Journal for the Study of British Cultures (JSBC)
Style Sheet for Contributors

1. General Information

■ Articles for *JSBC* should not exceed a total length of 5,000 words including a bibliography of all works cited.

■ Texts should be submitted to the editors as a Word file.

■ Format specifications: font Vesper Libre / margin top 5cm / margin bottom 6cm / margins left and right 4.75cm / Header 4.2cm / Footer 5.2cm. For all other specifications, please consult the **template**.

When penning their articles, it would be best if authors used the **template** from the start.
The template provides customised styles which you can find in the 'Styles Gallery' located on the 'home' tab. These are:
Title JSBC
Subtitle JSBC
Author JSBC
Title Subchapter JSBC
Paragraph 1 JSBC (for all first paragraphs and paragraphs after indented quotations)
Paragraph 2 JSBC (for all second and following paragraphs)
Quotation JSBC (for indented quotations)
Space Line JSBC (for the blank line preceding the heading of a subchapter)
Footnote JSBC
Heading Bibliography JSBC
Bibliography JSBC (for all bibliographical entries)
Whenever you are not sure whether a text is formatted correctly, simply place the cursor in the respective section and click on the respective style in the Styles Gallery.

■ Contributions must be in British English.

2. Layout of the Text

2.1. The texts should be subdivided into several chapters. These chapters must carry headings and be numbered with Arabic figures (left-justified):
1. Introduction
2. Stars of Empire
3. Exemplary Lives
4. Conclusion

2.2. The *JSBC* uses **parenthetical references** for both direct and indirect (paraphrased) **quotations**. Quotations should be included and referenced in the text according to the following examples. If a quotation ends with a full stop or another punctuation mark, do *not* include it in the quotation, but add it after the parenthetical reference.
Consider the following examples:

■ Direct quotation: Wessex has changed so much that it serves as a stage for "the ache of modernism" (Hardy 1975: 152).

■ Direct quotation: "As both historical and contemporary studies have shown, masculinity has to be constantly reinforced by cultural texts of all kinds" (Bassnett & Ecker 1996: 100).

■ Indirect quotation: Teachers have demonstrated that it is possible to provide opportunities for meeting people from the target cultures here in Germany (Müller 1989: 112).

■ If the author has already been named in the text proper, it is enough to supply the appropriate year within the parenthesis:
As Michael Byram (1991: 186) and Géneviève Zarate (1990) have shown, an ethnographic approach can be very fruitful.

■ If the same source is referred to or quoted in immediate succession, an '(*ibid*.)' will replace the full reference if work and page number are identical. If only the page number changes, add a colon and the new page number(s) '(*ibid*.: 000-000)'.

■ If possible, do not use footnotes with the title.

■ For page references, always use complete numbers:
  − not "120f.", but "120-121";
  − not "143-86", but "143-186";
  − not "f." nor "ff." nor "seq.".

■ While shorter quotations appear in quotation marks (English version, i.e. superscript) within the text, longer ones (of more than three full lines) do not appear in quotation marks but as an indented paragraph.

■ Omissions and additions::
  − If parts of a citation are omitted, the omission is noted by three full stops enclosed in square brackets: […].
  − Direct quotations: double quotation marks (" "); but: quotation marks are *not* used for long quotations (i.e., indented quotations).
  − Self-coined phrases or phrases without immediate reference, as well as quotations within quotations (yet not in indented quotations): single quotation marks (' ');
  − Use typographic, not straight, quotation marks and apostrophes.

2.3. Footnotes must only be used for longer commentaries or 'asides', not for page references (see 2.2).

2.4. Tables in the text: short reference to the source (left-justified):

Table 7: Economic Activity of Married Couples of Working Age* with Dependent Children, by Age of Youngest Dependent Child: Great Britain, 1996

Economic activity of husband and wife	Age of youngest dependent child			
	0-4	**5-9**	**10+**	**All**
	Percentages			
Husband working with:				
Wife working full-time	17	21	29	22
Wife working part-time	35	44	43	40
Wife unemployed	3	3	2	3
Wife economically inactive	33	20	13	23
Total	89	87	86	87

* Married couples with husband aged 16-64 and wife aged 16-59. ONS (1998: Table 5.13)

2.5. With ordinal numbers, the 'th' should not be formatted as superscript:
  − not: 19th century,
  − but: 19th century.

