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Study and Research Methodology

Section 3: Edit an essay previously submitted to fit within the requirements of the MHRA Style Guide for CMCS.

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This exercise was actually more difficult than I had originally thought. The MHRA Style Guide has a very large number of requirements that must be met, and it took quite a while to carefully go through my essay and reformat it.

To start, I created a cover page for the 'title' and my name. Since I didn't have a title, I used the text of the original question I used for my paper. I turned off the header feature in Mac Word so that I could put the page number at the top of the first page. I included the total number of pages here as well. For the other pages, I just put in the page number. I also didn't use any automatic features (such as line break or hyphenation) in the document, other than the automatic feature for footnotes.

I left blank the top 1/4 of the first page for any sub-editor's additions, and the margins were set at .5 inch (about 2.5 cm).

The lines were set at double space, and each paragraph was indented (except for those at the beginnings of new sections). I only allowed one space between full stops (periods), semi-colons and

colons and the succeeding words instead of the double space I was taught to use back in the 1970's when we still used manual typewriters.

Subheadings were left in the usual font (Times New Roman, 12 pt.) and not bolded or italicized, but they were placed with an extra blank line before and after them. I also checked the spellings to be sure that they were in alignment with the examples given in the style guide.

For the footnotes I followed the examples I saw in an article published in CMCS by O.J. Padel entitled, *Geoffrey of Monmouth and the Merlin Legend*, which was given to me by Mr. Thomas. I also reformatted the Bibliography to fulfill the requirements of the style sheet.

Long quotations were indented but without quotation marks, while short quotes were given within single quotation marks. Parentheses and square brackets were checked (and sometimes changed). I used square brackets for editorial comments (like when specifying that italics used in a quote were mine). I also checked hyphens (only one) and commas. Foreign words were italicized, except when they were formal names.

I certainly hope that I found everything. This was quite an eye-opening exercise.