



SCHOOL OF SLAVONIC & EAST EUROPEAN STUDIES

Style Guidelines for the Presentation of Dissertations and Assessed Essays (for MA, MRes, and IMESS students)

The style guidelines that follow are modeled on those recommended to contributors to the *Slavonic and East European Review*. Social Sciences students may prefer to use the 'Harvard' reference system. **Whatever system you use, you must ensure consistency of style throughout the dissertation or assessed essay, as well as correct spelling and punctuation.**

SEER style is based largely on the *MHRA Style Guide*

(www.mhra.org.uk/Publications/Books/StyleGuide) and on the *Oxford Writers' Dictionary*. These will provide guidance on areas not covered in these notes.

Note that titles of books and journals may be underlined or in *italics* – remember to be consistent.

1. REFERENCES IN FOOTNOTES

References to sources should be cited in footnotes. Use the following styles for references, paying close attention to punctuation.

Books:

Give: author/editor, title, edition number if relevant, no. of volumes if relevant, place(s) of publication and the name of the publisher, year(s), volume number if relevant, page reference.

For multi-volume works you *must* give the number of vols and their inclusive dates of publication, and cite the relevant volume (in lower case roman numerals) and page reference. This is particularly important in the case of, for example, Complete or Collected Works, of which there may be several editions in existence.

After the title, please also give the editor, translator and so on where necessary.

For places of publication in the USA, give also the two-letter postal abbreviation of the state (unless published in the city of New York).

Lindsey Hughes, Russia in the Age of Peter the Great, New Haven, CT, and London: Yale University Press, 1998, p. 27.

The Works of Thomas Nashe, ed. R. B. McKerrow, 2nd edn, rev. F. P. Wilson, 5 vols, Oxford: Oxford University Press, 1958-63, 3, pp. 129-31.

Catherine O'Neil, Nicole Boudreau and Sarah Krive (eds.), *Poetics. Self. Place. Essays in Honor of Anna Lisa Crone*, Bloomington, Indiana: Slavica Publishers, 2007

NB. 'p.' refers to one page, 'pp.' to more than one page.

Articles/chapters in books:

For a chapter in a monograph, give: author, 'chapter title' in author's name, book title, place of publication, publisher, date, page span of chapter (specific page reference).

For a chapter in an edited or multi-authored volume, give: author, 'chapter title' in editor's/author's name(s), book title, place of publication, date, page span of chapter (specific page reference).

Pierre Hassner, 'The Nation-State in the Nuclear Age' in Hassner, Violence and Peace: From the Atomic Bomb to Ethnic Cleansing, trans. Jane Brenton, Budapest, London and New York: Central European University Press, 1997, pp. 73-98 (p. 76).

Jarosław Czuby, 'The Attitudes of the Polish Political Elite towards the State in the Period of the Duchy of Warsaw, 1807-1815' in Michael Rowe (ed.), Collaboration and Resistance in Napoleonic Europe: State-Formation in an Age of Upheaval, c.1800-1815, Basingstoke and New York: Palgrave Macmillan, 2003, pp. 169-85 (p. 178).

Articles in journals/periodicals:

Give: author, 'article title', journal title, volume number, year, issue number if relevant, page span (specific page reference). For periodicals give periodical title and date (give place of publication only where confusion may arise). Note that a comma rather than 'in' follows the article title, as opposed to the style for articles in books, described above.

Nicole Christian, 'Manifestations of the Eccentric in the Works of Vasilii Shukshin', Slavonic and East European Review, 75, 1997, 2, pp. 201-15 (p. 207).

David Rieff, 'The Agency that Has Had a Bad War', Guardian (London), 10 June 1999, p. 19.

Note that only the London newspaper The Times has a definite article: New York Times, Daily Telegraph.

Theses otherwise unpublished:

Follow this style:

Robert J. Fusillo, 'The Staging of Battle Scenes on the Shakespearean Stage', unpublished PhD dissertation, University of Birmingham, 1966, p. 33.