2.6. To indicate a time span in years, please use a hyphen without spaces: 1680-1830.

2.7. It is one, two…, ten, 11, 12, 13…; the 1950s, the 17th century.

3. Bibliography
Every article must have a bibliography in alphabetical order. The bibliography only includes the works cited or referred to within the text proper. In some cases, it might be useful to subdivide the bibliography into 'Primary' and 'Secondary Sources'.

3.1. Monographs
■ Name, first name (year of publication), *title: subtitle*, place: publisher.
    ■ Please use the authors' complete names, no initials:
        Davey, Kevin (1999), *English Imaginaries: Six Studies in Anglo-British Modernity*, London: Lawrence & Wishart.
■ Several authors:
        two authors: Jacobi, Otto & Hans Kastendiek (1985), [...].
        three and more authors: Allnutt, Gillian *et al.* (1988), [...].
■ Editor(s) (an 'ed.' or 'eds.' appears between name and date of publication):
        1 During, Simon, ed. (1993), [...].
        2 During, Simon & Patrick Brantlinger, eds. (1993), […].
        3 Cooke, Anthony *et al.*, eds. (1998), [...].
■ Several works of one author: name is mentioned only once and subsequently substituted by a dash:
        Kramer, Jürgen (1995), [...].
        − (1997), [...].
■ In case of several places of publication, indicate only the first:
        [...] *The New Englishes*, London: Routledge & Kegan Paul.
■ Specifications of the place of publication are only necessary in cases where confusion is possible:
        [...] *Democracy and New Media*, Cambridge/MA: Paradise.
■ With place names, please use the international versions, e.g. do not write "Frankfurt am Main", but "Frankfurt/Main".
■ Title of series, first edition or other important information:
        Turner, Graeme (1990), *British Cultural Studies: An Introduction* (Media and Popular Culture 7), Boston: Unwin Hyman.
        Williams, Raymond (1984), *The Long Revolution* ([1]1961), [...].
        Solomos, John (1993), *Race and Racism in Britain* (Revised Edition), London: Macmillan.
■ With translations, name the translator:
        Barthes, Roland (1993), *Mythologies* ([1]1957), transl. Annette Lavers, London: Vintage.
■ Specifications like 'transl.' etc. in front of the name:
        − not: [...], Annette Lavers, transl., [...]
        − but: [...], transl. Annette Lavers, [...].
■ Concerning the publisher, surnames suffice:
        − not: [...] London: John Miller.
        − but: [...] London: Miller.
■ Abbreviations (e.g., of publishing houses) should be resolved:
        − not: [...] Oxford: OUP.
        − but: [...] Oxford: Oxford University Press.
■ With more publishers than one do not use "and", but "&".
■ Capitalisation in titles:
        − capitalise nouns, pronouns, verbs, adjectives, adverbs, subordinating conjunctions;
        − do not capitalise articles, prepositions, coordinating conjunctions, 'to' with infinitives.
■ Attention: periods and commas not belonging to titles are not italicised!

