Short essay

Title

Author name, affiliation

# Use the style Heading 1 for headings

Use the style ‘first paragraph’ for this first paragraph. Notice that there is no indentation. Remember that this is a template file, and that you need to save your document as a normal Word document (.docx).

For the rest of your main text, use the style ‘Normal’. This adds an indentation on the first line. Do not insert extra line breaks. If you are using the styles correctly, extra space is added automatically wherever needed.

If you need to use italics, **bold** or superscript you can find these in the styles pane as well.[[1]](#footnote-1) Note that combinations of these three character styles are not possible. Should you need a style and/or style combination that is not available, please mark the word(s) and use the ‘insert comment’ function to inform the editors about this.

The text should not exceed 12 pages or 30,000 characters, including blank spaces, footnotes, and references. You can write in English, a Scandinavian language, French or German.

Contributors not writing in their native language are asked to have their articles edited for language before submission. The author of the article is responsible for all related expenses.

# More author guidelines

The following is a summary of the most relevant information given in the MHRA Style Guide. For style and usage issues not covered in these instructions, authors should consult the complete guide.

Use italics to lay particular stress on a word. Use a dash (–), not a hyphen (-), to indicate a continuous span between page numbers, periods of time, or places (e.g. pages 165–82; the years 1895–1901; the Paris–Frankfurt train). The Windows keyboard shortcut for this is alt + 0150 (press down the alt key while you input the numbers in order).

The titles of books, plays, films, works of art, longer poems, newspapers, and journals are set in italics. The titles of articles, shorter poems, and book chapters are placed within quotation marks. Use quotation marks also for quotations 40 words or shorter, or two lines long or less.

This is a long quote, using the style ‘Quote‘. Use this quotation style when your prose quotation is longer than 40 words, your verse quotation is more than two lines long, or when several short quotations come close together and are compared or set out as examples. Do not use quotation marks for these quotes.

The paragraph directly following a long quote should again use the style 'first paragraph’. Quotations in languages other than English, French, German and Scandinavian languages should be translated in the body of the text, and the original given in full in the corresponding footnote. If deemed necessary, you can also include translations of English, French, German or Scandinavian quotations. Words in Russian, Greek and other non-Latin alphabet languages should be transliterated according to the conventions used by the Library of Congress.

Avoid the use of abbreviations in the main body of the text. Technical or theoretical terms that are likely to be unfamiliar to a general academic readership should either be accompanied by an explanation or replaced with a more accessible synonym.

# Guidelines specifically for contributions written in English

For short quotations, please use single quotation marks: 'This is a quote', the author said. For a quote within a quote, use double quotation marks: Mrs Grose replies that ‘Master Miles only said “We must do nothing but what she likes!”’. If a verse quotation includes a line division, this should be marked with a spaced upright stroke ( | ): ‘I had seen birth and death | But had thought they were different’, muses Eliot’s Wise Man.

Except in direct quotations, always follow the spelling conventions used in the New Oxford Dictionary for Writers and Editors (e.g. ‘civilize’ and ‘civilization’, not ‘civilise’ and ‘civilisation’; ‘analyse’, not ‘analyze’).

Always use a serial comma in lists of three or more items (e.g. ‘apples, bananas, and pears’, not ‘apples, bananas and pears’).

# About citations/references

References are cited using the standard MHRA style (and not the MHRA author-date style). Use sequentially numbered footnotes, not endnotes. The first reference to a publication is always given in full.[[2]](#footnote-2) Subsequent references to the same publication give the author’s surname and referenced page number(s).[[3]](#footnote-3) Footnote reference numbers should be placed immediately after the concluding punctuation of the pertaining sentence.

In addition to footnotes, please also include a full bibliography/reference list in alphabetical order at the end of your document. Use the Word style ‘References’ for your bibliography/reference list. Also, include DOIs (digital object identifiers) in the form of URLs for those references where this is available. You can paste your reference list in this tool to find DOIs. For more on how to format the bibliography, refer to the MHRA Style Guide.

# Some example citations

Please refer to the Forms of Reference in the MHRA Style for a complete list.

**Books:**

First citation (footnote):

Forename Surname, Title (City: Publisher, YEAR), p. X.

Robert E. Schofield, Mechanism and Materialism: British Natural Philosophy in an Age of Reason (New Jersey: Princeton University Press, 1970), p. 34.

Subsequent reference to the same book (footnote):

Schofield, p. 39.

