

## ***Names* Style Sheet**

Revised March, 1995

All submissions to *Names* should be prepared according to the author-date system of documentation as found in *The MLA Style Manual* and the *MLA Handbook for Writers of Research Papers* (§5.7.1). Documentation should be given in the text rather than in notes, and a list of references giving full bibliographic information for the works cited should follow the text and notes. Three copies of articles should be submitted to the editor and one copy of reviews, queries, notes or comments. Photocopies are acceptable.

This style sheet assumes that manuscripts will be created and printed using a word processor or computer. Typewritten manuscripts are acceptable and they should follow these guidelines as closely as possible. For details and circumstances not covered here, see the appropriate sections in the *MLA Style Manual* or the *MLA Handbook for Writers of Research Papers*.

Manuscripts of articles submitted to *Names* usually consist of a cover page, an abstract, the text of the article, notes, and references. These may be supplemented by appendices, maps, charts, tables, graphs or figures.

### **I. Manuscript**

A. On the cover page give the title and sub-title of the article and the complete name and affiliation, mailing address, e-mail address, FAX and telephone number of the author(s). This information should on the cover page and nowhere else.

B. In the abstract, characterize the article. Include such things as the nature of the issues considered, the sources of the data, the methodologies used and a general summary of the findings. The abstract should be approximately 100-150 words and should be written in the same style and voice as the body of the article.

C. Prepare the text of the article and notes using the following guidelines. The first two items are especially important.

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1. Disable both the hyphenation and full justification features of your word processor. Justify the LEFT margin only and DO NOT HYPHENATE.

2. DO NOT use the footnote/endnote feature of your word processor for notes. Type all notes AS TEXT following the body of your article directly before the list of references.

3. Use standard (8½ by 11 inches or A4) paper and leave 1-inch margins at the top and bottom and along each side.

4. Double space the manuscript: title, abstract, text, quotations (no matter how long) and notes. The references section should be treated differently (see II. B. 9 below).

5. Direct quotations should be incorporated directly into the text whenever possible. However, quotations which would take up more than three lines should be set apart and indented from both the left and right margins approximately ½ inch.

6. Print manuscripts in 10-point Courier type (or the nearest equivalent). Use this font throughout the manuscript: for the title, abstract, text, quotations, notes and references.

**This is 10-point Courier.**

Do not use a proportional font and do not use a variety of type faces, styles or sizes. Also avoid the temptation to use such highlighting features as italic, shadow, redline, double underline or small capitals. Use bold only in the single circumstance noted in item 8 below.

7. Use a single underline where italics would appear in print; for example, for book and journal titles or for emphasis.

Underline words, names and phrases only when they are used as onomastic examples and incorporated directly into the text:

Family names such as Emerson, Armstrong and Thompson are becoming increasingly popular as given names.

Vogel has found more than 30 spellings of the name Chicago, including chicogua, chekakou and Eschikagou.

8. Gloss citation forms and examples from foreign languages in single quotation marks:

Istrouma 'red stick' is a familiar example.

Another such name is Edward which means 'guardian'.

Place descriptions or connotations of names in double quotation marks:

Mitchell "thoughtful and intelligent".

9. Consider lists of names accompanied by commentary as though they comprised a small name dictionary. These should be listed and discussed individually rather than in connected text. In these cases, treat each name and its commentary as a separate paragraph, **bolding** each name when it occurs as a citation form:

A number of names have disputed or incorrect etymologies:

**Fair Dealing.** The name may or may not have been derived from the practice of treating sympathizers of both the North and the South equally.

**Berlin.** The name of the city in Maryland has nothing to do with the city in Germany; rather, it is a contraction of Berle's Inn.

**Balbo.** The Chicago street name is not a misrepresentation of Balboa, as it might appear to the folk etymologist, but is named for an officer in the Italian Air Force.

## II. Documentation

Normally, the names of books, journals or articles should not appear in the text. Documentation by author and date of publication should appear in reasonable proximity to the quotation or paraphrase it documents. Notes should be reserved for additional examples, explanations, elaborations, or qualifications of points made in the text. Notes, of course, may contain their own documentation.