Archival sources:

Give details of location and archive, followed by title in single quotation marks or details of document. Note use of abbreviations used in reference to Russian archives, and see also 'Repeated references' below for abbreviating archive names.

London, Public Record Office, Foreign Office, FO 371, 43989, R20647, Minute by Pink, 25 December 1944.

Gosudarstvennyi Arkhiv Rossiiskoi Federatsii, f. 1318, op. 1, d. 1, 1. 1.

Online sources:¹

References to online publications should follow this sequence: author's name, title of item, title of complete work/resource, publication details (vol., issue, date), full address of the resource in angle brackets, date at which the resource was consulted (in square brackets), location of passage cited (in parenthesis):

Steve Sohmer, 'The Lunar Calendar of Shakespeare's *King Lear*', *Early Modern Literary Studies*, 5.2, 1999 <<http://purl.oclc.org/ims/05-2/sohmlear.htm>> [accessed 28 January 2000] (para. 3 of 17).

For complete texts, or chapters from complete texts published online with original pagination, the full reference should be given before the online source. For example:

Davis McCombs, 'Star Chamber' in *Ultima Thule* (New Haven, CT: Yale University Press, 2000), p. 4, in *Database of Twentieth-Century American Poetry in Literature Online* <<http://lion.chadwyck.co.uk>> [accessed 20 September 2000].

Repeated references:

Please give full reference as above for the first mention. You may use abbreviations for standard reference works (OED, PSZ). You may use *ibid.* (note full stop, not italic) for a repeated reference which immediately follows a reference to the same work, but *do not use* op. cit. For clarity in repeated references, *use a shortened form of the title or the author's name* or both, whichever is clearer, and make this clear in the first reference.

¹ Other formats of referencing can also be used. For details see:
<http://www.apastyle.org/electref.html>
http://www.columbia.edu/cu/cup/cgos/idx_basic.html
<http://www.bedfordstmartins.com/online/citex.html>
<http://www.tsufl.edu/library/5/citation.htm>

Book:

1st reference: Lindsey Hughes, Russia in the Age of Peter the Great, New Haven, CT, and London: Yale University Press 1998 (hereafter, Hughes, Russia), p. 27.

Repeated reference: Hughes, Russia, p. 25.

Chapter:

1st reference: Jarosław Czubaty, 'The Attitudes of the Polish Political Elite towards the State in the Period of the Duchy of Warsaw, 1807-1815' (hereafter, Czubaty, 'The Attitudes of the Polish Political Elite') in Michael Rowe (ed.), Collaboration and Resistance in Napoleonic Europe: State-Formation in an Age of Upheaval, c.1800-1815, Basingstoke and New York: Palgrave Macmillan, 2003, pp. 169-85 (p. 178).

Repeated reference: Czubaty, 'The Attitudes of the Polish Political Elite', p. 175.

Article in journal:

1st reference: Nicole Christian, 'Manifestations of the Eccentric in the Works of Vasilii Shukshin' (hereafter, 'Manifestations'), Slavonic and East European Review, 75, 1997, 2, pp. 201-15 (p. 207).

Repeated reference: Christian, 'Manifestations', p. 210.

Archival reference:

1st reference: Gosudarstvennyi Arkhiv Rossiiskoi Federatsii (hereafter, GARF), f. 1318, op. 1, d. 1,1. 1.

Repeated reference: GARF, f. 1318, op. 1, d. 1,1.78-79.

If you have a large number of footnotes, and a reference is not repeated for a while after its first mention, it may occasionally help the reader if you refer back to the original note, for example:

Christian, 'Manifestations' (see note 7 above), p. 210.

