**UVC**

***Undisciplining the Victorian Classroom***

House Style for Site Text and Zotero Entries

*Formatting Essays, Lesson Plans, Syllabi and Other Such Materials*

*Undisciplining the Victorian Classroom* generally follows the *One More Voice* "Notes on House Style" for formatting essays, lesson plans, syllabi and other such materials, so please refer to those notes in the first instance.[1] However, we deviate from those practices in two cases:

**Menus and subsection titles.** For menus and subsection titles, please capitalize all key words and formal names. Example: "Neo-Victorian/Postcolonial Literary and Cultural Works"

**Citations format.** Please use MLA for both your in-text citations. Bibliographic citations should also be put into MLA in all drafts, but we will use relevant Zotero entries (see below) to generate bibliographic lists for the site.

*Creating Zotero Entries*

When relevant, you will be invited to become a contributor to the *Undisciplining the Victorian Classroom* shared Zotero bibliography. To begin the process of adding items to Zotero, please install the desktop version. Further guidance on using Zotero for our project will be provided as needed. When you are ready to begin adding entries, please use the following notes to guide you. Also, when creating an entry for any given item, please first find a few examples of the same item type in our Zotero bibliography and use these as models for deciding which fields to complete, etc.

**Item type.** Zotero provides a variety of item types to categorize entries. However, our use of Zotero is functional because our primary goal is to use the platform to present bibliographic entries on the website in a standardized, uniform fashion. As a result, we use "Item Type" in a specific way that does not always correspond to the given item being added. In general, you will use one of following five item types for every item you add to Zotero. When in doubt, please consult us.

a) **Book.** Use for books and websites. For websites, place the link in the "URL" field and complete other fields as relevant.

b) **Book Section.** Use for book sections and chapters as well as photographs, illustrations, maps, and other such materials when found in books. Also use for individual webpages

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[1] The *One More Voice* "Notes on House Style" can be found near the bottom of the following page: https://onemorevoice.org/collaboration.html.

from and specific sections of websites. In other words, treat all of these items as if they were book sections.

c) **Journal Article.** Use for journal and periodical articles. If available, please include the DOI in the "DOI" field in the following format: https://doi.org/10.1353/vp.2011.0039 (i.e., please include the leading https://).

d) **Manuscript.** Use for archival manuscripts as well as standalone paintings, photographs, illustrations, and so forth, including those presented on museum websites. In other words, a manuscript from the British Library and a painting from the MoMA (or MoMA website) would both be put in this category. Use the "Type" field to identify the form of the item ("Manuscript," "Painting," etc.); use "Loc. in Archive" to record the shelfmark, call number, etc.

e) **Newspaper Article.** Use for both historical and contemporary (online) newspaper articles and other such sources.

**Attribution.** If no creator, author, or editor name is available, leave the field blank.

**Publication information.** For any source that represents a digitized version of the original – for instance, digital images of a book on *Internet Archive* or *Hathi Trust* – use the original publication information, including publisher and date (note that in the following example, the hyperlink goes to the digitized version):

McRae, Tommy. Hunting Scene. *Australian Legendary Tales*, by Unnamed Yuwaalaraay Informants, edited & translated by K. Langloh Parker, David Nutt; Melville, Mullen & Slade, 1896, p. 114.

For any source that represents a transformative digital version of the original – for instance, a digital edition of an original nineteenth-century text on *Project Gutenberg* – use this digital publication information and add "Original Date:" to the "Extra" field followed by the original date, as per the following example: "Original Date: 1894". On export from Zotero, this will render as follows:

Schreiner, Olive. *Trooper Peter Halket of Mashonaland*. 1897. *Project Gutenberg*, 1998.

**University presses**. Spell out the name in all cases: Cambridge University Press.

**Dates.** Items with no date get "n.d." (no date) in the date field; n.d. is often used for digital sources when the publication date cannot easily be located on the given webpage or site.

*Proofing Zotero-Generated Bibliographies*

Once you've finished adding your entries, a Zotero bibliography will be generated using the platform and will be added to your *Undisciplining the Victorian Classroom* publication. Although Zotero works well in general for this purpose, it does occasionally introduce errors or

other issues. As a result, please proof the generated entries to ensure each is free from error and presents information correctly. When carrying out such proofing, use the following notes.

**Organizing unattributed entries.** If no creator, author, or editor is listed for a given source, the entry is alphabetized by the title of the item. Please ensure that the given entry is appropriately alphabetized in the bibliography.

**"Book Section" item type titles.** Any item that appears in a book (maps, photographs, illustrations, etc.) is put in quotation marks and effectively treated as a book chapter, as in the example of the following illustration:

"The Death of Clotelle." *Clotelle; or, The Colored Heroine: A Tale of the Southern States*, by William Wells Brown, Lee & Shepard, 1867, frontispiece.

In cases the original title is not used or where none is available, we use a description without italics or quotation marks, as in the example of the following untitled image:

McRae, Tommy. Hunting Scene. *Australian Legendary Tales*, by Unnamed Yuwaalaraay Informants, edited & translated by K. Langloh Parker, David Nutt; Melville, Mullen & Slade, 1896, p. 114.

**Digital sources.** The names of digital sources should be italicized: *Livingstone Online*.

**Standalone paintings, photographs, illustrations, etc.** Any such item is put in italics and receives relevant archival information, but is dated by its original date. Note that in the following example the hyperlink on the title goes to the digital version of the item online:

Turner, Joseph Mallord William. *Slave Ship (Slavers Throwing Overboard the Dead and Dying, Typhoon Coming On)*. 1840. The Beal Gallery (Gallery 251), 99.22.

**Dates.** Please note how the following combines a historical date with the undated digital source:

Punch Magazine. "A Stir for Seacole." 1856. *The Dictionary of Victorian London*, n.d.

**DOI links.** When the Zotero entry for a journal article includes the DOI, use present it as a hyperlink on the title of the article:

W. J. L. "Trollope's 'South Africa.'" *Nature*, vol. 17, 1878, pp. 463–64.

For any such hyperlink, please click on it and ensure it goes to the right place.