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### A. Internal (Parenthetical) Documentation

1. Identify all references in parentheses by author and year of publication. Separate multiple references with semi-colons:

(Harder 1989). Or: (Miller 1987; Ashley 1989b).

2. For direct quotations and when otherwise relevant, include page number(s) in addition to author and year of publication:

Litt believes that "the placename Essex was excised either by the censor or by Shakespeare himself" (1993, 301).

Or: (Rennick 1991, 3-4). Or: (Murray 1993a, 34; Nuessel 1990, 12, 21-32, 330-31).

3. If the author's name is included as part of the text, do not repeat it in the citation:

Nicolaisen (1993b) has noted the value of placenames in the study of language change. Or:

The value of placenames in the study of language change has been noted by Nicolaisen (1993b). Or:

Nicolaisen has noted the value of placenames in the study of language change (1993b).

### B. References

The reference section should contain full bibliographic information on all and only those works explicitly mentioned in the body of the article or in the notes. Begin the reference section on a new page, but WITHOUT entering a hard page break in the document.

1. Treat each reference entry as a text block. Do not indent; do not use tabs or margin releases.

2. Single-space within each entry and double-space between entries. Use the same type face and size that you use in the body of the article and in the notes. Underline the names of books and journals; do not use italics.

3. Include the following elements in each entry: author's surname, given name(s) or initial(s), and, if appropriate, the given name(s) and surname(s) of other authors followed by a period; then the year of publication, also followed by a period.

Give the full title and subtitle of the work, underlined if it is a book, in double quotation marks if it is a journal article. Article titles should be followed by the full name of the journal, underlined, the volume number, a colon and the page number(s). The titles of books should be followed by the place of publication and the name of the publisher (see sample entries below).

4. Arrange entries alphabetically by surname(s) of author(s).

5. Arrange multiple works by the same author(s) in ascending chronological order.

6. Use lowercase letters to distinguish multiple items published by the same author(s) in the same year(s).

7. Use authors' names as they appear on the original publication; do not replace full names with initials or vice versa.

8. Abbreviate university press names: UP of Kentucky, Cambridge UP, U of Alabama P.

Examples of entries in the reference section:

Allen, Irving Lewis. 1983a. The Language of Ethnic Conflict: Social Organization and Lexical Culture. New York: Columbia UP.

\_\_\_\_\_. 1983b. "Personal Names That Became Ethnic Epithets." Names 31: 307-17.

Barry, Herbert, III, and Aylene S. Harper. 1993. "Feminization of Unisex Names from 1960 to 1990." Names 41: 228-238.

Grimaud, Michel. 1988. "Discourse Anaphora and the Functioning of Proper Names in Narrative." Psychological Approaches to the Study of Literary Narrative. Ed. Colin Martindale. Hamburg: Buske, 96-132.

\_\_\_\_\_. 1989. "Onomastics and the Study of Literature." Yearbook of Comparative and General Literature 38: 16-35.

Nicolaisen, W. F. H. 1976. Scottish Place-Names: Their Study and Significance. London: Batsford.

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OED. The Oxford English Dictionary. 1933. 12 vols. Oxford: Clarendon.

Read, Allen Walker. 1984. "Changes in the Place-Name Cover of the United States." North Central Name Society. Chicago, IL, April.

Rennick, Robert M. 1984. Kentucky Place Names. Lexington: UP of Kentucky.

### III. Non-text Items

Figures, maps, charts and other graphics should be professionally produced and sized to fill a space measuring no larger than 4½ by 6¼ inches. Provide an appropriate descriptive title for each graphic and place each one on a separate numbered page.

### IV. Accepted Manuscripts

#### A. Disk Copy

Once a manuscript has been accepted for publication, the author(s) should send a disk containing

1. the text of the article or review in WordPerfect 5.0, 5.1, 5.1+ (DOS only) or ASCII, formatted according to the guidelines set out above,

2. the tables referred to in the text. Hard copies should reflect the way the tables should appear in the article. On the disk, however, prepare the table as a series of columns and rows with ONLY the following formatting:

- a SINGLE tab between column entries and a single hard return at the end of each row.

3. NO footers or headers.

(If you are unable to meet the disk requirement, contact the editor).

B. Unless quoted directly, the form used by *Names* is *placename* rather than *place name* or *place-name*.