Bibliography entry:

Surname, Forename, Title (City: Publisher, YEAR). [DOI URL – where applicable]

Schofield, Robert E., Mechanism and Materialism: British Natural Philosophy in an Age of Reason (New Jersey: Princeton University Press, 1970). https://doi.org/10.1126/science.169.3950.1068

**Chapters or articles in books:**

First citation (footnote):

Author Forename Surname, ‘Title’, in Book Title, ed. by Forename Surname (City: Publisher, YEAR), pp. XXX–XX (p. XXX).

Patrick Riley, ‘Malebranche’s Moral Philosophy: Divine and Human Justice’, in The Cambridge Companion to Malebranche, ed. by Steven Nadler (Cambridge: Cambridge University Press, 2000), pp. 220–61 (p. 228).

Subsequent reference to the same article (footnote):

Riley, p. 256.

Bibliography entry:

Surname, Forename, ‘Chapter/Article Title’, in Book Title, ed. by Forename Surname (City: Publisher, YEAR), pp. XX–XX. DOI URL (where applicable)

Riley, Patrick, ‘Malebranche’s Moral Philosophy: Divine and Human Justice’, in The Cambridge Companion to Malebranche, ed. by Steven Nadler (Cambridge: Cambridge University Press, 2000), pp. 220–61. https://doi.org/10.1017/CCOL0521622123.010

**New chapter or article from a previously referenced book:**

First citation (footnote):

Author Forename Surname, ‘Title’, in Abbreviated Book Title, ed. by Surname, pp. XX–XX (p. XX).

Denis Moreau, ‘Malebranche’s Moral Philosophy: Divine and Human Justice’, in The Cambridge Companion, ed. by Nadler, pp. 87–111 (p. 98).

Subsequent reference to the same article (footnote):

Moreau, p. 98.

Bibliography entry should be spelt out in full in each instance:

Surname, Forename, ‘Title’, Title, ed. by Forname Surname (City: Publisher, YEAR), pp. XX-XX. DOI URL (where applicable)

Moreau, Denis, ‘The Malebranche-Arnauld Debate’, in The Cambridge Companion to Malebranche, ed. by Steven Nadler (Cambridge: Cambridge University Press, 2000), pp. 87–111. https://doi.org/10.1017/CCOL0521622123.005

**Articles in journals:**

First citation (footnote):

Forename Surname, ‘Article Title’, Journal Title, Series number, Volume number (YEAR), XX-XX (p. X)

Pierre Force, ‘Voltaire and the Necessity of Modern History’, Modern Intellectual History, 6 (2009), 457–484 (p. 469).

Subsequent reference to the same article (footnote):

Force, p. 483.

Bibliography entry:

Surname, Forename, ‘Article Title’, Journal Title, Series number, Volume number (YEAR), XX–XX. [DOI URL – where applicable]

Force, Pierre, ‘Voltaire and the Necessity of Modern History’, Modern Intellectual History, 6 (2009), 457–484. https://doi.org/10.1017/S147924430999014X

**In case there are different works by the same author use short forms:**

Surname, ‘Abbreviated Title’, p. X

Moreau, ‘Malebranche-Arnauld Debate’, p. 110.

Moreau, ‘Malebranche’s Moral Philosophy’, p. 220.

# References (example)

Please note that this list will only be included in the online interface of the journal, and not in the final PDF. Thus, please refrain from referring to the ‘full entry’ in your text.

Force, Pierre, ‘Voltaire and the Necessity of Modern History’, Modern Intellectual History, 6 (2009), 457–484. https://doi.org/10.1017/S147924430999014X

Moreau, Denis, ‘The Malebranche-Arnauld Debate’, in The Cambridge Companion to Malebranche, ed. by Steven Nadler (Cambridge: Cambridge University Press, 2000), pp. 87–111. https://doi.org/10.1017/CCOL0521622123.005

Richardson, Brian (ed.), MHRA Style Guide (Cambridge: MHRA, 2013)

Schofield, Robert E., Mechanism and Materialism: British Natural Philosophy in an Age of Reason (New Jersey: Princeton University Press, 1970). https://doi.org/10.1126/science.169.3950.1068

Riley, Patrick, ‘Malebranche’s Moral Philosophy: Divine and Human Justice’, in The Cambridge Companion to Malebranche, ed. by Steven Nadler (Cambridge: Cambridge University Press, 2000), pp. 220–61. https://doi.org/10.1017/CCOL0521622123.010

1. Use footnotes, not endnotes. [↑](#footnote-ref-1)
2. MHRA Style Guide, ed. by Brian Richardson (Cambridge: MHRA, 2013), p. 21. [↑](#footnote-ref-2)
3. Richardson, p. 47. [↑](#footnote-ref-3)