3.2. Articles from Collections of Essays, Periodicals, and Newspapers
■ Articles in collections:

Hall, Stuart (1985), "The Rediscovery of Ideology", in Veronica Beechey & James Donald, eds., *Subjectivity and Social Relations*, Milton Keynes: Open University Press, 23-55.
- With articles from periodicals or newspapers, omit 'in' after the title of the article:
Thomas, Keith (1959), "The Double Standard", *Journal of the History of Ideas*, 20, 195-216.
Samuel, Raphael (1989), "History's Battle for a New Past", *The Guardian*, 21 January, 13.
- In case journals differentiate between volume and issue, separate volume number and issue by a dot:
[…] *Cultural Studies*, 33.2, 173-197.
- If the author of an article and the editor of the collection from which the article is taken are identical, only their initials are repeated:
Würzbach, Natascha (1993), "Frauen machen Theater", in N.W., ed., [...].
- Normally, all specifications about the source follow the title of the essay, in this order: first name and surname, ed./eds., *title*, place: publisher, page numbers.
[...], in Veronica Beechey & James Donald, eds., *Subjectivity and Social Relations*, Milton Keynes: Open University Press, 23-55.
- However, if an essay collection has an entry of its own in the bibliography, only add: name, page numbers:
[...], in Jones, 35-42.
- In such a case, the year is necessary only if the editor is mentioned in the bibliography with more than one work. If the editor is listed with more than one work in a year, letters must be added:
[...], in Maassen (2002a), 35-42.
- A collection of essays is given an extra entry in the bibliography if more than one of its essays are listed.

3.3. Internet Resources
- If author and year of publication are known:
Author (year), "Title", http://web page (date of last retrieval).
Hastie, Nicki (1994), "'You Never See Lesbians': Reading 'Lesbian' through Channel 4 TV's *Brookside*", http://www.nickihastie.demon.co.uk/brooksid.htm (15 July 2002).
- If author and year of publication are not known:
"Title" (n.d.), http://web page (date of last retrieval).
"Frequently Asked Questions" (n.d.), http://www.bnp.org.uk/faq.html#bonds (22 January 2004).

3.4. Films
Title (country year, D(irector): [...], Sc(reenplay): [...]).:
Bridget Jones's Diary (UK 2001, D: Sharon Maguire, Sc: Helen Fielding).

3.5. TV Show
Title (country, channel/network, D(irector): […], date of broadcast):
Queens of Jazz: The Joy and Pain of the Jazz Divas (UK, BBC Four, D: Chris Rodley, 10 May 2013).

3.6. TV Series
Title (country year, Creator: […]):
Downton Abbey (UK 2010-2015, Creator: Julian Fellowes).

- Episode of TV Series:
"Episode Title" (year), *TV Series* (country, Creator: […]):
"The Blood Line" (2011), *Torchwood* (UK, Creator: Russell T. Davies).

3.7. Images
- In print publications:

Creator (year), "Title of Image", in editor(s), ed(s)., *Title of Publication*, publisher, publication date, page number(s).

> Capa, Robert (1944), "D-Day", in Anne Wilkes Tucker & Will Michels, eds., *War/Photography: Images of Armed Conflict and Its Aftermath*, New Haven: Yale University Press, 2012, 169.

■ In online publications:
Creator (year), *Title*, http://web page (date of last retrieval).

> Millais, John Everett (1851-1852), *Ophelia*, www.tate.org.uk/art/artworks/millais-ophelia-n01506 (21 June 2014).

3.8. Videos from Online Platforms
Name of person who uploaded the video (year), "Title of Video", *Video Platform*, http://web page (date of last retrieval).

> Lily, Jennifer Jane (2017), "J.K. Rowling's Speech at Deathly Hallows: Part 2 Red Carpet Premiere", *Youtube*, www.youtube.com/watch?v=tyRqtYCzHcs (23 February 2018).

3.9. Podcasts
"Title of Podcast Episode" (year), *Podcast*, http://web page (date of last retrieval).

> "Imagined Futures" (2019), *Digital Visual Cultural*, http://podcasts.ox.ac.uk/episode-5-imagined-futures (26 June 2019).

3.10. Twitter
Author (year), "Title/First Line of the Post", *Social Media Platform*, http://web page (date of last retrieval).

> Rowling, Joanne K. (2015), "Snape Is All Grey", *Twitter*, https://twitter.com/jk_rowling/status/670176159561326592 (25 June 2019).