

Éire-Ireland
Style Sheet for Authors and Editors

I. PREPARATION OF SUBMISSIONS

- A. Submissions must be prepared according to the *MLA Style Manual*, 7th ed. (literature and the arts) or the *Chicago Manual of Style*, 16th ed. (history and social sciences). Some of the most common style issues are summarized below. Please consult the most recent edition of the style guides for further information.
- B. All footnotes must be entered using the word processor's note insert function in order to facilitate typesetting.
- C. Contributor bios must be 100 words or less, and are generally presented in the following order: present position, titles of publications with dates only, relevant honors (fellowships, residencies, etc.), and current research interests/projects.

II. STYLE AND USAGE

A. GRAMMAR

i. **Relative pronouns (“which” and “that”)**

The journal follows the *Chicago Manual of Style* in maintaining the distinction between “that” and “which” as relative pronouns. “That” introduces information essential to the meaning of the sentence; “which” (always preceded by a comma) introduces information that is *not* essential to meaning (e.g.: This is the house that Jack built. This house, which Jack built, is falling down).

ii. **Use of “while”**

The journal follows the American use of “while” solely as a temporal conjunction rather than, as in British usage, as a substitute for “although” or “whereas.”

iii. **Scare Quotes**

The journal discourages excessive use of scare quotes, i.e. quotation marks placed around words to signal irregular usage.

B. PUNCTUATION

i. **Commas**

Please use the serial comma.

ii. **Quotation marks**

Use *double* quotation marks for all quotes and article titles. For quotations within quotations or within journal article titles, use single quotation marks. Periods and commas *precede* closing quotation marks, whether double or single. Colons, semicolons, question marks, and exclamation points follow quotation marks unless a question mark or exclamation point belongs within the quoted matter.

iii. **Note numbers**

Footnote numbers should be placed after commas, periods, quotation marks, colons, semicolons, and parentheses. Move note numbers to the end of the sentence if possible, or at least to the end of the phrase. If there are multiple notes in a sentence, combine them if possible.

iv. **Quotations and Ellipses**

The journal uses three spaced periods preceded or followed by any other necessary punctuation for ellipses within quotations. Do not begin or end quotations with ellipsis points. It is permissible (and desirable) to alter capitalization at the start of a quotation in many cases. (For more on this last point, see below, “Changing initial case of quoted material.”)

iv. **Hyphens in prefixes**

In keeping with current trends away from hyphenated prefixes, the journal prefers to omit the hyphen in very commonly used words, particularly those designating a post- or pre- epoch time designation. In such cases, the word being modified by the prefix will, of course, be not be capitalized. Among common examples are:

prefamine/postfamine (referring to the Great Irish Famine of 1845–1850)
prewar/postwar (referring to World War I or World War II)

Exceptions to this preference consists of prefixes that would bring together two vowels. In such cases, the hyphen should be used (e.g. pre-eminent).

C. SPELLING, CAPITALIZATION, AND SPECIALIZED TREATMENT OF WORDS

i. **American spelling**

The journal uses American rather than British spelling (e.g., organization, toward, traveled, gray, and color rather than organisation, towards, travelled, grey, and colour).

ii. **Italics for emphasis**

Please be sure to indicate if emphasis is the author's or in the original.

iii. **Capitalization of historical and cultural terms**

The journal follows closely the guidelines presented in CMS 8.70–8.151 specifying capitalization of commonly-used terms. Note that under this system, many common historical periods are capitalized (e.g. the Reformation, the Renaissance) but others, when used as an adjective, are not (e.g. classical oratory and gothic architecture, but *the Gothic*).