2. BIBLIOGRAPHY

Primary and secondary source materials should be listed in alphabetical order at the end of your dissertation or essay. This should give all the works to which you have referred in the body of your work and any others you have consulted which you consider important. In order to make the alphabetical order clear, the surname should come before the initials. Each entry should contain the author's surname, initials, the title of the publication (underlined or in italics), and the place and year of publication **in that order**:

Cornwell, N., Pushkin's *The Queen of Spades*, Bristol, 1993

For edited volumes, put the editor's name first:

Schweitzer, V. (ed.), Marina Tsvetaeva: One Hundred Years, Berkeley, CA, 1994

Entries in the bibliography for **articles** should give the author's name, followed by the title of the article in single quotation marks, the name of the journal (underlined or in italics), the volume number (if any), date of publication, issue number (if any) and page numbers.

Nicholas, M.A., 'Pil'niak on writing', Slavonic and East European Review, 71, 1993, 2, pp. 217-53

As mentioned above, indicate only those sources to which you have referred in the body of your essay and any others you have consulted which you consider important, but not the entire extent of your reading.

3. GENERAL POINTS

Non-English titles

Titles of non-English periodicals should be underlined and transliterated. There is no need to give a translation of the title, for example, Pravda, Nash sovremennik, Russkaia mysl'.

Titles of literary and other works discussed should be given in the original, underlined and transliterated, and a translation of the title and the date of original publication should appear in parentheses, for example, 'In Dostoevskii's Prestuplenie i nakazanie (Crime and Punishment, 1866), we find that...'. Thereafter you may use either the original or translated title but be consistent (and adopt the same style for all works thus cited: don't discuss Crime and Punishment in one paragraph and then go on to talk of Brat'ia Karamazovy).

Capitalization

This is a thorny area, and one that tends to evolve. In general initial capitals should be used with restraint. Please refer to the following for guidance, and if in doubt use lower case.

General:

Use capitals for the names of people, places, nationalities, days of the week, months (but not seasons), wars (use 'the First/Second World War' rather than 'World War I/II'), treaties (the Treaty of Rome), institutions and organizations, unique events (the October Revolution), empires (the British Empire) and parts of books and so on when referred to specifically (Chapter 2, Part IV, Figure 8, Act 3). Do not capitalize adjectival forms (tsarist Russia, imperial Rome), but note that Communism and its derivatives are always capitalized: 'post-Communist' and so on. Points of the compass are not

capitalized unless they are abbreviations (N., NE.) or denote specific geographical areas (the North [of England]) or political concepts (the West). Note that adjectival forms are capitalized only if they are part of an official name ('Northern Ireland' but 'northern England') or a political concept ('Western Europe', 'Central Europe', 'Eastern Europe', and, in certain cases, 'South-Eastern Europe' but 'northern Russia' and 'south-western Poland')

In titles of works:

English titles and English works with non-English titles (for example, *Apologia pro Vita Sua*) capitalize all principal words. German titles capitalize all nouns. French titles capitalize the first word and proper nouns, but if the first word is 'the', then the first noun and any intervening adjective are also capitalized, for example, *Histoire de la peinture en Italie*, *Un début dans la vie*, but *Les Grands Cimetières sous la lune*. Other languages normally capitalize the first word and proper nouns and the first word of the names of institutions, for example, *Izvestiia Akademii nauk*.

Titles and ranks:

Titles and ranks preceding names are capitalized (for example, Tsar Nicholas II, President El'tsin), and also if a specific individual is meant (for example, 'in 1914 the Tsar...', 'the Interior Minister and the Consul discussed...'). Otherwise use lower case (nineteenth-century tsars, early English kings, most Roman emperors).

Spelling

Use British, not American, spelling. However, we use '-ize' rather than '-ise' where variant spellings exist. Note, however, that the following words and their variants are always spelled -ise: advertise, advise, analyse, arise, chastise, comprise, compromise, demise, despise, devise, disguise, enterprise, excise, exercise, franchise, improvise, incise, merchandise, supervise, surmise, surprise, televise.

Quotations

Use *single* quotation marks, and double for quotations within quotations: The press attaché reported that 'Gorbachev simply replied "Enough!"'. Note that punctuation falls *outside* the quotation marks unless the quotation is a complete sentence or ends with a complete sentence (as in the example).

