
**Preparation of Copy**

- All submissions should conform to the *MLA Handbook*, 8th 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. 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

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 20th 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.
- Italic: 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:

- 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 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

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).

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).

Details

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 1st, 2nd, 3rd, 4th.

- 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.

Works Cited Examples:

Book:


Journal article:


### Details

#### Works Cited Examples (cont’d):

<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Example</th>
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