Among terms specific to Ireland, “the Famine” refers always to the mid-nineteenth century event, whereas when not capitalized a further modifier explaining the time period must be included. Other terms common to Irish Studies include the following, to be capitalized as shown:

Irish parliamentary party
Cork city, Galway city, etc.
“Catholic rent”
Catholic Emancipation
Catholic Association
Penal Laws
devotional revolution
Repeal campaign

iv. **Use of headline-style capitalization on all English- and Irish-language titles**

All book and article titles, including those in citations, must be given in headline style in both the article main text and in its citations. For principles of headline style, please follow CMS 8.157 closely, taking care to capitalize first and last words, lowercase articles (*the, a, an*), lowercase prepositions and conjunctions, and the word *to* when used as part of an infinitive. Preserve lowercases in proper names.

D. ABBREVIATIONS

i. **Abbreviations of persons and organizations**

Use the full name of persons and organizations on first mention. Thereafter, a person may be referred to by surname only and an organization may be identified by a shortened form of its name or an acronym. If an acronym is to be used, it should be given in parentheses after first mention of the full name: Irish Fireside Club (IFC). Note that acronyms should be styled *without* internal periods.

ii. **Abbreviations of states and university degrees**

In keeping with the most current CMS and MLA prescriptions, U.S. states are NOT rendered using periods, e.g. CA for California, MT for Montana, etc. (see MLA 7.3).

However, the journal retains periods for the abbreviations for United States (U.S.) and higher education degrees (Ph.D. rather than PhD).

iii. **Abbreviations of months in footnotes**

Abbreviate all months over five characters in length, i.e., all except March, April, May, June, and July. Use a three-abbreviation (e.g. Aug.). If, however, a sentence of regular prose in a footnote contains a mention of any particular month, it should be written out.

iv. **Commonly used abbreviations: Co. and St.**

Abbreviate County as Co. when used as to further designate a location; otherwise, when referring to a county on its own, do not abbreviate. For example:

. . . the town of Bray, Co. Dublin.

but:

. . . the area and extent of County Dublin.

Abbreviate Saint as St., including a period, e.g. St. Patrick

E. NUMBERS AND DATES

i. **Dates**

We prefer the day-month-year sequence without commas (e.g., 2 December 1880).

ii. **Numerals vs. words**

Spell out numbers under one hundred as well as even hundreds, thousands, etc., paying special attention to the consistency rule (see CMS 9.2 for details).

iii. **Inclusive numbers**

For inclusive numbers and years, we follow CMS 9.60 closely. According to this system, the second number in an inclusive year, page, etc. inclusive sequence uses ALL digits unless:

- 1) The first number falls in the range of 101–109 (or 201–209, etc.), in which case only the changed digits are included in the second number, e.g. 101–8, 808–33, and the years 1808–9.
- 2) If the first number falls in the range 110–199 (or 210–299, etc.), in which case two digits (or more, if necessary) are used in the second number, e.g. 321–28, 12991–3001, and the years 1888–90.
- 3) If years are being expressed, and the range crosses a century, always give all digits, e.g. 1997–2002.

iv. **Page numbers**

The journal *does not* use “p.” or “pp.” with page numbers in notes.

v. **Decades**

Express decades in four-digit numerals, *without* an apostrophe (e.g., the 1830s, the early 1960s).

F. QUOTATIONS

i. **Changing initial case of quoted material**

If a quotation that is only part of a sentence in the original forms a complete sentence as quoted, a lowercase letter may be changed to a capital letter silently (without brackets). Similarly, when a quotation that begins with a capital letter in the original is run in as a syntactical part of the sentence, a capital letter may be changed to lowercase.

But where silently changing from capital to lowercase or vice versa is not desirable, might mislead readers, or might make reference to the original more difficult, indicate a change in capitalization with brackets.

ii. **Normalization of punctuation and capitals (History and Social Sciences)**

In all quoted matter later in date than the sixteenth century, silently normalize the punctuation and use of capitals. Normalize abbreviations (Mr. not Mr) in direct quotes. The adoption of this rule will bring the punctuation and use of capitals in quoted material into alignment with the style of the text.

See CMS 16th edition, chapter 13, for examples.

iii. **Treatment of quotations and dialogue (Literature and Arts)**

Articles submitted in the discipline of literary studies, with the aim of preserving an author's original grammar and style as written, should preserve all punctuation, capitalization, and abbreviations as in the original being quoted.

iv. **Indented quotations**

Extracts that will make not more than five lines of type should be set off only by quotation marks. Longer extracts of six lines or more should be indented.

