Papers should follow the *MLA Style Manual*, 3rd edition (2008). To ensure that the Journal is accessible to the broad membership, essays should be in English, and, when text in another language is quoted, translations in English should be provided. *PMLA* is a useful source for examples of how to provide translations in MLA style.

**Preparation of Copy**

- All submissions must conform to the *MLA Style Manual*, 3rd edition (the 2008 edition is preferable, although the 1998 edition is acceptable).
- All submissions should be proofread and have the spelling checked prior to submission.
- All quotations, titles, names, and dates must be double-checked for accuracy.
- All submissions must provide complete listing of references.
- All references must include the names of publishers, places of publication, the full names and a complete listing of translators and editors.
- All article submissions must be sent electronically via e-mail as Microsoft Word (.doc) files to mmla@luc.edu. Do not send PDF or .docx files.
- All articles must be written in English.
- All submissions must be double-spaced and include page numbers.

**Order of Manuscript Elements**

- Article title
- Author’s name
- Body of manuscript
- Author’s institutional affiliation
- Notes (endnotes, not footnotes)
- Works Cited
Details

Headings:
- **Level 1**: Bold, Major Words Capitalized
- **Level 2**: Italics, Major Words Capitalized

Dates and numbers:
- 353-57
- 1800-1801
- 1801-2
- 4 June 1832 (in citations and Works Cited)
- November 19, 1493 (in body of manuscript)
- first, second, third, last, *not* firstly, secondly, thirdly, lastly
- twenty-four-year-old wife and mother of three
- twentieth century, *not* 20th century or 20\(^{th}\) century

Citations:

Notes:
- Use endnotes, not footnotes, and reserve endnotes for explanatory material or for lengthy lists of citations. Citations in general should be parenthetical, in the body of the paper.
- Insert endnote reference numbers after, not before, punctuation.
- Use Word’s Insert Endnote tool to insert notes, and leave notes “live”; do not convert to plain text.
- Notes should be placed immediately before Works Cited.

Hyphens and dashes:
- Do not hyphenate most words with prefixes and suffixes: antimatter, birdlike, nonstate, postmodern, pretest, reread, semipermeable, socioeconomic, subset, underdeveloped, undo; *but* Elvis-like.
- In body of paper, use unspaced long (em) dashes (—), not hyphens (-) or short (en) dashes (–), to set off parenthetical material or interruptions.
- Use three long dashes (———) to show repeated author names in Works Cited.
Details

Spelling:

Miscellaneous:
- Hyphens:
  - Do not hyphenate African American, Asian American, etc.
  - Do not insert a hyphen between adverbs ending in –ly and the words they modify: e.g., heavily favored
- Use one space, not two, after terminal punctuation.
- Run-in list numbering: (1), (2), (3), etc.
- Ellipses: When quoting the work of authors, please follow the strict formatting of ellipses, per MLA, including using square brackets to distinguish your ellipses from those in the original.
- Italics: When quoting the work of authors, please indicate your italics for emphasis from italics in the original.
- Generally, use that for restrictive material and which for nonrestrictive/appositive material.
- Offset nonrestrictive/appositive information with two commas: “The poet, who hadn’t published before, was naturally reluctant to give a reading” versus “The poet who won the competition was only twenty-four.”
- Show alterations of quoted material, including case changes, using square brackets.
- Add an s after the apostrophe when forming the plural of a proper noun ending in s: Theseus’s, Ellis’s, Williams’s.
- Do not use apostrophes to form plurals: CDs, 1620s, 1900s.
- Do not use quotation marks to set off a term referred to as “so-called.”
- Web site, Web page
- Reserve e.g., etc., i.e., and vs. for parenthetical material; use full forms in running text.
Details

Punctuation:

- Insert comma before coordinating conjunction (“and,” “or”) in lists of three or more items: a, b, and c.
- Periods, commas, colons, semicolons following italicized words should be italicized in manuscript body and in the Works Cited.
- Do not add commas after very short introductory phrases (e.g., “In 1823”).
- Commas and periods used with quotation marks go inside the quotation marks.
- Do not use periods with most abbreviations: OED

Block Quotations:

- Do not hit “Enter” at the end of the first line of a block quote and then tab the next line in to create the block quotation, unless you are starting a new paragraph, or reproducing line breaks in poetry.
- Instructions and example for multi-paragraph quotations:

  Paragraph 1 starts at the left margin for the block quotation and continues with the same format.
  Paragraph 2, etc., starts here, and subsequent lines start at the left margin of the block quotation.
Translators: MLA version:

In running text, place translation either immediately after original, in single quotation marks:

In a 1917 letter to the publisher Kurt Wolff, for example, Kafka refers to “[der] tief in mor sitzende Beamte” ‘the deep-seated bureaucrat inside me’ (Briefe, 1902-1924 158; Letters 134).\(^1\)

or inside parenthetical citation, in double quotation marks:

In a 1917 letter to the publisher Kurt Wolff, for example, Kafka refers to “[der] tief in mor sitzende Beamte” (“the deep-seated bureaucrat inside me”; Briefe, 1902-1924 158; Letters 134).

Chicago version:

In running text, place translation immediately after original, in parentheses and double quotation marks:

In a 1917 letter to the publisher Kurt Wolff, for example, Kafka refers to “[der] tief in mor sitzende Beamte” (“the deep-seated bureaucrat inside me”; Briefe, 1902-1924 158; Letters 134).

Also from Chicago:

For translations formatted as block quotations, place translation immediately after original, in new paragraph:

Original text.

[Author’s bracketed translation appears directly underneath, in separate block quotation.]

**Details**

**Works Cited**

**General Comments:**
- If you do not know how to create a hanging indent as shown in the examples below, just type the entries and allow them to wrap to the next line naturally, just as you would when typing regular text. Do not force a hanging indent by hitting “Enter” at the end of the first line of an entry and then tabbing the next line in.
- Do not use superscript formatting for edition numbers: use 1st, 2nd, 3rd, 4th, etc., *not* 1ª, 2ª, 3ª, 4ª.
- Please double-check all publication details for accuracy and completeness. If a publication has a subtitle, include it. If a book has multiple authors and/or editors, provide all names. For book chapters and journal articles, provide inclusive page numbers. Include city AND state or country of publication. For journal articles, include volume and issue numbers, if any.

<table>
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Works Cited
Examples (cont’d):

Chapter in edited volume:


Work in multivolume publication:


Book available from a Web site:

E-book:

Translation:
