



# Contributors' Guidelines

The PRS welcomes submissions of articles, news items, book reviews and event reports from anyone with an interest in the subject. Submissions may be edited, and authors should download the relevant template from the PRS website and follow the house style detailed below.

- We only accept electronic submissions as Word attachments to [editorprsoc@gmail.com](mailto:editorprsoc@gmail.com), or on disk/memory stick sent to: Katja Robinson 13 Dunrobin Place, Edinburgh, EH3 5HZ Scotland.

We regret that we do not have the capacity to word-process submissions.

- Articles should be between 1500 and 3000 words, though we can be flexible on this. Reviews should be 750-1000 words. News items and other short opinion pieces are also welcome.
- Articles may be edited slightly at the Editor's discretion but subject and format will not be substantially changed.
- The Pre-Raphaelite Society is not in a position to pay contributors. However contributors will receive a free copy of the Review and reviewers will be able to keep the book they review.
- Deadlines will be as follows, annually:
  - Spring Issue: 1st February
  - Summer Issue: 1st May
  - Autumn Issue: 1st September

## House Style

Please note the following guidelines before presenting your work. This document also acts as a template to help you with the layout. Just save a copy so that you can refer back to this one as a reference. Please don't let



these guidelines put you off if you are not familiar with them; you can always contact the Editor for help.

# Heading 1: Main Title

## Use Title Capitals for Important Words

## Heading 2: Your Name (as you would like it to appear in print)

All paragraphs will be formatted for print, so please ensure you're using the BodyText style for main text to automatically indent all paragraphs. Paragraphs immediately after a heading are not indented, but Word will handle this for you.

A BodyText paragraph follows automatically.

## Referencing Conventions

Broadly, we follow the MHRA style for referencing. You can view this in detail here:

<http://www.mhra.org.uk/Publications/Books/StyleGuide/index.html>, and a condensed version is listed below.

- When referencing, please use the footnote function in Word, placing the number after a full stop where possible. References should be as follows:
  - **Book:** William Michael Rossetti, *The Poetical Works of Christina Georgina Rossetti, with Memoir and Notes* (London: Macmillan, 1904), p. 13.
  - **Journal article:** Ronald D. Morrison, “‘One Droned in Sweetness Like a Fattened Bee’”: Christina Rossetti’s View of Marriage in her Early Poetry’, *Kentucky Philological Review* 5 (1990), 19-26, p. 22.
  - **Book chapter:** Kathy A. Psomiades, ‘Whose Body? Christina Rossetti and Aestheticist Femininity’, in *Women and British Aestheticism*, ed. Kathy A. Psomiades and Talia Schaffer



(Charlottesville: University of Virginia Press, 1999), pp. 101-18 (p. 108).

- Please note that book titles and paintings must be italicised, while poems and drawings included in ‘single quotes’.
  - For **bold text**, use the **B** button in the toolbar, or use the keyboard shortcut.
  - *For italic text*, use the **I** button in the toolbar, or use the keyboard shortcut.
- Please use single quotation marks throughout, unless they are inside another quote (eg. “‘One Droned in Sweetness Like a Fattened Bee’: Christina Rossetti’s View of Marriage in her Early Poetry”). See **Quotations** section below.
- Please use s’s for possessives of proper names ending in s, eg Millais’s, Morris’s, Burne-Jones’s.
- Do not number pages.
- Please make sure your spelling is UK English not US.

## Basic Character Styles and referencing [Heading 3]

This paragraph contains the <sup>Superscript</sup>, and <sub>Subscript</sub> character styles, should you need to use them. Word will automatically format any footnotes and footnote reference markers for you.

## Quotations [Heading 4]

### Short quotations < 40 words / < 2 lines of verse

Short quotations (up to forty words or no more than two lines of verse) should be ‘enclosed in single quotation marks and run on with the main text’. If a verse quotation includes a line division, this should be marked with a spaced upright stroke ( | ). For a quotation within a quotation, double quotation marks should be used. Unless the quotation forms a complete sentence and is separated from the preceding passage by a punctuation mark, the final full stop should be *outside* the closing punctuation mark.

Long quotations (over forty words or more than two lines of verse) should be broken off by an increased space from the preceding and following lines of typescript. They should not be enclosed within quotation marks. Please use the **QuotePara** style.

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## Figures

If you are including images, please include captions for them as follows: Fig. 1. *Our English Coasts* ('Strayed Sheep'), 1852, William Holman Hunt. Oil on Canvas. © Tate Gallery. (If any further copyright notice is required, the Editor will supply this). Please title any image files you send 'Fig. 1' etc. Only high-resolution images can be printed to a satisfactory standard, that is, images of 300 dpi or higher.

**Insert figure**                      **[short title ref fig1.jpg]**

**Fig. 1. *Our English Coasts* ('Strayed Sheep'), 1852, William Holman Hunt. Oil on Canvas. © Tate Gallery.**

**NB Captions use the FigureCaption style.**

## Bibliography

Please also include a bibliography for any article where you refer to a range of books. Here, the formatting style will be slightly different:

### **[Book]**

Rossetti, William Michael, *The Poetical Works of Christina Georgina Rossetti, with Memoir and Notes* (London: Macmillan, 1904)

### **[Journal article]**

Morrison, Ronald D., "'One Droned in Sweetness Like a Fattened Bee": Christina Rossetti's View of Marriage in her Early Poetry', *Kentucky Philological Review* 5 (1990), 19-26

### **[Book chapter (refer to whole book)]**

Psomiades, Kathy A., and Talia Schaffer, eds., *Women and British*



Aestheticism (Charlottesville: University of Virginia Press, 1999)

If the list includes more than one work by the same author, a long dash should be substituted for the name after the first appearance and works should be listed in date order, e.g.:

Posner, Rebecca. 1996. *The Romance Languages* (Cambridge: Cambridge University Press)

——— 1997. *Linguistic Change in French* (Oxford: Clarendon Press)

## **Biography**

Include a brief (100-word) biography for inclusion with your work. This might include your particular interests in Pre-Raphaelitism, or your work or personal background.