

## **EARLY THEATRE STYLE SHEET**

### **Key Points for Preparing Your Article for Publication**

You should note the following key points when preparing your article for publication in *Early Theatre* :

1. This journal uses single quotation marks as the primary quotation style. Double quotation marks would appear only when quoted within single quotation marks.
2. This journal's style is based on REED practice, itself based on English (UK) practice. That means final punctuation, for the most part, goes outside quotation marks.
3. The style is basically Canadian spelling, favouring 'ize' over 'ise', as is usually the case in the *Oxford English Dictionary*. Please check that dictionary if in doubt.
4. The first paragraph of the essay or after subheadings is not indented. All titles and subheadings, including Notes, are flush-left at the margin.
5. *Early Theatre* uses end-notes. The only acceptable parenthetical notes give act, scene, and line of a play. The edition of the play should be end-noted. References to plays in modern editions should use act/scene/line numbers with the appropriate conventional acronym, for example, (AWW 1.3.22-6) or short title, for example, (Alch. 5.1.6). References to plays in early printed books should use sigs, for example (D3v). Recto signs are not necessary but verso signs are helpful.
6. In end-notes, do not cite publisher: cite only city and date.
7. Note numbers in end-notes appear full-size at the margin (not superscripted or indented).
8. Like the rest of the essay, the end-notes should be in 12-point Times New Roman.
9. You are responsible for obtaining any necessary permissions for graphics included in your essay. Graphics must meet the following specifications:

***Grey scale images*** must be

- 300 DPI
- at least 3 inches wide (or 900 pixels)
- grey scale.

***Line drawings***, such as woodcuts or musical scores with no grey scale (just black and white), must be

- 1200 DPI
- at least 3 inches wide (or 3600 pixels)
- black/white bitmap.

***Colour images*** will be printed at the author's expense. Normally we print only black and white or grey scale images. However, if you are willing to pay the extra costs of colour printing, each gathering of 4 pages in colour will cost \$500. You may have 4 full-size photos; 8 half-size; etc. Even if only one page is a colour photograph, the cost remains \$500. Images must be

- 300 DPI
- at least 6" wide

**Image files** should be saved in one of the following formats (in descending preference):

1. tiff
2. jpg
3. bmp
4. gif
5. PDF
6. png

Please **do not send** images embedded in MSWord or PowerPoint files.

## **General Instructions**

Generally, in preparing your article or note for publication, consult *The Chicago Manual of Style*, 15th Ed. (Humanities). For spelling, consult the *OED*. Send a hard copy (double-spaced, including end-notes) and photocopies of any unpublished manuscripts, original records, or documents that you have quoted. Your disk copy must be submitted in WordPerfect and Rich Text Format (.rtf). For additional editing and formatting instructions that apply to accepted articles, please consult our online guide to procedures for accepted articles.

## **Citing languages other than English**

Supply English translations for all non-English material. You may choose one of the following methods: (a) put the translation in the body of your text, and the original language in the notes (the preferred method); (b) put the original in the body of the text, with your translation immediately following in square brackets; (c) put the original in the body of the text with your translation in the notes.

## **Citing records or documents**

All early records and documents will be checked in the REED office. It is the writer's responsibility to send the appropriate photocopies and to check all other sources.

## **Notes**

Give full bibliographic information for books, articles, etc, when they are first cited. The page numbers follow directly after the publication information (which is in parenthesis) with no use of p or pp. All information should be supplied in the notes. Do not include a Works Cited page.

For punctuation, see *Chicago Manual* and examples below:

### **Examples of first citations in notes**

Book Mary Dormer Harris, *The History of the Drapers' Company of Coventry* (Coventry, nd), 20.

Chapter in a book John H. Harvey, 'Richard II and York', *The Reign of Richard II: Essays in Honour of May McKisack*, F.R.H. Du Boulay and Caroline M. Barron (eds) (London, 1971), 202-17.

Article in a journal C.A.J. Skeel, 'The Council of the Marches in the Seventeenth Century', *English Historical Review* 30 (1915), 22. Thomas Hughes, 'St George's Day at Chester', *The Cheshire Sheaf*, 1st ser, 1 (1879), 204-5.