G. IRISH LANGUAGE FORMATTING

i. **Consistency of Irish- and English-language names**

In cases where an individual made use of both an Irish and English version of forename and surname, common in Ireland, maintain consistency in version used for both names. For example, use Dubhghlas de Híde or Douglas Hyde, but not Douglas de Híde; use Patrick Pearse or Pádraig Mac Piarais, but not Pádraig Pearse.

ii. **Spelling and plurals**

Spelling of Irish words will follow that in Niall Ó Dónaill's *Foclóir Gaeilge-Béarla* (new ed., 1992). As would be the case in English, all Irish spellings should be modernized except when used in direct quotations. Quotations from historical materials may be modernized at author's discretion. Note that uniformity in spelling applies to plurals so that the official Irish plural forms should be used, rather than the plural formed by adding an -s (as in English) to the Irish word. The few exceptions to this standard include Irish words, such as *ceilidh*, which have entered common English usage.

H. CALL OUTS AND CAPTIONS

i. Call outs for figures

When inserting a call for a figure, use following form, placing the parenthetical call out before the end punctuation of the relevant sentence whenever possible.

. . . Yeats's preferences in Irish literature (figure 1).

AND

. . . Yeats's preferences in Irish literature (figure 1; figure 2).

ii. Caption labels

Captions general begin with artist's name or, if there is no artist, the title of the work of art in italics or a brief description; this is followed by the date and brief acknowledgement of source, including the name of photographer if relevant. Here are a few examples:

FIGURE 19. James F. McMullen, altar, 1916, Honan Hostel Chapel. Photo by Jim Wilson, 2013.

FIGURE 2. R.J. Jamerton, "The Irish Ogre Fattening on the 'Finest Pisantry,'" *Punch*, 8 July 1843.

FIGURE 3. Crowd around the Apparition Gable at Knock shrine for High Mass on Sunday, 19 August 1945. By courtesy of the Curator of Knock Museum.

FIGURE 2. Convent Chapel, Cashel, Co. Tipperary. Photo from Lawrence Collection, R 7501, taken between 1880 and 1914. National Library of Ireland.

iii. Permissions

Authors must secure permissions for use of images. Please note that even old and seemingly out-of-copyright images, including those that appear on the web, are often owned by an entity from whom permission must be secured.

III. DOCUMENTATION—Chicago Manual of Style

A. FOOTNOTES

i. General style and approach

Please give author and title even when this information has been given in the text. Full publishing information should appear in the notes the first time a work is mentioned. Thereafter, it is sufficient to use the author's surname only, a short title, and page numbers where appropriate.

Use "ibid." (roman) to refer to one work immediately preceding. We *do not* use "op. cit." or "loc. cit." Avoid "ff." and "passim," and be sure that when you use "cf." you mean "compare" and not "see" or "see also."

Volume numbers should use arabic numerals, not roman.

Remember that MS refers to a single or particular manuscript, whereas MSS refers to a set of manuscripts or a manuscript collection.

ii. **Abbreviations of newspaper titles**

When a newspaper is frequently cited (six times or more) in an article, authors should adopt a pre-announced abbreviated title for the second and subsequent references. An abbreviated title that uses capital letters should dispense with points. Here are examples using the *Freeman's Journal*, the *Dublin Evening Post*, the *Irish Times*, and the *Irish Independent*: *FJ*, *DEP*, *IT*, and *II*. After the first reference should come the announcement of the abbreviated title, as in the following example: *Freeman's Journal* (hereafter cited as *FJ*).

