

## **Style Guide for the *Journal of the Midwest Modern Language Association***

**February  
2019**

Papers should follow the *MLA Handbook*, 8th edition (2016). The Journal now accepts works written in English, Spanish, French, and German.

### **Preparation of Copy**

- All submissions should conform to the *MLA Handbook*, 8<sup>th</sup> edition.
- All submissions should be proofread and have the spelling checked prior to submission.
- All quotations, titles, names, and dates should be double-checked for accuracy.
- All submissions should provide complete listing of references.
- All references should include the names of publishers, places of publication, the full names and a complete listing of translators and editors.
- All article submissions should be sent electronically via e-mail as Microsoft Word files to [mmla@luc.edu](mailto:mmla@luc.edu). Do not send PDF files.
- All submissions should 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

**Guidelines for Submitting Essays with Images**

- Clearly mark the figures in the text
- Use images that are 300 dpi tif if possible
- Insert a figure call out in the text (e.g. “Figure 1 goes here” between paragraphs)
- The image files should be pulled out of the Word file and labeled.

## Details

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- Headings:**
- **Level 1: Bold, Major Words Capitalized**
  - *Level 2: Italics, Major Words Capitalized*
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- 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<sup>th</sup> century
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- Citations:**
- Use parenthetical citations, per *MLA Handbook*, 8th edition (2016).
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- 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.
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- 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.
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## Details

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### Spelling:

- Use U.S. spellings, and refer to *Merriam-Webster's Collegiate Dictionary*, 11th edition, or *Webster's Third New International Dictionary*.
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### 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.
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## Details

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### 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

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### Block Quotations:

- Note that formatting block quotations has changed under the 2016 guidelines. Visit [https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_formatting\\_quotations.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_quotations.html) for more information.
- 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.

## Details

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### Translations:            **MLA**

**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).<sup>1</sup>

**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).

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<sup>1</sup> Example from *MLA Style Manual and Guide to Scholarly Publishing* (3rd ed., 2008), section 3.4.8 “Quotation Marks,” p. 97.

## Details

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### 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* 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>.
  - 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.
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### Works Cited

#### Examples:

#### Book:

- Arguedas, José María. *Deep Rivers*. Trans. Frances Horning Barraclough. 1958. Austin: U of Texas P, 1978. Print.
- . *Los ríos profundos*. 1958. Lima: Editorial Horizonte, 1986. Print.
- Brome, Richard. *The Weeding of Covent Garden*. Ed. Michael Leslie. *Richard Brome Online*. Humanities Research Institute Online. Web. 21 Feb. 2011.
- Schultz, William Todd. *Tiny Terror: Why Truman Capote (Almost) Wrote “Answered Prayers.”* New York: Oxford UP, 2011. Print.
- Andrews, David L., ed. *Michael Jordan, Inc.: Corporate Sport, Media Culture, and Late Modern America*. Albany: State U of New York P, 2001. Print.
- Mazzotta, Giuseppe. *The World at Play in Boccaccio’s “Decameron.”* Princeton, NJ: Princeton UP, 1986. Print.
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#### Journal article:

- Broad, Peter G. “They Finally Got the Joke! A Speech-Act Approach to Helping Students Respond Appropriately to Foreign Language Texts.” *ADFL Bulletin* 19.2 (1988): 13-16. Print.
- Kramsch, Claire. “The Privilege of the Nonnative Speaker.” *PMLA* 112.3 (1997): 359-69. *JSTOR*. Web. 17 Aug. 2011.
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## Details

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### Works Cited

#### Examples (cont'd):

#### Chapter in edited volume:

Bernhardt, Elizabeth. "Research into the Teaching of Literature in a Second Language: What It Says and How to Communicate It to Graduate Students." *SLA and the Literature Classroom: Fostering Dialogues*. Ed. Virginia M. Scott and Holly Tucker. Boston: Heinle, 2002. 195–210. *EBSCO Discovery Service*. Web. 30 Sept. 2011.

Christensen, Peter G. "Capote as Gay American Author." *The Critical Response to Truman Capote*. Ed. Joseph J. Waldmeir and John C. Waldmeir. Westport, CT: Greenwood, 1999. 61-67. Print.

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#### Work in multivolume publication:

Beaumont, Francis, and John Fletcher. *The Knight of the Burning Pestle*. Ed. Cyrus Hoy. Vol. 1 of *The Dramatic Works in the Beaumont and Fletcher Canon*. Gen. ed. Fredson Bowers. Cambridge: Cambridge UP, 1966. 1-88. Print.

Middleton, Thomas, and William Rowley. *The Faire Quarrel*. Ed. Suzanne Gossett. *The Collected Works*. Ed. Gary Taylor and John Lavagnino. Oxford: Clarendon, 2007. 1209-50. Print.

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#### Book available from a Web site:

Stone, Sandy. "The Empire Strikes Back: A Posttranssexual Manifesto." *Body Guards: The Cultural Politics of Gender Ambiguity*. Ed. Kristina Straub and Julia Epstein. New York: Routledge, 1991. Web. 13 Apr. 2012. <<http://www.actlab.utexas.edu/~sandy/empire-strikes-back>>.

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#### E-book:

Bornstein, Kate. *Hello Cruel World: 101 Alternatives to Suicide for Teens, Freaks, and Other Outlaws*. New York: Seven Stories, 2011. Kindle file.

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#### Translation:

Cixous, Hélène. *The Book of Promethea*. Trans. Betsy Wing. Lincoln: U of Nebraska P, 1991. Print.

———. "The Laugh of the Medusa." Trans. Keith Cohen and Paula Cohen. *Signs* 1 (1976): 308-20. Print.

Cixous, Hélène, and Catherine Clément. *The Newly Born Woman*. Trans. Betsy Wing. Minneapolis: U of Minnesota P, 1986. Print. Trans. of *La Jeune Née*. Paris: Union Générale d'Éditions, 1975.

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