NOTES FOR CONTRIBUTORS TO *SHAKESPEARE SURVEY*

Submissions
Please send your article, of between 5000 and 8000 words, including notes, direct to the Editor. This will be either on disk, or as email attachment. It should be in Word format. The disk should be sent together with a printout on one side of A4 or US letter paper, leaving left and right margins of about 4 cm, and top and bottom ones of around 5 cm for editorial purposes. Include footnote material at the end of your text, and number the footnotes serially through it. There is no need to attempt to imitate the conventions of print (e.g., by using small figures for footnote references or different typesizes for headings). However, please use italic font where required.

Full double spacing must be used for text, footnotes, and all quotations.
Short prose quotations of fewer than about fifty words and brief verse quotations of less than two or three lines may be run on in the text, within *single* quotation marks; verse line divisions should in these cases be indicated by an oblique with a space on each side. Longer verse quotations should be centred; longer prose passages (over about fifty words) can be indicated by having extra line space above and below them: they will be set in small type, but not indented. Neither verse nor prose inset quotations should be enclosed within quotation marks.

Number the pages of the typescript in one sequence and submit the top copy or a good photocopy, keeping a copy for yourself in case of queries.

Before sending your final disk, please check it carefully for factual accuracy and stylistic consistency. Make sure that your quotations are correct (we receive a surprising number of articles in which they are not). Any amendments at proof stage can cause further errors to be introduced, are costly, and may delay publication. It is important that you do not make last minute changes which are not incorporated onto the disk.

Style
Spelling British spellings will be used, but authors who normally use American spelling need not depart from this in submitting typescripts. The following forms are preferred: conne**ct**ion, ideali**z**e, reali**z**ation, characteri**z**ation, **e**nquiry, judg**e**ment, Leonte**s's**, Theseu**s's**, Jone**s's** etc., medi**e**val, r**o**le, Shakespear**i**an.

Lower-case forms are generally preferred, but capitals are regularly used for such words as Christianity, the Duke (as a character in a play), First Folio (or simply Folio when referring to the first), Reformation, the Sonnets.

Dates 10 July 1953, the 1830s, the seventeenth century (but 'a seventeenth-century play'). Please consistently use new rather than old-style dates.

Numbers When eliding numbers, use as few figures as possible (for example 53-7, 101-2) with the exception of teens (13-17, 216-18).

Italic type This is used for foreign words (not quotations in a foreign language), except for proper names. It is also used for the titles of periodicals, books, longer

poems, paintings, operas, plays, films, and ships. It is, of course, also to be used in quoted matter in the same way that the document being quoted used it. When words which would normally be italicized appear in upper case or italic context, they should be placed within inverted commas: *From 'Mankind' to Marlowe.*

Abbreviations Full stops are not used when the last letter of the unabbreviated word is present. (Mr St Dr Mrs). Journal titles should not be abbreviated, except where the journal title is itself an abbreviation (*PMLA*, *TLS*, *ELH*). Titles of books of the Bible should be shortened to their common forms (Numbers, Lamentations, I Chronicles, Matthew), but not further abbreviated, and not italicized. Do not abbreviate 'line' or 'lines'.

The titles of Shakespeare's works normally should not be abbreviated in the text of your contribution; in footnotes, however, involving a lengthy sequence of references to a number of different plays, and in references within the body of your text (see below), the following abbreviations should be used:

All's Well	*Lear* F	*Shrew*	*1* and *2 Henry*
Antony	*Lucrece*	*Timon*	*IV*
Caesar	*Measure*	*Titus*	*1, 2*
Dream	*Merchant*	*Troilus*	and *3 Henry VI*
Errors	*Merry Wives*	*Two Gentlemen*	*Henry VIII*
Lear	*Much Ado*	*Venus*	
Lear Q	*Romeo*		

Quotations As mentioned above, shorter quotations in the text should be within *single* quotation marks; double ones are used only for quotation within quotation. Only if the quoted sentence is complete does the full stop come inside the closing inverted comma, and then only if the quotation itself ends a sentence: this is very rare, for quotations within the body of your text, no matter how brief, should normally be followed by a parenthetical reference, whether it be to a page or, in the case of Shakespeare and other dramatists, to a line.

Quotations are an important feature of *Survey*, and it would be appreciated if contributors could particularly note the following points:

1. Quotations from Shakespeare should be from the modern-spelling version of *William Shakespeare: The Complete Works*, edited by Stanley Wells, Gary Taylor, John Jowett, and William Montgomery (Oxford: Clarendon Press, 1986). You are asked to use the titles as they appear in this edition, and, for plays, the character names as they are given in small capitals in the 'Persons of the Play' list before each play. Contributors should also take care to observe the lineation of this edition. Should you have occasion to refer to any part of the First Folio, you should use Charlton Hinman's *Norton Facsimile* (1968) and the through line numbers (TLN) of that edition. Neither the Oxford Shakespeare nor the *Norton Facsimile* should be cited in your notes. If for any reason other editions or original texts (other than the First Folio) are preferred, please state the source in the first convenient footnote. References to the unedited quarto texts for which

no through line numbers have been assigned should be by signature and line on page: <u>Hamlet</u> Q1 (1603), E3r, line 15.

