



IRIS
MURDOCH
SOCIETY

Iris Murdoch Review

Guide for Contributors

March 2020

Contents

	Page
1. Introduction	3
2. Presentation	3
3. Main text: format	3
4. Main text: style	4
General	4
Numbers	5
Dates	5
People	6
5. Endnotes	6
6. Standard IM abbreviations	8
7. Referencing examples	10
8. Word list	12

1. Introduction

The *Iris Murdoch Review (IMR)* can only accept essays, reviews and reports that have not been previously published.

Any correspondence with the editors should also be copied to ims@chi.ac.uk.

All submissions will be reviewed by members of the editorial board as part of the editorial process.

It is the author's responsibility to ensure that preliminary, further and final versions of their papers conform to the following guidelines. No essay can be accepted by the editors that does not fully conform.

2. Presentation

Essays of 7000 to include endnotes should be submitted in a Word file. A bibliography is not required. A second Word file should contain a short biographical note, an abstract and keywords.

Please number the pages, but do not use headers or footers otherwise.

The *IMR* does not use sub-headings or section titles.

The *IMR* uses British English spelling.

The *IMR* uses 'ise' spellings, for example: specialised, criticised, realised.

3. Main text: format

The title of the paper, name of the author and the author's affiliation should be typed at the top of the first page and unformatted.

Use a single space only between a full stop and the start of the following sentence.

The text should not be divided into numbered sections and the *IMR* does not use subheadings or section titles. All text should be left-justified and double spaced. All paragraphs begin after a line space and justified to the left.

Spacing should be identical for the text and quotations. All quotations should be inserted between single inverted commas (‘ ’). Where quotations exceed 40 words, are a piece of dialogue or a quotation inverse, they should be indented 1cm without any quotation marks. Double quotation marks (“ ”) should be used for quotations within quotations. Please remember that punctuation signs should always be placed outside quotation marks.

Quotations are usually preceded by a comma unless the quotation begins with a capital letter, where it should be preceded by a colon.

Words inserted into quotations should appear in square brackets []. Ellipses should also be indicated by square brackets [...]

4. Main text: style

General

Selected stylistic issues follow. Please contact the editors if you need any further advice.

The first mention of an Iris Murdoch work should have the original date of publication in parenthesis following the italicised title, eg: *The Black Prince* (1973).

Always use the possessive s after an s: Iris’s letters.

Never use an acronym on first mention. Write whatever it is in full followed by the acronym in parentheses. All subsequent uses can use the acronym. Add an s to pluralise: *Iris Murdoch Review* (*IMR*), *IMRs*.

Contractions that retain their last letter e.g. Dr are written without a full stop at the end.

Avoid ampersands unless part of a quotation or book title.

Use italics for foreign words and ensure appropriate accents and marks are included *comme ça*. The *IMR* does not use italics, bold or underlining for emphasis.

The *IMR* uses the n dash (Mac: alt+hyphen or PC: ctrl+hyphen) without spaces either side to indicate a range: 1920–1922. It is also used with a space either end to add information to a sentence – like this. The *IMR* does not use the m dash.

The *IMR* never uses the Oxford comma.

Numbers

Numbers in the main text between one and twelve should be written in full, unless a list of numbers includes numbers above and below twelve:

Of the 20 contributors, only 3 submitted their essays on time.

There were 3 reports, 10 book reviews and 24 essays.

Numbers at the start of a sentence should always be written in full:

Twenty-three of Iris's letters were lost.

For ages, one to twelve should be written out, 13+ should be in numerals.

Numbers which form part of a book title or event title should follow the style that was published originally.

Always use numerals and hyphens (with no space) for the adjectival form:

8-year-old child

80-year-old woman

Percentages should be written out in the body of the text. In figures and image captions the symbol % may be used:

3 per cent

Minimum figures should be used for a span (with a closed up en rule):

34-9; 52-75; 124-26

Dates

Dates (that are not part of a citation) should be only be written in the following format

13 May 2007

Units of time should never be abbreviated.

If the year begins a sentence, it should be written out in full. After 2000, 'and' should be used.

Two thousand and nineteen marks the 100th birthday of Iris Murdoch.

Centuries should be written as follows:

19th century

1800s

When specifying the century, it should follow the rule for numbers: one to twelve written out, 13 onwards as ordinals.

When eliding dates, they always retain their decade

1966-69

People

On first mention of a real person use both the first and last name. On second mention, use the last name. In referring to a character in a book, use the name they are usually called in the book.

Examples:

For Simone Weil the main fact of human life, and the fact which we must not flinch from if we are to find out any truth about it, is the fact of affliction. The greatness of Christianity, Weil says, lies in its seeking not a supernatural remedy for suffering but a supernatural use for the suffering

The novel begins with the journey of Dora Greenfield from London to Imber by train. Dora is a young former art student who is married to the difficult and demanding Paul Greenfield.

