Style Guide (English)
August 2021

Please familiarize yourself with this style guide while preparing your manuscript for submission. Accepted articles will be returned to the author with the expectation that all authors will apply these guidelines to the best of their ability before submitting a final draft. Articles not conforming to *Renaissance and Reformation* style may be returned to the author for additional work.

The conventions outlined in this style guide reflect the interdisciplinary spirit of *Renaissance and Reformation*, which seeks to make the research it publishes accessible to a broad community of humanities scholars—a goal we urge authors to keep in mind.

Articles published in *Renaissance and Reformation* follow the current edition of *The Chicago Manual of Style*. In addition, please note the following recommendations. In the case of a discrepancy between this document and *The Chicago Manual of Style*, follow the *Renaissance and Reformation* style guide.

File format

The journal accepts the following file formats for submission: DOC, DOCX and RTF.

Presentation

Main text: Times New Roman 12, double-spaced, and left justified, with an indent at the start of each new paragraph. Footnotes and block quotations: Times New Roman 10.

Insert page numbers in the top right corner. Do not insert the author's name (for the purpose of a double-blind review).

Main elements

Title, followed by an English abstract (100–150 words). The author may (but is not required to) translate the English abstract into French.

Keywords in the following format: "Keywords: John Marston; Dutch Courtesan; William Shakespeare; Merchant of Venice"

The main text: about eight thousand words unless the editor has agreed to a different length.

Citations in the form of footnotes and a Works Cited list. Details of our citation style are below.

Spelling

Use Canadian English (*Canadian Oxford Dictionary*): e.g., colour, among (not amongst), realize (and other –ize spellings), analyze.

Quotations and translations

Quotations from any source (primary, secondary, and classical) in a language other than English or French must be accompanied by an English or French translation. The translation may appear either in the main text (in parentheses) or in the footnotes. Both original and translation must be cited in full (including edition and page numbers). Author's translations should be followed by "(my translation)." If most or all translations are by the author, write "all translations are mine unless otherwise noted" or "all translations are mine" in a footnote immediately following the first author's translation.

Quotations of fewer than fifty words (approximately three lines), in both main text and footnotes, should be in double quotation marks. Quotations of more than fifty words in the main text only (not in footnotes) should be set as a block (drop down a double space and indent the whole quotation, using Times New Roman 10 and omitting double quotation marks). Ellipses must be marked "[. . .]": e.g., "Therefore, since brevity is the soul of wit, [. . .] I will be brief." Please note the use of square brackets to signal that the omission is editorial, not a feature of the original text. Changes and additions to quotations should also appear in square brackets: e.g., Polonius's next statement is indeed brief, precisely as he claims it will be: "Your noble son [Hamlet] is mad" (2.2.92).

Numbers and dates

- Spell out whole numbers from zero through one hundred.
- Use numerals for percentages: e.g., 3 percent, 90–95 percent.
- Refer to parts of works as follows: chapter 4, part 2, book 3.
- Use day-month-year style: e.g., 12 January 1482.
- Spell out centuries: e.g., sixteenth century. However, use numerals for decades: e.g., the 1560s.
- Use an en dash (–) to connect numbers or dates when replacing "to": e.g., see chapters 15–17; Genesis 6:13–21; the years 1434–63 were significant (but, "from 1434 to 1463").

Capitalization, punctuation, and emphasis

Capitalization – Capitalize centuries in Italian whether employed as noun or adjective: e.g., Cinquecento (not "cinquecento"). Capitalize "Reformation" but not derivative forms (e.g., reform, reformer).

Comma – The journal uses the serial (or Oxford) comma, that is, a comma before "and" in the last item of a list: e.g., enter Horatio, Marcellus, and Bernardo.

Em Dash – Use an em dash (—), not a hyphen (-) or en dash (–), to separate a dependent from an independent clause: e.g., Because the manuscript had not been fully copied—let alone illuminated—further details are scant.

Italics – Use italics for short, non-English language terms that are not in common usage (e.g., *amour fou*, *dolce stil novo*), and for editorial emphasis within quotations, in which case the quotation must be followed by "(my emphasis)."

Quotation Marks – Use double quotation marks in most cases. Single quotation marks should be used only for quotations (or titles) within a quotation: e.g., "'If so in adversity': Mastering Fortune in Lorenzo Leonbruno's *Calumny of Apelles*." Commas and periods at the end of a quotation should appear inside the quotation mark; colons, semi-colons, and question marks that are not part of a quotation should appear outside.

Period – Use one space only after periods and before the start of a new sentence.

Possessive – Use apostrophe + s for all names (even names from antiquity or with an *eez* sound): e.g., Mary's, Charles's, Xerxes's.

URLs

- Enclose the URL in brackets when embedded as a reference in the main body of the text.
- If the URL is an integral part of a sentence or stands alone (as in a footnote reference), no brackets are needed.
- Long URLs should be placed in footnotes.
- Remove the protocols http/https/www from URLs, except where the abbreviated version does not work as a hyperlink.

