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**March 2021**

**AUTHOR & CONTRIBUTOR GUIDELINES FOR ROUTLEDGE RESEARCH  
MANUSCRIPT (EMoDiR Series)**

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- All elements of the manuscript **must** be submitted **electronically** as single-sided, double-spaced type, for 8½" × 11" paper, with 1 inch margins on all sides.
- Use **Times New Roman** for the body of the text, in 12 point type.
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Place notes at the end of each chapter, starting at "1" for each chapter.

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Book and journal titles should always be in italics, regardless of which style guide you are following.

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### **Sample Citations**

The following examples illustrate the notes and bibliography system. (see also: [http://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html))

#### **Book**

#### **Notes**

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

#### **Shortened notes**

3. Smith, *Swing Time*, 320.
4. Grazer and Fishman, *Curious Mind*, 37.

#### **Bibliography entries (in alphabetical order)**

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

#### **Chapter or other part of an edited book**

In a note, cite specific pages. In the bibliography, include the page range for the chapter or part.

#### **Note**

1. Henry David Thoreau, “Walking,” in *The Making of the American Essay*, ed. John D’Agata (Minneapolis: Graywolf Press, 2016), 177–78.

### **Shortened note**

2. Thoreau, “Walking,” 182.

### **Bibliography entry**

Thoreau, Henry David. “Walking.” In *The Making of the American Essay*, edited by John D’Agata, 167–95. Minneapolis: Graywolf Press, 2016.

In some cases, you may want to cite the collection as a whole instead.

### **Note**

1. John D’Agata, ed., *The Making of the American Essay* (Minneapolis: Graywolf Press, 2016), 177–78.

### **Shortened note**

2. D’Agata, *American Essay*, 182.

### **Bibliography entry**

D’Agata, John, ed. *The Making of the American Essay*. Minneapolis: Graywolf Press, 2016.

For more examples, see 14.103–5 and 14.106–12 in *The Chicago Manual of Style*.

### **Translated book**

#### **Note**

1. Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.

### **Shortened note**

2. Lahiri, *In Other Words*, 184.

### **Bibliography entry**

Lahiri, Jhumpa. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf, 2016.

### **E-book**

For books consulted online, include a URL or the name of the database. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the notes, if any (or simply omit).

### **Notes**

1. Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers, 1851), 627, <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.
2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, <http://press-pubs.uchicago.edu/founders/>.
3. Brooke Borel, *The Chicago Guide to Fact-Checking* (Chicago: University of Chicago Press, 2016), 92, ProQuest Ebrary.
4. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), chap. 3, Kindle.

### Shortened notes

5. Melville, *Moby-Dick*, 722–23.
6. Kurland and Lerner, *Founders' Constitution*, chap. 4, doc. 29.
7. Borel, *Fact-Checking*, 104–5.
8. Austen, *Pride and Prejudice*, chap. 14.

### Bibliography entries (in alphabetical order)

- Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle.
- Borel, Brooke. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press, 2016. ProQuest Ebrary.
- Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>.
- Melville, Herman. *Moby-Dick; or, The Whale*. New York: Harper & Brothers, 1851. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

For more examples, see 14.159–63 in *The Chicago Manual of Style*.

### Journal article

In a note, cite specific page numbers. In the bibliography, include the page range for the whole article. For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

### Notes

1. Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.

2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, “Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality,” *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.

3. Peter LaSalle, “Conundrum: A Story about Reading,” *New England Review* 38, no. 1 (2017): 95, Project MUSE.

### **Shortened notes**

4. Satterfield, “Livy,” 172–73.

5. Keng, Lin, and Orazem, “Expanding College Access,” 23.

6. LaSalle, “Conundrum,” 101.

### **Bibliography entries (in alphabetical order)**

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. “Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality.” *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

LaSalle, Peter. “Conundrum: A Story about Reading.” *New England Review* 38, no. 1 (2017): 95–109. Project MUSE.

Satterfield, Susan. “Livy and the *Pax Deum*.” *Classical Philology* 111, no. 2 (April 2016): 165–76.

### **Note**

7. Rachel A. Bay et al., “Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures.” *American Naturalist* 189, no. 5 (May 2017): 465, <https://doi.org/10.1086/691233>.

### **Shortened note**

8. Bay et al., “Predicting Responses,” 466.

### **Bibliography entry**

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. “Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures.” *American Naturalist* 189, no. 5 (May 2017): 463–73. <https://doi.org/10.1086/691233>.

### **News or magazine article**

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a bibliography entry. If you consulted the article online, include a URL or the name of the database.

### **Notes**

1. Rebecca Mead, "The Prophet of Dystopia," *New Yorker*, April 17, 2017, 43.
2. Farhad Manjoo, "Snap Makes a Bet on the Cultural Supremacy of the Camera," *New York Times*, March 8, 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.
3. Rob Pegoraro, "Apple's iPhone Is Sleek, Smart and Simple," *Washington Post*, July 5, 2007, LexisNexis Academic.
4. Tanya Pai, "The Squishy, Sugary History of Peeps," *Vox*, April 11, 2017, <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

### **Shortened notes**

5. Mead, "Dystopia," 47.
6. Manjoo, "Snap."
7. Pegoraro, "Apple's iPhone."
8. Pai, "History of Peeps."

### **Bibliography entries (in alphabetical order)**

Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Mead, Rebecca. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.

