

Reading Experience Database Style Sheet

Contributors should adhere to the conventions set out in the MHRA Style Guide regarding spelling, punctuation, quotation etc, but some basic guidelines relating specifically to the RED form are set out below. To download a copy of the MHRA Style Guide, please visit:

<http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>

Guidelines relating to the RED Contribution Form

General

Names: should appear in the format First Name, Last Name – e.g. John Smith; William Shakespeare; Jane Austen.

In the case of **members of royalty and the aristocracy**, please use the format:

First Name: Georgiana, Duchess of, Last Name: Devonshire

First Name: George Gordon, Lord, Last Name: Byron

First Name: Queen, Last Name: Victoria

Other titles (e.g. Dr, The Rev, Prof, etc) should **not** be included (e.g. Samuel Johnson, **NOT** Dr Johnson; Thomas Gisborne, **not** Rev. Thomas Gisborne)

The authors of Classical texts (e.g. Virgil, Sophocles, Cato) should be recorded simply by one name in the 'Last Name box'. (e.g. Horace, **not** Quintus Horatius Flaccus).

When a person is known by more than one name (e.g. Frances Burney is also known as Madame D'Arblay; Katey Dickens is also known as Kate Collins and Kate Perugini after her marriages; Elizabeth Barrett became Elizabeth Barrett Browning etc) please use the name by which the person was known at the time of the reading experience, and put any other names in the Additional Information box.

Titles: should appear in the format: e.g. Burden of Nineveh, The
Tale of Two Cities, A
Bible

Section One

In the 'Evidence' box (1.2), please use these conventions:

- a) The evidence should be in single quotation marks ('...'). Any quotations within the evidence should be in double quotation marks ("...").
- b) Titles should be in double quotation marks (e.g. 'I was reading "Fanny Hill" in my bedchamber last night...').
- c) Editorial commentary (by you or an original editor) should be in square brackets (e.g. [Description of marginalia by lines 23-25 of Book 5 of "Paradise Lost"]: 'Sublime!!!').
- d) We do not yet have a rich text format. Please therefore indicate italics, Bold type, underlinings, superscriptions etc as follows: e.g. 'I cannot [italics] believe [end italics] that I was forty-five before I read Dante's "Inferno". I am now in love, as Dante was, with Virgil'.
- e) We do not yet have a facility for adding accents or using any alphabets other than the Roman – if a part or all of the evidence is written in e.g. Greek, Russian, Arabic, Hebrew, Chinese, Japanese etc, please simply provide a translation, and record this within square brackets (e.g. [editor's translation of the original Russian]).

When adding additional information about dates, please use the following format:
5 May 1800.

In the 'Date' boxes (1.4), if you only know the year of a reading experience (e.g. 1783), please fill in the Date Range boxes as follows: between 1 Jan 1783 and 31 Dec 1783. If you only know the end date of a reading experience (e.g. you are working from a letter in which someone mentions having once read a text), please just fill in the second set of boxes in the Date Range section.

In the 'Name of Reader/Listener/Reading Group' boxes (1.5), if you do not know the name of the reader/listener/reading group, please type 'anon' in the 'Last Name' box. If you have a description of the reader (e.g. 'a parson', 'the teacher'), please fill this in using square brackets ([...]) in the 'First Name' box AND type 'anon' in the 'Last Name' box. e.g. First Name: [the teacher], Last Name: anon.

In the 'Text being Read' boxes, if the author is anonymous, please type 'anon' in the 'Last Name' box. Add any further information in square brackets in the 'First Name' box (e.g. you are working with a text 'by a Lady'. You would fill this in as First Name: [a Lady] Last Name: anon.) If **you** do not know the name of the author (rather than the author being anonymous), please type 'unknown' in the 'Last Name' box. If the author is pseudonymous, please add 'pseud.' in square brackets ([pseud.]) after the name in the 'Last Name' box.
(e.g. First Name: George, Last Name: Eliot [pseud.]) .

Section Three

If you do not know the information to fill in any of the categories 3.3 to 3.6, please type 'unknown' in the relevant boxes.

You can leave boxes blank in sections 3.7 to 3.9.

In the 'Country of Experience' and 'Country of Origin' boxes, if you know the country within the British Isles, please specify it – e.g. 'Scotland' or 'England', NOT 'United Kingdom' or 'Great Britain'.