2. Underneath a displayed quotation, at the right, please give act, scene, line references of the Complete Oxford Shakespeare in the form: (*Coriolanus* 3.2.143-5). Abbreviated forms of play titles, as listed above, should be used; the play title may be omitted altogether if this is clear from the context. This form should also be observed for parenthetical references within the text of your article; these should immediately follow the closing quotation mark, before any marks of punctuation.

3. All speech prefixes in quoted passages from Shakespeare should be as they appear in the Oxford edition: in small capitals, spelt out in full, and should not be italicized or followed by any mark of punctuation.

4. If a quotation ends with a full point but the following text reads on, the full point is omitted from the quotation.

5. Where there is a risk of ambiguity in the typescript, please pencil 'prose' or 'verse' beside the quotation.

6. Please provide a translation for any non-English quotation.

Footnotes Keep footnotes short, and to a minimum. Avoid discursive notes. The first reference to a book should be in the form:

E. K. Chambers, *William Shakespeare: A Study of Facts and Problems*, 2 vols. (Oxford, 1930), vol. 1, p. 213.

Or

Geoffrey Bullough, *Narrative and Dramatic Sources of Shakespeare*, vol. 5 (London, Henley, and New York, 1964), p. 135.

In a multi-volume work published over several years, like Bullough, the publication details – date and place of publication, both of which should always be given for all books cited – should be those of the volume you are citing. Subsequent references to these works should be in the form:

Chambers, *William Shakespeare*, vol. 2, p. 285.

Or

Bullough, *Sources*, vol. 5, p. 146.

Note: we do not use ibid., op. cit., loc. cit., or art. cit.

The first reference to a journal article should be in the form:

Gerald D. Johnson, '*The Merry Wives of Windsor*, Q1: Provincial Touring and Adapted Texts', *Shakespeare Quarterly*, 38 (1987), 154-65; p. 161.

Subsequent references:

Johnson, '*Merry Wives*', p. 158.

Please note that the volume number of *Shakespeare Survey* is part of its book title, i.e., *Shakespeare Survey 41* (not *Shakespeare Survey*, 41).

Cross-references
Since page numbers will not be known until proof, use two zeros in your typescript in the place of each cross-reference.

Subheadings
Try not to use more than one level of subheadings, but if two levels are necessary indicate which should have more prominence by grading them 'A' and 'B'. Numbers are generally omitted from subheadings themselves, even when two sets are used, but if sections are simply numbered, upper case roman figures are preferred.

Illustrations
If you wish to submit photographs to illustrate your contribution, please check with the Editor first that there is space. You will need to provide large, sharp, black and white glossy prints. Number them lightly on the back in pencil and indicate marginally in the text of your article where you would like them placed. List separately the wording for the captions, and acknowledgements which are due (to a museum, a library, a photographer, etc.)

If you are providing digital images, please ensure that they are TIFF or EPS files of at least 300dpi at approximately the size at which they are to be reproduced. We can also accept JPEG format files (but see below). Please note that if your images are small enough to fit on a floppy disc they are unlikely to be of sufficiently high quality from which to print.

Dimensions: the image should be as large as possible (no greater than A4 [210x148mm] but no smaller than A5 [148x105mm]) so as to preserve as much pixel data as possible. If this results in a very large file then reduce to half A4 size.
PLEASE NOTE: Jpegs/gifs @72ppi are manufactured for screen display and for use on the Web and of limited use in a book. On the whole we have difficulty converting such to 300ppi as there is insufficient data per pixel to allow for satisfactory print reproduction; an exception to this rule is if the jpeg arrives at poster size when we can then trade off size to get the resolution up to 300 ppi.

As far as exporting formats is concerned, all our systems are Macintosh-based. This is not to say that we cannot accept PC-formatted work but this will have to be converted by a third party.

Permissions
It is almost always necessary to obtain permission to use illustrations. Copies of letters granting permission must be sent with your final typescript.

Special sorts

If your contribution contains any unusual characters (for example, Greek, Hebrew, or Russian letters), please list them on a separate sheet of paper.

Proofs

If your article is accepted, the production department at Cambridge University Press will write to you at the appropriate time with information about proofing in general and the suggested schedule for the particular volume of *Survey*. Contributors are responsible for reading the first proof of their chapter. On the copy of the proof to be returned, printer's errors should be marked in red, and contributors' own alterations in blue (but see below). The proof should be returned to the volume Editor, not to the Press, within one week of receipt.

When first proofs of your contribution are ready for you to check, they will be made available to you by means of a web server. You will get an initial explanatory email from your production editor, followed by an email direct from the setters providing you with an internet link to the proofing web site from which you can download a PDF file of your chapter. If your corrections are few and simple, you can notify your volume editor of them by email, but printing your proofs and posting them to the volume editor is still the safest method.

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