- If the URL sits behind a paywall or subscription, cite either the main page or a page that offers options for access—e.g., oed.com for the *Oxford English Dictionary*, or jstor.org/stable/41917400 for a specific article in *Renaissance Drama*—rather than your own institution's pathway to that resource.
- If the site no longer exists, add "(site discontinued)" after the URL.
- Please note that if a DOI exists, the DOI is preferred.

Citations

Please use footnotes with a Works Cited list at the end of the article. Citations in footnotes should *in most cases* be in a short format (see examples below) and refer to an entry in Works Cited.

If the source does not give a page number, or page numbers are based on user-defined text size, include chapter or section numbers/headings where relevant.

Web Resources – When citing a web resource, be sure to include links; if a DOI is available, it must be used. (DOIs can be looked up via www.crossref.org/guestquery.) A publication or revision date (formatted as follows: 14 July 2020) is also required; in the absence of these, use an access date.

Sample "Works Cited" list entries

Edited work: Griffiths, Richard, ed. 2001. *The Bible in the Renaissance: Essays on Biblical Commentary and Translation in the Fifteenth and Sixteenth Centuries.* Aldershot: Ashgate. doi.org/10.4324/9781315241104.

Chapter in edited work: Elsky, Martin. 1982. "Words, Things, and Names: Jonson's Poetry and Philosophical Grammar." In *Classic and Cavalier: Essays on Jonson and the Sons of Ben*, edited by Claude J. Summers and Ted-Larry Pebworth, 31–55. Pittsburgh: University of Pittsburgh Press.

Journal article (online): Schoch, Richard W. 2005. "Reforming Shakespeare." *Renaissance Drama* 34:105–19. jstor.org/stable/41917400.

Journal article (hard copy): Grassby, Richard. 2005. "Material Culture and Cultural History." *Journal of Interdisciplinary History* 35 (4):591–603. doi.org/10.1162/0022195043327426.

Website article: "Balkan Romani," Endangered Languages, Alliance for Linguistic Diversity. Accessed 6 April 2016. endangeredlanguages.com/lang/5342.

Manuscript: Egmont Manuscripts. Phillipps Collection. University of Georgia Library.

Online work of reference: *Oxford English Dictionary (OED) Online.* December 2020. Oxford: Oxford University Press. oed.com.

Sample footnotes

[14] Helen Smith makes this point regarding seventeenth-century drama (Smith, 34) but the idea is more fully explored by Andrew Ledger (Ledger, ch. 6). [In cases where there is only one entry in Works Cited for the author.]

[15] Jacob Rollins offers a useful critique of this method (Rollins, "Perfect Paradigms," 117–18), which informs my argument. [In cases where there are multiple entries for an author in Works Cited.]

[16] Farringer and Barstow reach similar conclusions (Farringer, *Renaissance Poets*, ch. 7; Barrow, 67–89).

[17] *OED*, s.v. "reform." Accessed 23 February 2020.

Note: *Renaissance and Reformation* differs from the Chicago Manual in some details regarding URLs and date format.

Footnote References – Use a superscript Arabic numeral in the main text to refer to the footnote.

If there is any room for doubt, clarify what numbers mean: e.g., if 2:13 refers to book and page rather than volume and page. Use the first instance of a citation to ensure that all subsequent references to the same source are understood.

Please avoid Latin abbreviations in citations: e.g., art. cit., cf., *infra*, *idem* or id., *ibidem* or *ibid.*, loc. cit., op. cit., *passim*, *supra*.

Page range vs. specific page – If citing a title that occurs within a larger work (e.g., a chapter in a book) give the page range for the title. If citing a specific page in that title, give both the range and the page. Example: 591–603, 593.

Titles

Use headline-style capitalization for English titles: e.g., *Renaissance Poets: A New Study*. Use sentence-style capitalization for non-English titles: e.g., *Les relations publiques: Dans une société en mouvances.* Italicize abbreviations for titles that are italicized in full: e.g., *OED* for *Oxford English Dictionary.* See notes on some kinds of titles, below:

- Projects and conferences: headline style, roman, no quotation marks.
- Websites where the site is analogous to (or an online version of) a stand-alone published work such as a book or journal: headline style, italics.
- Websites where the site is analogous to a series, archive, or other collection: headline style, roman, no quotation marks.
- Other websites: headline style, roman, no quotation marks.
- Blogs: headline style and italics for the blog; headline style and roman with quotation marks for the specific blog post.

Images

If images will be necessary to the argument, please notify the editor first. If the editor agrees, the author must obtain high-resolution digital files, as well as permissions for each image, and assumes any related image or image permissions costs. Permissions must include world rights to publish in print and digital form and must be sent to iter.renref@utoronto.ca with the final MS.

Images should not appear in the final MS; instead, please place a call-out in the text for each image. Call-outs should appear on a separate line approximately where the image will be placed in the published version: e.g., {Fig. 1 here}, followed by the caption.

Image captions must include: 1) a description or title, 2) a reference to the source (e.g., full citation or "photo by the author" type of statement), and 3) any required permissions statements.

High-resolution (minimum 300 dpi) TIFF or JPG files must be sent to iter.renref@utoronto.ca with the final MS; please include the author's name and the figure number in the file name of each image (e.g. McCue - Fig 6.jpg), ensuring the figure number in each file name corresponds to the same image's call-out in the MS.