

## *The Burney Journal* Stylesheet

All submissions should be in Microsoft Word and submitted electronically.

All submissions should follow American spelling and punctuation, other than quotations from British sources.

Please use Times New Roman font (12-point) for all text.

Please double-space all text in the body of the essay.

Please align text left. Please do not justify the right hand margin.

All quotations that are more than 4 lines of text should be indented one inch.

Please do not insert an extra line between paragraphs.

Please use italics for emphasis; please do not bold or underline.

Please use MLA Style, and refer to *The MLA Handbook*, 7th edition. Authors should clearly specify their citations in the text (i.e., do not include a quotation without a page number or without an author's name, and do not place citations in end notes).

Please include a Works Cited. Please single-space all endnotes and items in the Works Cited.

Please use one-inch margins for text, endnotes, and Works Cited.

Please number endnotes sequentially, with Arabic numerals.

Please use the following abbreviations:

*AJL* for *The Additional Journals and Letters*, edited by Peter Sabor and Stewart Cooke.

*CJL* for *The Court Journals*, edited by Peter Sabor, et al.

*EJL* for *The Early Journals and Letters*, edited by Lars Troide, Stewart Cooke, et al.

*JL* for the *Journals and Letters*, edited by Joyce Hemlow, et al.

All references to these works should be formatted as follows: abbreviation volume #: page number. (For instance: *CJL* 3: 125.)

Please check that all works that are referred to in the body of the essay and the endnotes appear in the Works Cited.

Authors must secure permission(s) for images and graphics. (Note: *The Burney Journal* does not pay for permissions.) Please include text (ex. "Fig. 1") under each image to identify the graphic and use that identification in the body of the essay.