Dissertation James F. Hoy, 'Records of Dramatic Activity in Medieval York: a Translated Collection', PhD thesis (University of Missouri, 1970), 10.

Full entry in Notes David Knowles and R. Neville Hadcock, *Medieval Religious Houses: England and Wales* (London, 1971), 69.

Short entry from same book in Notes Knowles and Hadcock, *Medieval Religious Houses*, 216 and 225.

For reference to one volume of REED (or any other book with a specific publishing group or in a series), the order of information should be as follows: Alan H. Nelson (ed), *REED: Cambridge* (Toronto, 1989), 1.316. That is, the volume number precedes the page number using this format. The immediately subsequent note would be simply Nelson, 2.415. If there is a gap between references to this same author/title, then the correct notation would be Nelson, *REED: Cambridge*, 1.25.

For reference to a volume of a book with 2 or more volumes with their own titles, use a colon between volume number and title; ie, Joan Thirsk (ed), *The Agrarian History of England and Wales*, vol 4: 1500-1640 (Cambridge, 1967), 186.

For reference to a REED volume forthcoming: to appear in Barbara D. Palmer and John Wasson's collection for Derbyshire, forthcoming in the REED series.

For references to pages in books which appear in the STC place all the publication information together, in brackets, before giving the page no, ie, (London, 1706; STC: 12345), 33.

All notes should be prepared as end-notes. Notes should correspond to consecutive, superscript numbers in the article.

### Examples

9 *VCH: Herefordshire*, 1.409.

10 The deaneries and archdeaconries are indicated regularly in the Consistory Court Acts of Office (described on 18-21).

11 NA: E 36/229, ff 73-82.

Give short references (author's/editor's name and title or short title) for items previously referred to in full in the notes. These short references are followed by a comma, and then the page numbers. Titles of articles are enclosed in single quotes and set in roman; titles of books and journals are italicized. If you have a string of immediately sequential references to the same author/title, then 'Ibid', followed by comma if citing a new page number. If there is a gap between subsequent references, then you must return to author/short title/page.

### Example of note series

4 David Knowles and R. Neville Hadcock, *Medieval Religious Houses: England and Wales* (London, 1971), 69.

5 Ibid.

6 Ibid, 68.

7 C.A.J. Skeel, 'The Council of the Marches in the Seventeenth Century', *English Historical Review* 30 (1915), 22.

8 Knowles and Hadcock, *Medieval Religious Houses*, 69.

9 Skeel, 'The Council of the Marches', 22.

10 Ibid.

11 James F. Hoy, 'Records of Dramatic Activity in Medieval York: a Translated Collection', PhD thesis (University of Missouri, 1970), 10.

12 Joan Thirsk (ed), *The Agrarian History of England and Wales*, vol 4: 1500-1640 (Cambridge, 1967), 186.

13 Ibid, 4.187-8.

14 Hoy, 'Records of Dramatic Activity in Medieval York', 11.

15 Thirsk, *The Agrarian History of England and Wales*, 4.180.

### **Copy-editing Modern Prose**

The following sets out established *ET/REED* preference for copy-editing modern prose:

#### **Spelling**

Use the first spelling in the Concise Oxford Dictionary, with these exceptions: acknowledgment(s), judgment, toward.

#### **Capitalization**

Use as sparingly as possible - basically for proper names and for cases in which confusion might result if lower case were used (eg, Spirit for Holy Spirit, to differentiate from spirit as a human characteristic). Generally, the following style should be adopted:

the dean of York - Dean Hutton  
 the feast of the Translation of St William  
 protestant  
 puritan  
 Roman Catholic  
 Corpus Christi Day  
 the colleges of Oxford - Exeter College  
 the sheriff of Chester - Sheriff Hardware  
 the queen - Queen Elizabeth  
 the mayor - Mayor Scawsby

Guild names are rendered as 'Bakers' guild,' but individual members of a guild do not have their occupation capitalized (eg, John Whitmore, baker). However 'Jr' and 'Sr' following a name are capitalized and set off with commas, eg, Charles H. Donohue, Jr. See list at the end of this document for spelling and capitalization of words which appear frequently in REED volumes.