5. Endnotes

The *IMR* uses endnotes, not footnotes, and they must be inserted using the automatic Word function, where the Arabic number (1,2,3) is indicated in the text as superscript. The endnote number in the main text should come at the end of the sentence which contains the reference and outside the full stop. If there is more than one reference in a sentence of the main text, references should be contained in one end note, separated by a semi-colon.

Please pay particular attention to the way the *IMR* references Iris Murdoch's works. Her work is referenced parenthetically in the main text after first mention. When referencing an Iris Murdoch work for the first time, the work should be referenced in the endnotes as follows:

Iris Murdoch, *The Good Apprentice* (1985) (London: Vintage, 2000), 45, hereafter referenced parenthetically in the text as GA.

Further mention of the same work should be referenced in the text as follows:

(GA 72)

Please note all referencing is made without the use of the abbreviations p. or pp. to indicate page numbers. No bibliography is required so the endnotes must provide full information.

On second mention of a work other than one of IM's (see above), the author surname, short title and page number in the endnotes suffices.

Please abbreviate the terminal page number when it begins with the same number e.g. 321-46.

Never use *op. cit.* or *ibid.*

Only works cited from need an endnote, otherwise a date of publication following mention of a work's title in the main text suffices.

Web addresses cited in the main text or endnotes should not be underlined or hyperlinked and should be in black.

6. Standard abbreviations of IM's works

Novels in order of publication

1	UN	<i>Under the Net</i>	1954
2	FFE	<i>The Flight from the Enchanter</i>	1956
3	TS	<i>The Sandcastle</i>	1957
4	TB	<i>The Bell</i>	1958
5	ASH	<i>A Severed Head</i>	1961
6	UR	<i>An Unofficial Rose</i>	1962
7	TU	<i>The Unicorn</i>	1963
8	IG	<i>The Italian Girl</i>	1964
9	RG	<i>The Red and the Green</i>	1965
10	TA	<i>The Time of the Angels</i>	1966
11	NG	<i>The Nice and the Good</i>	1968
12	BD	<i>Bruno's Dream</i>	1969
13	FHD	<i>A Fairly Honourable Defeat</i>	1970
14	AM	<i>An Accidental Man</i>	1971
15	BP	<i>The Black Prince</i>	1973
16	SPLM	<i>The Sacred and Profane Love Machine</i>	1974
17	WC	<i>A Word Child</i>	1975
18	HC	<i>Henry and Cato</i>	1976
19	TSTS	<i>The Sea, The Sea</i>	1978
20	NS	<i>Nuns and Soldiers</i>	1980
21	PP	<i>The Philosopher's Pupil</i>	1983
22	GA	<i>The Good Apprentice</i>	1985
23	BB	<i>The Book and the Brotherhood</i>	1987
24	MP	<i>The Message to the Planet</i>	1989
25	GK	<i>The Green Knight</i>	1994
26	JD	<i>Jackson's Dilemma</i>	1995

Philosophy

<i>SRR</i>	<i>Sartre: Romantic Rationalist</i>	1953
<i>SOG</i>	<i>The Sovereignty of Good</i>	1970
<i>FS</i>	<i>The Fire and the Sun</i>	1977
<i>MGM</i>	<i>Metaphysics as a Guide to Morals</i>	1992
<i>EM</i>	<i>Existentialists and Mystics</i>	1997

Short Story

<i>SS</i>	<i>Something Special</i>	1957
-----------	--------------------------	------

Plays

<i>ASHP</i>	<i>A Severed Head</i> (with J.B. Priestley)	1964
<i>IGP</i>	<i>The Italian Girl</i> (with James Saunders)	1969
<i>SSP</i>	<i>The Servants and the Snow</i>	1970
<i>TAP</i>	<i>The Three Arrows</i>	1972
<i>AP</i>	<i>Acastos: Two Platonic Dialogues</i>	1986
<i>BPP</i>	<i>The Black Prince</i>	1987
<i>JJP</i>	<i>Joanna Joanna</i>	1994

Please note: 'P' for 'Play' is added to these abbreviations to avoid confusion with the novels.

Poetry Collections

<i>YB</i>	<i>A Year of Birds</i>	1978
<i>PIM</i>	<i>Poems by Iris Murdoch</i>	1997

7. *IMR* Referencing Examples

Referencing is based on the *MHRA Style Guide* except that the *IMR* does not use p. or pp. Please address any queries that are not answered here to the editors.

CITING THE ARCHIVE

For items in the collections: a brief description of the item and page number as appropriate, reference code, from the Iris Murdoch Collections at Kingston University Archives.

For Example:

Untitled poem, 23 August 1943, poetry journal, January 1938–July 1940, np, KUA5202/3/5, from the Iris Murdoch Collections at Kingston University Archives.

