

# Style Guide for *George Sand Studies*

## General Recommendations:

1. Use the MLA Handbook, 6<sup>th</sup> edition, 2003.
2. Use Word and send as an attachment to an email to Françoise Massardier-Kenney and/or Isabelle Naginski.
3. Font: Times New Roman, 12 points.
4. Endnotes appear after the text, before the list of works cited; endnote numbers appear in superscript, with Arabic numerals, after all punctuation marks.
5. For a new paragraph, use the tab bar, not the space bar; indentation for paragraphs should be ½ inch.
6. Do not use hyphenation option so as to facilitate the composition.
7. Numbers above fifteen should be spelled out except for:
  - a. dates
  - b. time
  - c. centuries (use Arabic numerals and superscript 'th', etc.)
  - d. statistics
8. Titles should be short; subtitles and titles should use capitals and lower-case letters, not all caps; there is no period or stop at the end of a title

## Quotations (MLA style)

1. Use this style double quotation marks: “ ”, and never italics.
2. Use this style single quotations marks: ‘ ’ for quotations within double quotation marks.
3. If the quotation goes over 4 lines of text, it should be separated from the body of the text, indented on the left the same as a paragraph indentation. This should be a single-spaced block.
4. Any elisions should be indicated by three periods with a space before and after and in between.
5. Any changes in a quotation should be indicated between square brackets.
6. Quotations in foreign languages can have the translation in parentheses or if long, in an endnote.

## Abbreviations

Abbreviations should be limited to footnotes and bibliographical references if possible.

1. Act 1, scene iv: I.iv.
2. Chapter 1: ch. 1
3. Manuscript: ms. ; mss. in the plural
4. Editor: ed. ; eds. in the plural
5. In collaboration with: *et al.*
6. Paragraph: § (followed by Arabic numeral)
7. Directed by: dir.
8. Without date or place: n.d.; n.p.
9. Volume: vol. ; vols. in plural
10. Lines of poetry: l. ; ll. in plural

## Endnotes

1. When possible, use parenthetical references, as specified by the *MLA Handbook*. The information must match the corresponding information in the works cited. If the author's name is in the text, you need only indicate the pages: “**Naginski argues this point pertinently (289).**” If the author's name isn't in that sentence, add it to the parenthetical reference: “**This point has been made elsewhere (Naginski 289).**” If there are several items by the same author in your works cited, use an abbreviated title: “**As has been noted, musical references often serve to advance the plot (Powell, *Music* 127).**”

2. For multiple references to a primary text, the first reference, say to *Consuelo*, would have a full endnote, including the sentence: **“Subsequent references to this edition will be indicated parenthetically in the text with the abbreviation C.”** In subsequent references, then, this would appear as **C 245**, i.e., abbreviation, space, and Arabic numerals for pages; or in the case of a multi-volume work, **C I: 345**, where you should use the abbreviation, a space, a Roman numeral to indicate the volume, a colon followed by a space, and finally the page(s) .
3. Book: Name, Surname, *Title* (place: publisher, date), pages.
  - a. **Françoise Massardier-Kenney, *Gender in the Fiction of George Sand* (Amsterdam: Rodopi, 2000), 289.**
4. Article: **First-Name Surname, “Title,” *Journal* 25.3-4 (2001): 34-35.**
5. For further examples, consult *MLA Handbook*, Ch. 6, and appendix B.1.

### Works Cited

1. In all cases, use ‘Works Cited’ and not a more general ‘Bibliography’.
2. Order alphabetically by authors’ last names. Capitalize only the first letter of the last name.
3. Book: **Surname, First-Name. *Title*. Place: Publisher, year.**
4. Article: **Surname, First-Name. “Title.” *Journal* 42.2 (1999): 3-18.**
5. Foreword: **Surname, First-Name. Foreword. *Title*. By author of edited work. Place: Publisher, date. xv-xxi.**
  - a. **Drabble, Margaret. Introduction. *Middlemarch*. By George Eliot. New York: Bantam, 1985. vii-xvii.**
6. Dissertation: **Surname, Name. “Title.” Diss. New York U, 1999.**
7. For further examples, see *MLA Handbook*, ch. 5.