#### **Small Capitals**

Use without punctuation for degrees (LLB, LLD, MA, STB, STD); but PhD, DMus, DLitt. Use for upper case roman numerals (Richard III, 2 Henry IV) and abbreviations (BL, NA, MS, JP, MP).

#### **Dashes**

Use an en dash between figures (eg, 1306-7, 42-3). Use an en dash spaced off to set off parenthetical material.

#### **Numbers**

Use the fewest possible numbers except for the 'teens': 88, 88-9, 800-1, but 18-19. Roman numerals must be

written in full: xx-xxii and ccxx-ccxxii. In sterling sums, there is no space and no punctuation between the number and the denomination, eg, 22d, 8s.

## Commas

Remove unnecessary commas but use a comma before 'and,' 'or,' and 'but' in a series of three or more items.

### Examples

He held land in Dorset, Devon, and Cornwall.

Unlike the York plays those of the Towneley manuscript seem to be collected from several sources.

She could not dance, sing, or play games.

Clearly the evidence indicates the parish sponsored plays.

In 1588 England was poor, weak, but determined.

Use commas to set off county names appearing after city names but do not use a comma to separate parts of a compound sentence joined by a conjunction.

### Examples

Richard Thomas was a native of Shrewsbury, Shropshire, and first became mayor in 1560.

Richard Thomas was a native of Shrewsbury and first became mayor in 1560.

Richard Thomas, a native of Shrewsbury, Shropshire, first became mayor in 1560.

As a general rule, follow *The Chicago Manual of Style*, opting for the 'open style.'

## Dates

The format is 1 January 1546, for example, and January 1452, without punctuation. Use 'the 1920s' without an apostrophe, but write out 'the thirties.' Use a comma in Monday, 1 January. Write out the names of months in full.

## Quotations

Use single marks around quotations, with double marks for quotes within quotes. Punctuation that is clearly part of the quotation goes inside the closing quotation mark; otherwise, the comma, period, question or exclamation mark, colon, semi-colon, and dash must go outside the closing quotation mark. All quotations must be checked against their printed or MS sources and should correspond exactly in spelling, capitalization, and internal punctuation. Transcriptions from MSS should be rendered according to REED guidelines using italics for expansions. Short quotations (ie, under five lines) should be run on in the text, with the exception of poetry, which should be set off when more than two lines are quoted. Displayed quotations should be indented with a line space above and below.

## Ellipses

Use three unspaced dots with one space on either side for a medial ellipsis ( ... ). Use closing punctuation if the ellipsis comes at the end of a sentence. There is no space around the three dots when they appear at the beginning or end of a line. Generally, you should use only medial ellipsis; avoid opening or closing ellipsis.

## Paragraphs

Do not indent the first line of the first paragraph of any text or separate section thereof. Indent following paragraphs.

## Periods

Use sparingly and omit after standard abbreviations with the exception of l. (line); ll. (lines); d. (died), contrast d (dorse); c. (century), contrast c (circa). Abbreviations such as Mr, Dr, St, Co, Inc, Ltd, am, pm, no (not #) do not require punctuation.

## Abbreviations

Common abbreviations which may occur in REED volumes are listed below. Avoid extraneous punctuation.

### Examples of Common Abbreviations

A antiquarian compilation	NA National Archives (formerly PRO Public Record Office)
AC antiquarian collection	nd no date
am before noon	nf no foliation
AN Anglo-Norman	no(s) number(s)
b born	np no place
BL British Library	npub no publisher
Bodl Bodleian Library	ns new series
c circa	OED Oxford English Dictionary
c. century	os old series
comp(s) compiler(s)	pm after noon
d dorse	p, pp page(s)
d. died	pref preface
ed(s) editor(s), edition(s)	pt(s) part(s)
EETS Early English Text Society	r recto
es extra series	rev(s) reviser(s), revised
f, ff folio(s)	rpt reprint
facs facsimile	ser series
gen ed(s) general editor(s)	ss supplementary series
intro introduction	STC Short Title Catalogue
l., ll. line(s)	trans translator(s), translation
mb(s) membrane(s)	transcr transcriber(s)
ME Middle English	v verso
ML Medieval Latin	VCH Victoria County History
MS, MSS manuscript(s)	vol(s) volume(s)

## Latin terms

Use of Latin in notes is discouraged.