Always give sources (including page reference) of quotations.

When omitting words from quotations, you should indicate this by means of three full stops within brackets: [...]. Ellipses without brackets may imply that the full stops appear in the original. Please retain the original punctuation where possible, and try to make clear where sentences end (by placing full stops either before or after the brackets). If you omit the beginning of a sentence, capitalize the first word following the ellipsis. For example:

[Complete text of original] Fred was a prince among men in Asia. Even after the disaster in Bukhara, he still had many followers who worshipped him.

Example 1: 'Fred was a prince among men [...]. Even after the disaster [...], he still had many followers'.

(Note no need for ellipsis at end as punctuation makes clear the sentence is not complete.)

Example 2: 'Fred [...] had many followers who worshipped him.'

Example 3: 'Fred was a prince among men in Asia. [...] He still had many followers'.

Verse quotations should be given in the original language. Prose quotations (unless illustrating a literary, linguistic or stylistic point) should be given in English translation. All quotations in a language other than English or the language of your dissertation topic should be accompanied by a translation: it is usually preferable to provide a translation in the body of the text rather than in a footnote.

For example, if you are writing a dissertation on a Russian writer, quote from the writer's works in the original; there is no need to provide translations.

Quotations longer than four or five lines should be set indented rather than run on in the text.

Indented quotations do not need quotation marks.

To cut down on the number of footnotes, if you are quoting repeatedly from one work or one author it is acceptable to give page references within the text after the first reference (which should appear in a footnote and give full bibliographical details: then cite short title and make clear that further references will be given in the text).

Non-English Words

Underline non-English words unless they are in common English usage (for example, elite, genre). The abbreviations *ibid.* and *et al.* (note full stop) are *not* underlined.

Words in Cyrillic, Greek, Arabic, Hebrew and so on should be underlined and transliterated (unless you are quoting a passage, in which case it is best not to transliterate).

Capitals in all languages retain their accents, apart from the French word *à*, which loses its accent when capitalized.

Names of institutions and organizations are not underlined, for example, Rathaus, Sejm, Duma, Telegrafnoe Agentstvo Sovetskogo Soiuza.

In linguistics articles, specimen words are underlined and followed by their translations in *single* quotation marks, for example, izba 'hut'. See also 'Transliteration' below.

Place-names and personal names

Use standard English forms for place-names if they exist in current usage (Warsaw, Belgrade, Moscow and so on). Usage can change rapidly. The time-hallowed Cracow (for Kraków) is now yielding to Krakow. Where standard English forms do not exist, above all **be consistent** as regards place names that have changed along with the regime or frontiers. **Either** use the form current in whatever country the place is now located (for example Vilnius rather than Wilno or Vilna, even for the

period between the sixteenth century and 1939) **or** else use the form which, in your judgement, most fairly reflects the period of which you write (for example Pozsony or Pressburg rather than Bratislava before periods before the foundation of the Czechoslovak Republic).

For personal names, give full name on first mention, together with rank or title if appropriate. Use standard English forms, if such exist, of foreign names of historical monarchs as well as saints, for example, Ivan the Terrible, Catherine the Great, Ferdinand and Isabella, St Francis of Assisi. Otherwise transliterate, but *do not* mix systems within the same name (for example, not Alexis Mikhailovich or Frederick Wilhelm).

Names transliterated from Cyrillic must be in the house style transliteration (based on the Library of Congress system, see transliteration table below), for example, El'tsin not Yeltsin, Lev Tolstoi not Leo Tolstoy, Trotskii not Trotsky, Chaikovskii not Tchaikovsky, Iosif (or I. V.) Stalin not Joseph Stalin.

Names ending in -s, -z or -x have possessives in -'s unless they are from Classical Antiquity, for example, Marx's, Camus's, but Achilles' not Achilles's.

