

## SEL Manuscript Preparation

We ask that you prepare your manuscript in conformity with the Chicago Manual of Style, 17th edition, and the following points of house style. Where there are differences between the two, please follow house style. SEL's preferred dictionary is the American Heritage Dictionary, 5th edition.

### TEXT:

- Use a noncolonic title—eight words or less—that would tell any indexer (often someone without literary knowledge) where to list this in electronic and paper indices.
- When indenting, use the format-setting function on your computer so there are no tabs or spaces creating the indent. Tabs and spaces have to be found and removed from the manuscript as line lengths will change in publication.
- Use American rather than British spelling, punctuation, and idiom. Watch out for -our/or, -re/er, -t/ed, -ise/ize, -nce/nse; and use a single consonant before suffixes unless that syllable is stressed (traveling, combatting).
- For possessives: add 's to all singular nouns including proper names, with the exception of Jesus, Moses, and hellenized names ending in -es.
- Put all dates in our style: 20 September 1599.
- Include a serial comma after the penultimate item in a list.
- Always provide full names upon first mention, with the exceptions of Chaucer, Milton, Shakespeare, and Spenser. Subsequent references to a person need only include the last name, unless there is more than one person mentioned with the same last name.
- Space once rather than twice after sentences and colons.
- Use auto-formatted ellipses and make sure there is a space before and after the auto-ellipsis; indicate ellipses of a line or more in poetry by a line of spaced periods running to end of poetry line. Do not indicate initial or terminal ellipses in quotations.
- Space before and after each virgule if indicating a line break in poetry.
- Indent three or more lines of poetry and ten or more lines of prose 1/2 inch in from left margin and 1/2 inch in from right margin. See recent issues for example.
- Do not put spaces between words and the double hyphen used for the m-dash.
- Include brief author identification between end of text and endnotes.

### ENDNOTES:

- Acknowledgments should appear as an unnumbered note directly before note 1.
- Do not use f. or ff.; DO get inclusive page numbers.
- Be sure that notes clarify which edition of primary works you quote from, and give as full a bibliographical reference as possible including place of publication, publisher, date, translator, editor, and reprint information (if you cite a reprint). Example: Arnold Kettle, "Our Mutual Friend," in Dickens and the Twentieth Century, ed. John Gross and Gabriel Pearson (Toronto: Univ. of Toronto Press, 1962), pp. 213–25, 213.
- Give total volumes for multivolume sets.
- Use MLA abbreviations for journal titles as found in the MLA Directory of Periodicals: <https://apps.mla.org/dop>.
- Drama references to act and scene should be in cap and lower case Roman numerals; line numbers are in Arabic numerals. Example: IV.ii.23.
- For periodicals, give issue, volume number, month, season, and year of issue, and inclusive pages. Issue and volume should be separated by comma and space. Example: SEL 36, 3 (Summer 1996): 451–7, 454.
- City and state should have no comma between them in publication information. States should use post office standard abbreviations (i.e., CA—not Calif.)
- Use Univ. Press instead of U.P. or University Press.
- Indicate line numbers. Use "line" and "lines" rather than l. and ll.
- Use the abbreviations p. and pp. for "page" and "pages" in the endnotes and parenthetical references. However, references to articles in periodicals do not require p. or pp. after the colon that follows the year in parentheses.
- Use chap. for "chapter" and chaps. for "chapters"; use edn. for "edition."
- Number ranges should show only changed numerals (i.e., 161–4, 33–9). Ranges of years are an exception, however (e.g., 1941–45).