Andrés Quintero (Santiago de Compostela: Noitarenga).

CASAS, Uxía, ed., 2005. *O feminismo europeo e o pensamento galego* (Santiago de Compostela: Sotelo Blanco).

PÉREZ SAN ROMAN, Helena, 2003. 'Mulleres metaficcionais e o feminismo literario galego', in Casas 2005: 43-61.

—, 2006. *O problema de xénero no sistema literario moderno* (Vigo: Xerais).

STANFORD, John, 2004a. 'Theories of Alterity and Gender in Modern Criticism', *Journal of Critical Theory* 5(3): 187-200.

—, 2004b. 'Gender and Queer Theory in Peripheral Literatures and Cultures', *Modern Critical Review* 42(2): 145-167.

TORRES BLANCO, Dolores, 2005. 'Entrevista con Carmen Blanco', *Vieiros Barcelona* 26 abril. <http://www.vieiros.com/gterra/nova.pho?Ed=1234>

MATTHEWSON, Henry, 2001. 'Bodies and Boundaries: Queer Theory and the Other', *JSCS*, 4(2): 146-159.

These items will be referred to respectively in the text as (Méndez Romano & Pazos Fernández 2004), (Salzburg 1998), (Casas 2005), (Pérez San Roman 2003), (Pérez San Roman 2006), (Stanford 2004a), (Stanford 2004b), (Torres Blanco 2005), and (Matthewson 2001).

3. Spelling

For contributions in English, British spelling should be employed. For verbs ending in -ize or -ise, the -ize form is preferred. English forms of names and toponyms should be used ('Venice', 'Seville', 'Charles V'). Phonetic or phonological transcriptions should conform to the alphabet of the International Phonetic Association, and any departure from the IPA's symbols and rules must be noted and accounted for.

4. Abbreviations

These should be used limitedly and restricted to well-established cases. If the last letter of the abbreviation is also the last letter of the full form, no full point is used ('Mr', 'Dr', 'vols'). Otherwise a full point is used ('p.', 'pp.', 'a.m.', 'vol.'). No full points should be used in acronyms or abbreviations formed from the initial letters of the full form ('UNESCO', 'OED', 'MLA'). Where the full form is italicized, the abbreviation will normally also be in italics; note, however, that certain well established abbreviations, such as 'cf.', 'e.g.', 'et al.', 'ibid.', and 'i.e.', should be in roman type. In references the

abbreviations ‘l.’ and ‘ll.’ should be used for ‘line’ and ‘lines’, and ‘fol.’ and ‘fols’ for ‘folio’ and ‘folios’. Where names of journals, series, and publishers are used several times, they should be abbreviated. When abbreviations are used, they should conform to usual practice (HR, RFE, RLM, JSCS, etc.).

5. Punctuation

A single space should always follow commas and full points (apart from separators in numerals) and semicolons and colons. Dashes (- or --) should be used sparingly. Parentheses should be used for a parenthesis within a parenthesis; brackets [], should be used only for editorial comments. Where a sentence ends in a parenthesis, the full point should come after the closing parenthesis (unless the whole sentence is within parentheses).

6. Italics

These should be employed for titles of literary works, other writings, and titles of films, musical compositions, works of art, etc. Chapters or article titles and the opening words of untitled poems should be in roman type and placed within single quotation marks. Italics are also used for single words or short phrases in foreign languages not used as direct quotations, except where they have passed into regular English usage. The names of foreign institutions and official positions should be in roman type, capitalized as in English.

7. Dates and numbers

Authors should employ the form ‘4 August’ and ‘21 September 1900’. Where dates are included as references the month may be reduced to a roman numeral in small capitals: ‘(27 xii 1982)’. For approximate dates circa should be abbreviated (in italics): ‘c. 1400’. Numbers up to one hundred should be spelled out in words, as should higher numbers where these begin a sentence. This does not apply to dates, references, and tables. In expressing inclusive numbers falling within the same hundred, only the last two digits of the second should be given: ‘61-63’ and ‘104-08’ (not * ‘61-3’, * ‘104-108’). All pages should be numbered.

8. Quotations and quotation marks

For short quotations of approximately fifty words of prose or two lines of verse, single quotation marks must be employed and the quotation allowed to run on with the main text. Where short verse quotations include a line division this must be indicated with a bar (/), preceded and followed by a space. Quotations within these short quotations must be placed within double quotation marks. The final full point should precede the closing quotation mark only when the quotation forms a complete sentence (or sentences) and is separated from the preceding passage by a punctuation mark. Where the quotation is followed by a reference in parentheses, the final full point must come after the closing parenthesis of the reference.

Longer quotations should be separated from the preceding and following text by a line space and indented at the left margin. They must not be in quotation marks, although quotations within them will be in single quotation marks. In indented quotations the closing reference in parentheses follows rather than precedes the final full point, and is not followed by a further full point.

Editorial omissions in quotations must be indicated by an ellipsis in square brackets: [...]. Only if the ellipsis occurs in the original should it be used without brackets.

9. Notes

Although the author-date system reduces the need for many notes, the use of notes to provide additional information and arguments is acceptable. However, these must be kept to a minimum. Superior numbers, without additional punctuation, should be used in the text to indicate notes. They should be placed at the end of a sentence and should follow any adjacent punctuation marks. Footnote numbers in the text must be clearly legible and correctly numbered in sequence.