CITING BOOKS FROM IM'S LIBRARIES HELD AT THE ARCHIVE

For Example:

Maurice Merleau-Ponty, *Signs* (1960), trans. by Richard McCleary (Evanston: Northwestern University Press, 1964), 22, IML 1069, from the Iris Murdoch Collections at Kingston University Archives.

BOOKS AND JOURNALS

First mention of a Murdoch novel:

Iris Murdoch, *The Good Apprentice* (1985) (London: Vintage, 2000), 45, hereafter referenced parenthetically in the text as *GA*.

Further mention of the same Murdoch novel should be referenced in the text as follows:

(*GA* 72)

If the further mention is a range of pages, it should be presented as (*GA* 72–6)
The abbreviation should always be presented in italics.

Monograph:

Miles Leeson, *Iris Murdoch: Philosophical Novelist* (London: Continuum 2010), 125.

Edited Volume:

From a Tiny Corner in the House of Fiction: Conversations with Iris Murdoch ed. by Gillian Dooley (Columbia, SC: University of South Carolina, 2003).

You will rarely use this formulation because you will usually reference a chapter of the edited volume – see below.

Chapters of books:

Iris Murdoch, 'The Sovereignty of Good over other Concepts' in *Existentialists and Mystics* ed. by Peter J. Conradi (Harmondsworth: Penguin, 1997), 363-385 (370).

Further reference from same book should be 'author, *title*, page number':

Miles Leeson, *Iris Murdoch: Philosophical Novelist*, 125.

Further reference to same chapter of books should be 'author, 'Chapter title', page number.':

Iris Murdoch, 'The Sovereignty of Good over other Concepts', 371.

Number of volumes:

The Works of Thomas Nashe, ed. by Ronald B. McKerrow, 2nd edn, rev. by F. P. Wilson, 5 vols (Oxford : Blackwell, 1958), III, 94-98, (96).

The total number of volumes should be given as above '5 vols' and the volume number given just before the page range in small cap roman numerals, here the third volume is referenced. Small caps can be found by accessing format>font in Word.

ARTICLES IN THE *IMR* AND OTHER JOURNALS

Frances White, 'Raids on the Inarticulate: Poems for Wallace Robson', *Iris Murdoch Review* 5 (2014) 8-16, (11).

ARTICLES IN NEWSPAPERS OR MAGAZINES

Peter J. Conradi, 'A witness to good and evil', *Guardian*, 9 February 1999.

THESES AND DISSERTATIONS

Frances White, "'Past forgiving?": The Concept and Experience of Remorse in the Writings of Iris Murdoch' (unpublished doctoral thesis, Kingston University, 2010), 32.

PRIVATE CORRESPONDENCE

(It should be noted that the copyright of all forms of private correspondence, including emails, belongs to the sender, and permission is needed even for the recipient to quote from it)

Iris Murdoch to Brigid Brophy, 23 August 1943, postcard, KUA5202/3/5, from the Iris Murdoch Collections at Kingston University Archives.

THE BIBLE

Psalm 51.14 and Isaiah 34.4

DOIs AND URLs—online articles and newspapers

Timothy Chandler, 'Reading Atmospheres: The Ecocritical Potential of Gernot Böhme's Aesthetic Theory of Nature', *Interdisciplinary Studies in Literature and Environment* 18.3 (2011), 553-568 <<https://academic.oup.com/isle/article-abstract/18/3/553/749380>> [accessed 11 January 2019]

Peter J. Conradi, 'A witness to good and evil', *Guardian*, 9 February 1999. <<https://www.theguardian.com/news/1999/feb/09/guardianobituaries.peterconrad>> [accessed 26 July 2018]

DOIs can be cited instead of URLs and don't need access dates as they should be persistent links.

REFERENCING PHOTOGRAPHS AND OTHER IMAGES

Please note it is the responsibility of the contributor to clear any copyright and to confirm in writing to the editors that permission has been given to reproduce any images.

Artwork:

Piero della Francesca, *The Flagellation*, c. 1455, oil and tempera on panel, 59 × 82 cm, Galleria Nazionale delle Marche, Urbino. Reproduced by kind permission of XXX.

- an internet source and access date can be given after the location.
- please note the multiplication sign (not an x) and the space either side when expressing size

Photography:

Photographer's first name & surname, *Title*, date, source, location. Reproduced by kind permission of XXX.

OR

Photographer's first name & surname, *Title*, date, source, location, [insert archive identifying code], from the Iris Murdoch Collections at Kingston University Archives.

8. Word List

Please pay particular attention to the following:

University of Chichester

University of Cambridge

Kingston University

University of Oxford

St Anne's College

Clare Mac Cumhaill

while (not whilst)

among (not amongst)

cipher (not cypher)

focused (not focussed)

Holocaust (capital letter)

judgement

acknowledgement

Shakespearean

The Times

Guardian