Pai, Tanya. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017. <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Pegoraro, Rob. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

### **Note**

9. Eduardo B (Los Angeles), March 9, 2017, comment on Manjoo, "Snap."

### **Book review**

#### **Note**

1. Michiko Kakutani, "Friendship Takes a Path That Diverges," review of *Swing Time*, by Zadie Smith, *New York Times*, November 7, 2016.

### **Shortened note**

2. Kakutani, “Friendship.”

### **Bibliography entry**

Kakutani, Michiko. “Friendship Takes a Path That Diverges.” Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

### **Interview**

#### **Note**

1. Kory Stamper, “From ‘F-Bomb’ to ‘Photobomb,’ How the Dictionary Keeps Up with English,” interview by Terry Gross, *Fresh Air*, NPR, April 19, 2017, audio, 35:25, <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

#### **Shortened note**

2. Stamper, interview.

### **Bibliography entry**

Stamper, Kory. “From ‘F-Bomb’ to ‘Photobomb,’ How the Dictionary Keeps Up with English.” Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

### **Thesis or dissertation**

#### **Note**

1. Cynthia Lillian Rutz, “*King Lear* and Its Folktale Analogues” (PhD diss., University of Chicago, 2013), 99–100.

#### **Shortened note**

2. Rutz, “*King Lear*,” 158.

### **Bibliography entry**

Rutz, Cynthia Lillian. “*King Lear* and Its Folktale Analogues.” PhD diss., University of Chicago, 2013.

### **Website content**

It is often sufficient simply to describe web pages and other website content in the text (“As of May 1, 2017, Yale’s home page listed . . .”). If a more formal citation is needed, it may be styled like the examples below. For a source that does not list a date of publication or revision, include an access date (as in example note 2).

## Notes

1. “Privacy Policy,” Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.
2. “About Yale: Yale Facts,” Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.
3. Katie Bouman, “How to Take a Picture of a Black Hole,” filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, [https://www.ted.com/talks/katie\\_bouman\\_what\\_does\\_a\\_black\\_hole\\_look\\_like](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).

## Shortened notes

4. Google, “Privacy Policy.”
5. “Yale Facts.”
6. Bouman, “Black Hole.”

## Bibliography entries (in alphabetical order)

Bouman, Katie. “How to Take a Picture of a Black Hole.” Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. [https://www.ted.com/talks/katie\\_bouman\\_what\\_does\\_a\\_black\\_hole\\_look\\_like](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).

Google. “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.

## Social media content

Citations of content shared through social media can usually be limited to the text (as in the first example below). A note may be added if a more formal citation is needed. In rare cases, a bibliography entry may also be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

## Text

Conan O’Brien’s tweet was characteristically deadpan: “In honor of Earth Day, I’m recycling my tweets” (@ConanOBrien, April 22, 2015).

## Notes

1. Pete Souza (@petesouza), “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit,” Instagram photo, April 1, 2016, <https://www.instagram.com/p/BDrmfXTtNCt/>.

## Shortened notes

3. Souza, “President Obama.”



## Bibliography entry

Chicago Manual of Style. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015.  
<https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

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### **Examples of where libel/defamation might arise**

Although it is libel/defamation involving politicians and show business personalities which makes the headlines, in our experience allegations of libel/defamation can arise in all sorts of unlikely and unexpected places. Statements about political figures have indeed been a problem for us, and so too have statements about the political bias of news organizations, about the professionalism or otherwise of professionals in their professional area, and about the sexual orientation of (named) ordinary individuals.

Other examples include the alleged political extremism of leading educationalists and referring to some people as criminals when their convictions were overturned on appeal (in the interval between completion of the script and publication). In all these real examples, proper attention to detail and proper application by the authors of their undertakings that their work will contain nothing which is defamatory, and that all statements purporting to be facts are true, would have saved a great deal of time, trouble and expense.

In addition, particular care may be needed in the following areas:

*Images (such as a photograph).* Using an image of a particular individual in an inappropriate context may lead to allegations of defamation.

*Companies and institutions.* It is possible in some circumstances to libel companies and institutions. We suggest that the same care is taken with regard to companies and institutions as would be taken with individuals.

*Lists.* When giving several examples together in a list, be careful that all the examples really are examples of the phenomenon described. For example, in listing war criminals, listing Himmler next to someone who was acquitted of war crimes would be defamatory.

### **How the risk of libel/defamation can be reduced**

Sometimes the risk of defamation can be reduced – if not entirely removed – by making a relatively minor change: for example, converting a statement of fact (which cannot be proved) into a statement of opinion (which might be regarded as a fair comment, if based on fact, made without malice, and on a matter of public interest). Merely repeating what other people have said can, however, be highly dangerous – repeating a libel counts as a fresh libel every time it is done. There is also a serious risk of defamation by innuendo or implication, as well as by direct statements of fact or opinion.

More often, however, it is safer simply to leave out any statements where there is any suspicion of libel or defamation. *If in doubt, leave it out.*

### **How Taylor & Francis should be involved**

If you have any reason at all for thinking that any part of your work may be libellous or defamatory, please raise the matter with your Commissioning Editor without delay. Taylor &

Francis may be able to advise on what may be defamatory, and may be able to suggest changes or deletions in order to make material less unsafe. Also, we may be able to arrange for further specialist advice if this is thought necessary. In addition, our experience of previous cases can be brought to bear.