**Virginia Woolf Miscellany Editorial Guide**

**Spring and Fall 2019**

**Editing:** Please use the *tracking feature* in the review section of Word to ensure accuracy in the editing process. Please be sure to differentiate drafts of the essays in the titles of the Word documents by updating the document titles when any changes have been made.

**Fonts:** The *Miscellany* uses Times New Roman exclusively in all submissions. The font is used in both in the body of the text and the footnotes.

**Style:** The *Miscellany* follows the 7th edition (not the 8th edition) of Modern Language Association (MLA) style in most respects. A major exception in the 7th edition is that the *Miscellany* does not use either “Print” in the Works Cited. The *Miscellany* uses “Web” and the URL for any online source. The date on which the Web site was accessed is included in the citation.

**Oxford comma:** The Oxford comma is used in the *Miscellany* to ensure clarity.

**Sources:** Contributors may use *any edition* of a work by Woolf. There is no expectation of uniformity in sources. However, the contributors are expected to ensure that their citations are accurately referenced.

**The Harvest/Harcourt Annotated Editions:**

One commonplace misunderstanding is the citation format for the annotated American Harvest/Harcourt editions of Woolf’s works, beginning with *Jacob’s Room* and ending with *Between the Acts* (and excluding Roger Fry: *A Biography*). These individual volumes were annotated by Woolf scholars who also wrote the various Introductions; however, these scholars did not *edit* the texts. Further, the general editor, Mark Hussey, must be cited in the entry. Thus, an edition of *Orlando*, which was annotated and introduced by Maria DiBattista, would be cited as follows for the *Miscellany* (note that some of these editions were published in Orlando, FL, with the publisher is listed as Mariner Books, so the contributor would need to provide accurate publication information).


**Abbreviations of titles and citations:** All abbreviations of the various Woolf volumes should be follow the list below. Abbreviations should *not* be italicized (see formatting guidelines below). Abbreviations should be used only in citations, not in the body of the article or book review or other submission.

**Single volumes, abbreviations and citations:** In every instance, the first reference to a source should be spelled out in full in the parentheses if it is not mentioned in full in the body of the sentence. Thus, if there were only one reference to the book in the submission, the sole reference to *The Years* would appear as (*The Years* 21). If there were multiple references to *The Years* in the submission, a bracketed [TY] would appear in the
The Years [TY] 21). Note that the bracketed [TY] would not be in italics and would be used only if there were subsequent references to the volume in the submission. If there were multiple references, subsequent entries would look like this: (TY 24). Each separate submission would follow these same guidelines, providing an initial full reference to a volume in the body of the submission even if other contributions to the issue also cited the same source.

Multi-volume sources, abbreviations and citations: In multi-volume sources such as Woolf’s Diary, Letters, Collected Essays or Essays, the first reference should appear citing the full title of the source. An example would be: (Diary of Virginia Woolf[D] 1 27). Aside from the initial citation with the full title, there should be no spacing between the abbreviation of the title and the number of the volume and there should be no colon: (D1 27). Also, the title and volume number should not be italicized.

Quotation marks and Works Cited entries: Double quotation marks (“”) followed by single quotation marks (‘) are used in MLA style. Double quotes are needed if a citation references a title of an essay that is itself in quotations in the original source.

The citation in the initial reference in the body of the submission would be (Collected Essays [CE] 1 27) and in subsequent entries would look like this: (CE1 27).

Additional information regarding formatting, pagination, and citations is offered in the section titled Some Formatting Guidelines (see below).

Abbreviations:
AROO—A Room of One’s Own
BA—Leonard Woolf, Beginning Again: An Autobiography of the Years 1911-1918
BP—Virginia Woolf, Books and Portraits
BTA—Between the Acts
CE1-4—Virginia Woolf, Collected Essays (4 vols.)
CDB—Virginia Woolf, The Captain’s Death Bed and Other Essays
CHN1-24—Charleston Newsletter
CH—Robin Majumdar and Allen McLaurin, eds. Virginia Woolf: The Critical Heritage
CM1—The Charleston Magazine
CR1—Virginia Woolf, The Common Reader
CR2—Virginia Woolf, The Common Reader, Second Series
CS—Virginia Woolf, Congenial Spirits: The Selected Letters of Virginia Woolf
CW—Virginia Woolf, Contemporary Writers
D1-5—Virginia Woolf, The Diary of Virginia Woolf (5 vols.)
DAW—Leonard Woolf, Downhill All The Way: An Autobiography of the Years 1919-1939
DM—Virginia Woolf, The Death of the Moth and Other Essays
E1-6—Virginia Woolf, The Essays of Virginia Woolf (6 vols.)
F—Virginia Woolf, Flush
FR—Virginia Woolf, Freshwater: A Comedy
G—Leonard Woolf, Growing: An Autobiography of the Years 1904 to 1911
GR—Virginia Woolf, Granite and Rainbow
Note: generally an individual essay from Moments of Being should be named if it has been cited: (“Sketch of the Past” 79). The entry in the Works Cited would acknowledge the editor and provide the full pagination of the essay:


Or, if the entry appears in an alphabetical list of works by Woolf, it might require a one-em dash in place of the author’s name:

The usage of the title of the entire volume *Moments of Being* is rare and is only acceptable if the whole volume is being referenced. Also, there are now at least three editions of the volume—the original and the revised Schulkind editions as well as a more recent edition by Hermione Lee. Thus, pagination, etc., must be observed very precisely. It is remotely possible that someone would use both Schulkind and Lee as sources, in which case both sources would have to be referenced with appropriate pagination and both would have to be included in the Works Cited.

An additional note: If an abbreviation has not been listed above, the guest editor may assign an appropriate abbreviation to the text.

**Editorial Responsibilities of Guest Editors:** Guest editors and their contributors are entirely responsible for verifying copyright compliance and obtaining all permissions. The *Miscellany* will not publish such materials without the receipt of *written documentation* from the permission-granting entity. The guest editors and their contributors are entirely responsible for confirming the accuracy of captions for images and their sources.

Guest editors are responsible for fact-checking the articles they have selected to include in their issue and for verifying page references and sources. The guest editors determine the sequence of articles. However, the managing editor has the final say on the content of the articles, the way that sources are cited and whether a problematic article will included in the final version of the issue.

Guest editors must check the contributors’ sources for errors in formatting and spelling as well as the accuracy of references, sources, quotations, pagination and attribution. The guest editors must make all necessary corrections before submitting their materials to the *Miscellany*.

Guest editors verify that all references, including those in footnotes, are cited properly in the Works Cited. All publication information should be located in the Works Cited section in standard MLA format except for the insertion of “Print” or “Web.”

**Incorrect:**


**Correct:**

¹ See Lee 21.

**Some Formatting Guidelines:**

Guest editors should observe current MLA style with the following exceptions:

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¹ Please note that the three-hyphen, two-em dash (---) is not used in the *Miscellany* in the Works Cited. The *Miscellany* format is the one-em dash: —.
• Square brackets are used in the Miscellany to distinguish between original and altered texts (for example: “Mrs. Dalloway said she would buy the flowers herself. [ . . . ] Rumpelmayer’s men were coming” or “Mrs. Dalloway said she would buy the flowers herself [since] Lucy had her work cut out for her.”

• As noted above, the Miscellany does not use the insertion of “Print” or “Web” in the Works Cited references. The links to Web sites must provide the full URL.

• The American style of punctuation and quotation must be observed. Periods and commas should be placed inside quotation marks. Single quotation marks should be converted to double quotation marks.

• British spellings and phrasings must be altered, except in quotations, unless special arrangements are made.

• Page references must be cited in parentheses, not in footnotes. All citations must have either page references (for prose text) or line references (for poetry and Shakespearean plays: thus, a sample page reference looks like this: (Lee 21) and sample line reference to the third through the fifth line of a poem looks like this: (3-5) assuming the poet has already been named earlier. Also, MLA style specifies the following formatting:

  In a range of numbers, give the second number in full for numbers through ninety-nine.
  2-3
  10-12
  21-48
  89-99

  For larger numbers, give only the last two digits of the second number, unless more are necessary.
  96-101
  103-04
  395-401
  923-1,003
  1,003-05
  1,608-774

Thus, in MLA style, pagination above 100 pages is truncated to just the last two digits in references in the same numerical range: e.g., (Lee 207-09) vs. (Hussey 199-200).

• Further, all citations in the submission must be included in the Works Cited section. There should be no instances of ibid., idem. or the like.

• The citation (Lee 21) is correct. The following examples show incorrect citation formats:
  o (Lee, 21),
  o (Lee, p. 21),
  o (Lee, page 21)

• In MLA style, commas are always used after entries such as e.g. and i.e. The guest editors should also look for other recurrent surface errors such as the use of et. al. instead of et al.

• The title of any work that is cited repeatedly in a single article should be named in full in the initial mention, followed immediately by an acronym or abbreviation in
square brackets. The guest editors may determine the abbreviation as long as it does not duplicate any abbreviation in the list above. For example, Victoria Glendinning’s biography of Leonard Woolf would need to be cited as an abbreviation, for example, *Leonard Woolf: A Biography* (LWB). An example of a subsequent reference would be: (LWB 205-07). A similar example would be the *Selected Letters of Vanessa Bell*, edited by Regina Marler, which could be cited as (SLVB).