Do not use 'loc. cit.' or 'op. cit.'; instead use short title of the book referred to.

Common Latin abbreviations such as 'etc,' 'eg,' 'ie,' are set in roman type without punctuation but should be avoided when possible.

### **Books of the Bible**

Punctuation: Mt 10:5-10, 2 Cor 5:2-6

### **Shakespeare and other playwrights**

Punctuation: Give act, scene, and line numbers in arabic; eg, *Henry IV, Part One* 2.4.432, or the standard abbreviation, *IH4* 2.4.432.

### **Type-face**

Italics are reserved in the text of REED volumes for indicating MS expansions; therefore they are not used for foreign words (which are placed in quotation marks), or to represent italicized words in early printed books (REED prints these in Roman type). They are used, however, in document descriptions of title pages of early printed books to represent italics there. Bold-face is not used in the text, aside from the heading.

Published by: Early Theatre: A Journal Associated with the Records of Early English Drama. Title History (What is a title history?) 1998-2018 -. Early Theatre. 1976-1997 -. Records of Early English Drama. — Close Overlay. Early Theatre is a peer-reviewed journal dedicated to medieval and early modern drama and theatre history, with a particular focus on records pertaining to actors, theatres, music, dance, and entertainments of all kinds. Our main emphasis is performance history, primarily in England, but we also feature interpretive articles, and we publish scholarship on subjects relating to early English drama as it impinges on or is influenced by other international practices. We publish full-length articles, shorter notes, review essays, and book reviews. Early Theatre: A Journal Associated with the Records of Early English Drama publishes peer-reviewed research on medieval and early modern drama and theatre history. 5 Likes. Share. Newly out in Early Theatre 21.1 (June 2018): Review of the recent critical reader of Edward II, edited by Kirk Melnikoff. (@BloomsburyPub) <https://t.co/y1P87uPZII>. Muse.jhu.edu. Project MUSE - Edward II: A Critical Reader ed. by Kirk Melnikoff (review). The Arden Early Modern Drama Guides aim to bring established critical trends together with performance history and to build upon them by exposing readers to new critical directions. Those intended readers form a wide-ranging audience, encompassing students, instructors, and scholars. The series aims... Early Theatre: A Journal Associated with the Records of Early English Drama publishes peer-reviewed research on medieval and early modern drama and theatre history. Our primary focus is early English drama and performance, including records pertaining to actors, theatres, music, dance, and entertainment of all kinds, but we also publish on subjects relating to early English drama as it impinges on or is influenced by other international practices. In addition to full length articles, notes, review essays, and book reviews, our annual 'Issues in Review' forum offers a series of short essays dedicated to a current 'hot' topic in performance history and theory, highlighting new research directions in order to shape the field for further work. Early Theatre publishes original, peer-reviewed research on medieval and early modern drama and theatre history. We began as a newsletter associated with the Records of Early English Drama project and the journal continues to welcome submissions that engage documentary evidence pertaining to actors, theatres, music, dance, and entertainment of all kinds. We also celebrate and showcase critical studies of plays and performances. In particular, the editors encourage original discussions of underexplored plays, authors, or types of performance; arguments that challenge conventional assumptions about periodization, performance, or reception; and studies that bring new theoretical, critical, or performance approaches to bear on early texts. Oxford 1: The Records - Records of Early English Drama. Mar 11, 2006 03/06. by Elliott, John R. The REED series edition of dramatic records of the diocese of Canterbury in the county of Kent up to and including 1642. Topics: Church of England. Diocese of Canterbury, Performing arts -- England Kent History, Theater -- Canadian Libraries. 4,156 4.2K. Somerset including Bath 2: Editorial Apparatus - Records of Early English Drama. Dec 11, 2006 12/06. by Stokes, James (James David); Alexander, Robert Joseph, 1944