iii. **Footnote citations of archival material**

In footnote references to documents in archival collections, our practice is to begin with a title of the document itself (in the case of a letter this means the names of sender and recipient), followed by the date. Then the following items (if relevant) should appear within parentheses: the name of the collection, any archival reference numbers, and the name of the repository. Here is an example of a letter to be found in the Davitt Papers at Trinity College Dublin: Michael Davitt to Sabina Davitt, 24 May 1878 (Davitt Papers, D5, Trinity College Dublin [hereafter cited as TCD]).

iv. **New editions, revised editions, and subsequent editions**

If a book has been published in a new edition, a revised edition, or a second or subsequent edition, this information should appear immediately after the title and before the information in parentheses containing the place of publication, publisher, and year of publication. The same holds for information about the number of volumes in a multi-volume work. Here is an example with both bits of information correctly placed: W.E.H. Lecky, *A History of Ireland in the Eighteenth Century*, new ed., 5 vols. (London: Longman, Green, and Co., 1892), 1:206–7. Note that in this example the volume number appears as an arabic numeral (followed by a colon) immediately before the page number(s).

v. **Article citations: use of colon preceding page numbers**

Journal article citations (and only journal article citations) that include page spans should include a colon (rather than a comma) following the closing parenthesis and before the page span: Richard English, “Directions in Historiography: History and Irish Nationalism,” *Irish Historical Studies* 37:147 (May 2011): 447–60.

vi. **Printers/publishers of pre-1900 works**

As early printed works were commonly printed multiple times by different printers, and even in different countries, it is essential to include full printer information so as to enable quotations and sources to be traced. Include that information in citations just as for a modern work.

B. **EXAMPLES: FOOTNOTES (first full citation)**

Book:

Salman Rushdie, *The Ground beneath Her Feet* (New York: Henry Holt, 1999).

Multivolume work:

John Cronin, *The Anglo-Irish Novel*, 2 vols. (Belfast: The Appletree Press, 1990), 2:126.

Contribution to a multiauthor book:

Michael M. Sokal, “Stargazing: James McKeen Cattell and *American Men of Science*,” in *Psychology, Science, and Human Affairs*, ed. Frank Kessel (Boulder, CO: Westview Press, 1995), 11–35.

Journal article:

Stephen Jay Gould, “William Jennings Bryan’s Last Campaign,” *Natural History* 96 (1987): 16–26.

Frederick Ryan, “Criticism and Courage,” *Dana* 5 (September 1904): 149.

Bonnie K. Scott, “John Eglinton: A Model for Joyce’s Individualism,” *James Joyce Quarterly* 12:4 (Summer 1975): 225.

Newspaper citation:

Wexford Independent, 1 Feb. 1879.

IV. DOCUMENTATION—MLA Style Manual

A. **STYLE AND APPROACH**

i. **Works cited and bibliographies**

All articles submitted under an MLA rubric should include either a Works Cited or a Bibliography, and should employ in-line parenthetical citations. Articles relying on footnoted references should follow Chicago style, as above.

ii. **Citation style**

MLA citation style calls for the following approach to in-text citations:

Single citation:

(Burke 3)

Multiple citations:

(Burke 3; Dewey 21)

Multiple works by same author:

(Fisher, *Collected Stories* 178)

iii. **What to include**

MLA style calls for an economy of citation information. Thus, if an author is mentioned in the text, the citation need only mention the page number: “(21)” Unless multiple titles by a single author are going to be cited, a title should not be included in the parenthetical citation. See MLA 5.2 for reference.

B. WORKS CITED: EXAMPLES

Book:

Burke, Kenneth. *Language as Symbolic Action: Essays on Life, Literature, and Method*. Berkeley: University of California Press, 1966.

Contribution to a multiauthor book:

Dewey, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Writer's Guide*. Ed. Ben Riley. Portsmouth, NH: Heinemann, 2000. 20–34.

Journal article (continuous pagination):

Langston, Emily. "Staging Identity: Frances Burney's Allegory of Genre." *Eighteenth-Century Studies* 31 (1998): 433–51.

Journal article (noncontinuous pagination):

Richards, John N. "The (Super)Marketplace of Images." *Arizona Quarterly* 50.3 (1994): 127–53.