

Hyphen Journal: Style Guide

This style guide is recommended for academic/scholarly submissions. Please apply these guidelines as far as possible. These guidelines might not apply in their entirety to a submission considered by its author as a piece of creative writing, free-form essay, experimental or art writing.

Part 1. Referencing

Hyphen uses the **Harvard referencing system**. We recommend that you refer to [this website](#) for an in-depth guide, and to [this website](#) for an introduction.

Please note that in the case of any differences in styles, the *Hyphen* house style takes precedence.

Citations embedded in the main text

Hyphen house style is Harvard references embedded in the main text in the Author date format, (Surname Year: Page).

For example: (Harper 1999: 27).

For multiple citations and all other variations, please refer to the [Harvard style referencing guidelines](#).

Bibliography

There should be a single bibliography. The default name for this list is 'References'.

All items should be listed alphabetically by author or authorship. Several works by the same author or source should be listed together chronologically with the earliest work listed first. Bibliographies do not need to be split into 'References' and 'Further Reading', 'Works Cited' or 'Filmography'.

Books with a single author, for example, should follow the format: Surname, Name (Year), Title, City: Publisher.

For example:

Auslander, Philip (2007), *Theory for Performance Studies*, Abingdon: Routledge.

Part 2. Style guide for text

Hyphen uses the [Intellect Books style guide](#).

Examples of style elements

Endnotes

Notes are formatted as endnotes as opposed to footnotes. Endnotes are numbered within the main text using superscript Arabic numerals. The numbers should always appear after a punctuation mark, except if the punctuation mark is a dash or a colon – then the superscript number is placed before.

Bullet Points

The first word of each bullet point should have an initial capital letter and use full points only if the text in the bullet point consists of a completed sentence; otherwise use no punctuation if the bullet points are just a list of single (or a couple of) words or fragments of sentences

Captions

Captions for images or other media should appear on another free-standing line below the 'Insert' line.

The following is the agreed style for captions, and as much information as is available should be provided: Figure 1: Artist, *Title of Artwork*, Year. Medium. Dimensions. Location. Copyright holder information [use of Courtesy of or © should be consistent].

Dates

21 March 1978 (but September 11 or 9/11 is permitted)

1970s, 1980s

1964–67; 1897–1901

nineteenth century, twentieth century, twenty-first century

Numbers

One to twenty (in words)

21–99 (in figures)

100, 200, 1000, 1500, 5000, 10,000

Numbers in a range, up to 100 both numbers appear in full: pp. 10-19, 19-21

After 100, only the changed part of the second number is used: 102-07, 347-49

thirty, forty, fifty (if expressed as an approximation)

Quotations

Our style for quotations embedded into a paragraph is single quote marks, with double quote marks for a second quotation contained within the first.

Quotes longer than three lines are indented following a line break and do not require quotation marks or italics.

Omitted material in quotations should be signalled by an ellipsis enclosed in square brackets: [...].

Quotes embedded in a sentence, which include a capital in the original source should be amended to lower case using square brackets. For example: Nora Barnacle referred to Joyce's work as '[t]hat chop suey' (Maddox 1988), rather than Nora Barnacle referred to Joyce's work as 'That chop suey' (Maddox 1988).

Please avoid breaking up quotations with an insertion such as, for example: 'This approach to *mise-en-scène*', says MacPherson, 'is not sufficiently elaborated' (MacPherson 1998: 33).