Numerals

Spell out numerals from one to ninety-nine, and use figures for 100 and above (but keep 'hundred', 'thousand', 'million' and 'billion' as words if they appear as whole numbers, for example, 'a thousand years ago').

Use figures in percentages: 26 per cent.

Inclusive numerals give the last *two* digits, for example, 15-17, 123-25, 401-04.

Use commas in numerals containing more than three digits to distinguish them from years: 1,914.

Dates

Use the style 9 June 1999. Add (OS) if Old Style. Note also '55 BC' but 'AD 1453'.

Abbreviations

Use a full stop only if the last letter is not the last letter of the word, for example 'Dr', 'St', 'vols', *but* 'Co.', 'p.', 'vol.'. Note also 'no.' *and* 'nos.' (both have stops).

Do not use stops in the names of institutions, countries, books, journals, academic degrees and so on. For example, USA, CIS, USSR, UN, BBC, SEER, OED, PhD

Use 'for example' rather than e.g., 'and so on' rather than etc., 'that is' rather than 'i.e'.

Punctuation

Use a *single* blank space after full stops at the end of sentences (not double).

Do *not* insert extra blank lines between paragraphs: use a tab mark to indent the first line of the paragraph.

Use *two hyphens* surrounded by spaces to indicate em-dashes (--) -- thus.

In lists, do *not* insert a comma before the final 'and' ('German, Italian, French and Spanish libraries').

Place punctuation *outside* quotation marks (the 'tiger economies', for many years deemed...).

It is usually preferable to place footnote reference marks at the ends of sentences rather than in the middle, but in any case footnote reference marks must appear *immediately after* punctuation marks (commas, parentheses, full stops and so on), except for dashes:

...as we see in 'The Twelve'.^[footnote number] Blok viewed the Revolution... *but* in Notes from the House of the Dead^[footnote number] -- as in the later work -- Dostoevskii...

Full stops come *after* parentheses unless the entire sentence is in parentheses.

Transliteration from Cyrillic

When transliterating from Cyrillic, SEER uses the modified Library of Congress system of transliteration without diacritics for general use (see table below).

Russian Character	Transliteration	Russian Character	Transliteration
А	a	Р	r
Б	b	С	s
В	v	Т	t
Г	g	У	u
Д	d	Ф	f
Е	e	Х	kh
Ё	e	Ц	ts
Ж	zh	Ч	ch
З	z	Ш	sh
И	i	Щ	shch
Й	i	Ъ (hard sign)	"
К	k	Ы	y
Л	l	Ь (soft sign)	'
М	m	Э	e
Н	n	Ю	iu
О	o	Я	ia
П	p		

Vowel combinations and other transliterations that can cause difficulties

ае	ae	Марина Цветаева	Marina Tsvetaeva
ау	au	Константин Паустовский	Konstantin Paustovskii
ая	aia	Маяковский	Maiakovskii
е	e	Ельцин, «Вишнёвый сад»	El'tsin, 'Vishnevyy sad'
ий	ii	Достоевский, Нижний Новгород	Dostoevskii, Nizhnii Novgorod
ия	iia	интеллигенция	intelligentsiia
ый	yi	Новый мир	Novyi mir
ю	iu	«Первая любовь»	'Pervaia liubov''
юю	iuui	малюю	maluiui
я	ia	Замятин	Zamiatin
яя	iaia	последняя	posledniaia
у	u	«Уездное»	'Uezdnoe'
ц	ts	«Станционный смотритель»	'Stantsionnyi smotritel''
х	kh	Антон Чехов	Anton Chekhov
ч	ch	Петр Чайковский	Petr Chaikovskii
кс	ks	Александр	Aleksandr
ш	sh	Пушкин	Pushkin

щ	shch	Михаил Зощенко	Mikhail Zoshchenko
ъ	''	объединение, объяснить	ob''edinenie, ob''iasnit'
ь	'	Сергей Прокофьев	Sergei Prokof'ev