Author Guidelines
Updated: 12/10/2010

Submissions should be in the Microsoft Office format (.doc or .docx) and adhere to the following basic formatting: double-spaced, aligned left, 12 pt. Times New Roman font.

Sources:

Spelling:
- For any questions of spelling, refer to MW11. Use the first spelling listed.
- In a two-part noun separated by a hyphen, do not capitalize the second part of the noun in headings or at the beginning of sentences: Hip-hop Music.

Headings:
You may use up to two levels of heading:
- Level 1 should be aligned left, bold, following MLA capitalization guidelines.
- Level 2 should be indented 0.5", bold, following MLA capitalization guidelines.

Bolding/Underlining:
- Do not underline anything in your manuscript.
- Only bold headings and the title of your article. No bolding within the text is permitted.

Italics:
- Use italics for foreign words that are not commonly known in the U.S. (If they are not in MW11, italicize them.) If the phrase is used often in the manuscript, only italicize it when it is first introduced. If the word is used only once or a few times, italicize each use.
- Use italics when you are referring to a particular word. (Example: Shakespeare uses the word slave in Macbeth to emphasize….)

Punctuation:
- Use serial commas. (CORRECT: I like bananas, apples, and oranges.)
- Colons are not permitted in article titles.
- Periods, commas, question marks, and exclamation points go inside quotation marks. All other punctuation (colon, semicolon) goes outside.
Contractions:

- Do not use contractions except in direct quotations.

Guidelines for Abbreviations:

- Do not use abbreviations in headings or article titles.
- Usually do not use abbreviations at the beginnings of sentences (possible exceptions: CIA, NASA, FBI). Spell out names at the first instances in the text, notes, tables, and figures and put the abbreviation in parentheses immediately after the first use. Thereafter, you may use the abbreviation. If it has been many pages since the last time you used the abbreviation and it is one the reader is likely to forget, you may want to write out the words again to remind the reader.
- Do not use state abbreviations in running text (spell out state names). However, postal abbreviations are used in references, tables, and footnote citations.
- U.S., U.K., and USSR may be used as abbreviations (notice periods). Spell out all other country names.

Latin Abbreviations:

- Do not use Ibid., f. (ff.), op. cit., loc. cit., eadem, idem, infra, passim, or supra.
- You may use e.g. (for example) and i.e. (in other words). Remember to put periods after each letter and follow either of these with a comma. Do not use e.g. and etc. together; they are redundant.

Quotation Marks/Block Quotes:

- Do not use single quotation marks anywhere in the text except when you have a quote within a quote.
- Do not use quotation marks to set off a cliché. (INCORRECT: The young couple was trying to “keep up with the Joneses.”)
- Use double quotation marks (not single) to set off a word that you are emphasizing or using in a special sense (for example, a piece of slang or technical jargon). Use quotation marks in this manner sparingly; overuse of quotation marks can be very distracting for the reader.
- Use block quotes for quotations that are 40 words or longer. Indent block quotes 0.5” from the left and 0.5” from the right. Do not use quotation marks at the beginning and end of a block quote.
Figures Photos & Tables:
- Indent figures 0.5” from the left.
- Figure/photo title will go below the figure/photo: 10 pt. font, single-spaced, indented 0.5” from the left. Table title will come at the top of the table following the same styling.
- Figure/photo notes and source information will go below the figure title: 10 pt. font, italics, single-spaced, indented 0.5” from the left. Table notes and source information will go below the table following the same styling.

Paraphrasing vs. Quoting
- When quoting sources, choose carefully what you quote. As a general rule, quote authors when the reader really has to see the precise wording employed or because the style of writing is so wonderful, powerful, or poetic that there is no way you could paraphrase it. Otherwise, paraphrase (and of course, provide a footnote source).
- When you quote a source, avoid using many short quotes within a single sentence. This can be distracting for the reader and you can easily misrepresent what the author is saying. Instead, either paraphrase part of what the author is saying or connect the phrases with dots.

Reducing Bias in Language
- When you refer to a person or persons, choose words that are accurate, clear, and free from bias. The MLA Handbook lists many sources you can consult if you are concerned about how to discuss particular groups.
- Be consistent in how you refer to groups. For example, if you choose the phrase African American in an article, do not interchange the word black unless there is a compelling reason to do so.
- Do not capitalize the words black and white when referring to racial groups.

General Writing Guidelines:
In addition to the advice offered by the MLA Handbook, keep in mind the following:
- Avoid passive voice when possible. Active voice usually makes your writing much stronger.
- Sentences using the phrases “There is” and “There are” are usually a sign of weak writing. (Occasionally, however, these phrases offer the best way to express your meaning.) Search your document for these phrases and reword, if necessary.
Reference List:

- Refer to the *MLA Handbook* for reference styling.
- The reference list should be arranged alphabetically by author, then date, and placed at the end of the body of the paper.
- Label the heading References (not Works Cited or Bibliography) and adhere to the Heading Level 1 styling (detailed on page 1).

Endnotes:

Do not use endnotes; use footnotes instead.

Footnotes:

- Place footnotes after punctuation, i.e., after commas or after periods and closing quotations marks.
- Do not put a space between punctuation and the footnote.
- Use the footnote function in MS Word to create your footnotes.

Two types of footnotes may be used in articles:

1. All citations should be footnote citations. (See examples on pages 4-5).
2. Substantial footnotes that add information to the text.

Citations:

All citations should be made using the MLA footnote style.

Below are some examples of our citation footnote format. Use these as templates along with the *MLA Handbook* to provide all of the necessary information. Remember, direct quotes must have a page number/paragraph number/line number if available.

**Book (only one work by author used in paper — first time cited)**


**Book (only one work by author used in paper — subsequent citations)**

2. West 415.

**Book (multiple works by same author used in paper — first time cited)**


**Book (multiple works by same author used in paper — subsequent citations)**


2 Beauvoir 232.


2 Martin 33.


2 Lusane 48.


2 Myhre.


2 Pareles. *(Add page numbers if possible)*
Music (first time cited)

Music (subsequent citations)
2 De La Soul.

Movie/ Documentary

Photograph

Advertisement (available on Internet)