Stylesheet New-Victorian Series

Volume editors who publish in the Neo-Victorian Series basically follows the style guide of their choice, consistently throughout. In addition to that, the series has the below requirements for editing and copy-editing your manuscript. For more detailed information and answers to the most common questions that pop up during the editing process, please consult the Brill author guide: Brill's Author Guide

Copy-editing and formatting in the Brill style

– Once you have submitted the manuscript, it will be professionally typeset and converted to the Brill Typographic Style.
– Please note that Brill usually asks you, as the author, to take care of copy-editing and to submit a draft that is as clean as possible. Please discuss this with your Brill contact.
– If you are not a native speaker, we encourage you to have your manuscript read by a native speaker before submitting it to Brill.
– When finalizing the manuscript, please pay attention to the following elements of copy-editing:
  – Clearly mark (the level of) headings, (block) quotations, paragraphs, insertion points for illustrations and/or tables.
  – Please supply a running title for each chapter (max. 60 characters including spaces and punctuation marks).
  – The first line of a paragraph should be indented, except after a blank line, a (sub-)heading or a block quotation. Use a tab, not spaces, for indentation. Normally, paragraphs should not be separated by a blank line.
  – Use footnotes rather than endnotes. Footnote numbering should restart in every chapter. In English-language texts, footnote numbers should follow any punctuation marks.
  – Larger sections of quoted text (exceeding 3 lines) should be set off from the running text by a blank line before and after the quoted text, and the text should be indented on the left-hand side. No quotation marks should be used for these block quotes.
  – Please supply a short abstract (max. 100 words) at the start of each chapter of a collected volume.
  – If you use section headings, make sure these are recognizable as such. If you have more than one level, there should be a clear and consistently used distinction between them. Please avoid numerical levels, such as 1.1.1.3., for books in the humanities. Brill adheres to use of title-casing in headings.
Additional requirements for the Neo-Victorian series

Copy-editing points of attention:

− Correct capitalisation in chapter titles.
− Keywords (10 in number) should be listed in alphabetical order, only using capitals for proper names & nouns, and end on a full stop. Cite full (first and last) name for persons, but list by letter of last name (i.e. Angela Carter to appear under ‘C’).
− Note that for book-length works, the max. word count that may be quoted is 800 words, with no single extract to be longer than 100 words.
− As a general rule, we include author’s names at first mention of a novel, short story, poem, etc. and directors’ names at 1st mention of a film. TV series also need names, perhaps the creators, if not the directors (as the latter tend to change).
− Standardise references (intro. & all chapters) in line with series format – these must be always be full references (Author date: p.), even if the author is mentioned in the foregone sentence.
− Standardise hyphens (for insertions in sentences) in line with series format – these should be medium ( – ), not short or long ( - or –– ).
− All primary works/novels should include parenthetical first dates of publ. Note that we do not commonly include dates for critical 20th and 21st-C. Works.
− Use full names (i.e. include first names) at first mention of critics in intro. and in each chapter in the main body. If first mentioned in a footnote, repeat at first mention in the body of the text.
− Wherever possible place superscript numerals for notes AFTER a punctuation mark, not mid-sentence.
− Try and avoid sentence fragments in notes.
− Where full-sentence quotes or quotes beginning with a capital do not follow double colons, but complete the contributors’ sentences, replace initial capital. E.g. change ‘possible, while “Immediate impetus [etc.]”’ to ‘possible, while “[i]mmediate impetus [etc.]”’.
− Short titles (e.g. ‘The Happy Prince’; ‘The Final Problem’; the ‘From Hell’ letter) to be cited in single inverted commas, please. Double quote marks only to be used for direct quotes.
− Please combine multiple reference to the same single source in the same sentence (e.g. Duperray references, pp. 7-8).
− In footnotes (and elsewhere) always place parenthetical references at end of sentence of clause, prior to punctuation, not directly after the critic’s name.
− Try and avoid beginning sentences with conjunctions (e.g. “And”).
− Always spell out centuries (i.e. don’t use 19th, 20th) to ensure consistencies across the series.
− Preferably italicise exhibition titles.
− Use ‘n.p.’ rather than ‘n.pag.’.
− Use lower case for ‘neo-Victorian’; ideally, capitalise Gothic throughout the volume, and do not hyphenate postcolonial/postcolonialism.
− Check all subheadings for proper capitalisation.
− Always use ‘added emphasis’ rather than ‘my emphasis’
− Spell out full page numbers, i.e. 143-144, not 143-4
− Always clarify ellipses, either by adding ‘original ellipses’ to end of reference or else using square brackets – [...] – around them.
− At first mention, ideally cite characters’ full names.
− Please use either UK or US spelling consistently throughout, i.e. –ise/–isation, or –ize/–ization; humour/behaviour, or humor/behaviour, etc.
− For access dates to websites/internet sources in the bibliography please use the following format: (consulted 15.12.2015), NOT (consulted 15 Dec. 2015).
− For chapters in edited collection please also invert editor’s/editors’ first and last names.
− For multiple entries by the same author, write the author details again in full.
− Spell out US state names and ‘University Press’ (i.e. do not use ‘UP’).
− For abbreviated entries (a chapter from a collection, of which multiple chapters are cited, use editors’ names followed by date, not title. E.g.:
− Please use single-spacing and ‘Hanging Indent’ format in the bibliography.

**OTHER GENERAL COMMENTS:**
− For a volume in the Neo-Victorian Series we would ideally have liked to see all contributors engage – at least if only on a basic level – with notions of the ‘neo-Victorian’.