- If a given work is cited repeatedly in multiple articles in a themed issue, the guest editors should ensure that the abbreviated citation is *uniform* throughout all the articles.
- Similarly, if there is frequent reference to something that can be formatted differently (e.g., Monks House or Monk’s House), the formatting should be uniform throughout the themed submissions.
- The footnotes should be used exclusively for content that is not immediately relevant to the submission. Footnotes should be feature no the full citation of publications that not mentioned elsewhere in the article. If a reference in the footnote is to a work that is not mentioned in the body of the article, the full citation must be included in the Works Cited, not in the footnote. The reference in the footnote must cite the name of the author and the pages but not the full publication citation.

**Correct:**

1 For more information about the move to Monks House and Virginia’s response to the new home, see Glendinning 203-05.

**Incorrect:**


The citation above should either be explained in the footnote as above or incorporated into the body of the article thus: (see Glendinning 205-07).

**Incorrect:**

1 Glendinning, pp. 205-07.

This citation should be in parentheses in the text right after the quotation: (Glendinning 205-05).

**Incorrect:**


MLA ceased to use the Latin citation formats such as *ibid.* and *op. cit.* in the previous century.

- The Works Cited section must *follow* the name (and affiliation, if any) of the author and must be cross-checked against the article itself to ensure that all citations are included before submission. For example, aside from epigraphs, any
material referenced in the submission should be included in the Works Cited. Epigraphs may (but do not have to) be cited. Guest editors are expected to look for uniformity in Works Cited references and check the citation of identical texts in various submissions. Examples of frequent typographical and citation errors are noted below:

**Example:**

**Citing sources:**

All too often Virginia Woolf’s suicide is attributed to ‘madness’ but this designation has been contested by Roger Poole as well as other Woolf scholars.

**Explanation:**

If the word in quotes is simply used as a term, single quotations are appropriate. However, if the word is from a source (or multiple sources), the format requires double quotations around the word “madness” and also requires page references.

**Explanation: The sources must be acknowledged:**

All too often Virginia Woolf’s suicide is attributed to “madness” but this designation has been contested by Roger Poole as well as other Woolf scholars (see, for instance, Poole x; Hussey 75).

**Example:**

**Incorrect:**

Spater, George and Ian Parsons, ed. *A Marriage of True Minds: An Intimate Portrait of Leonard and Virginia Woolf.*

**Correct:**

Spater, George and Ian Parsons, eds. *A Marriage of True Minds: An Intimate Portrait of Leonard and Virginia Woolf.*

**Explanation:**

George Spater and Ian Parsons are the editors. “Ed.” in MLA style is the abbreviation of “edited by” (see below).

**Example:**

Explanation:

Eileen Barrett and Patricia Cramer edited the volume; the abbreviation means “edited by.”

Example:

Incorrect:


Correct:


Explanation:

The Introduction should not be placed in quotation marks. In MLA style, front matter and back matter (e.g., Introduction, Foreword, Preface, Afterword, etc.) are never in quotation marks.

Examples:

Citing a book publisher:

Example:

In citing a publisher such as Duke University Press or University of Chicago Press, the entry should be Duke UP and University of Chicago Press should be U of Chicago P without any punctuation. There is one distinctively Miscellany style feature with regard to referencing a press. Instead of being truncated to a P, the Hogarth Press remains intact and is cited as the Hogarth Press.

Citing an author in MLA style:

In MLA style, the author’s or editor’s full name is given whenever possible, even if the writer or contributor does not use his or her full name in a
publication but the name is known, it should be included—for example, E. L. Bishop should be cited as E[ward] L. Bishop.

**Formatting the citations of periodicals in MLA style**

*Incorrect:*


*Also incorrect:*


*Correct:*


**Explanation:**

The errors highlighted in red above indicate either non-MLA or non-*Miscellany* formatting.

**MLA style:**

- There is no period after the title of a periodical.
- Vol. and No. are not used in MLA style when citing periodicals. Instead, the numbered volume and issue are separated by a period (not a colon).
- The month of publication (or the season of publication—Spring, Fall, Winter, etc.) and the year are in parentheses and the month or season is in title case: (Jan. 1989) or, for example, (Spring 1989).
- The full range of pagination must be cited. In the instance of Mark Hussey’s letter to the editor, the submission is only one page. A longer submission would be fully cited, for example, as 75-89.

**Additional provisions specific to Miscellany style:**

- The original URL must be cited in full.
- Neither “Print” nor “Web” should be used in the entries.