

ANGLO SAXONICA HOUSE STYLE

TEXT AND MANUSCRIPT PREPARATION GUIDELINES

The following style guidelines are based on the *MLA Formatting and Style Guide*, 8th ed., and adapted, with permission, from the [OWL at Purdue](#)



A. GENERAL LAYOUT

1. Identification of the article and author

All centred, 12 point, Times Roman font, 1,5 spaces.

Title: uppercase and lowercase characters; **bold**. Provide a shortened title (no more than 40 characters, including spaces, to be used as the running header in the published article)

Author: 3 spaces (2 x 1,5) below the title; *italics*.

Affiliation: under the author's name; following institutional norms, if applicable, ex.: Centro de Estudos Anglisticos, Faculdade de Letras, Universidade de Lisboa.

Email address: preferably linked to the author's institution.

2. Text and quotations

Text: Times New Roman font, size 12 point; 1,5 spaces; left and right justified

Sections and subheadings: articles should be reasonably divided into sections and, if necessary, into sub-sections, using Arabic numerals. Do not use Roman numerals as section headings. Please mark the hierarchy of the subheadings as follows:

Heading A = numbered, bold, two lines space above and one-line space below.

Heading B = numbered, italics, one-line space above and one-line space below.

Acknowledgements: if applicable, use this section as a level A header (numbered, bold, two lines space above and one-line space below) before the "Works Cited" section.

Footnotes: Times New Roman font, size 10 point; 1,5 spaces; left and right justified. Write the note number after the text. Please do **not** separate it from the text with one space. Add note numbers after punctuation marks, except the dash that must be preceded by the note number.

MLA discourages extensive use of explanatory or digressive notes. MLA style does, however, allow you to use endnotes or footnotes for bibliographic notes, which refer to other publications readers may consult. Notes should be listed by consecutive Arabic numbers that correspond to the notation in the text.

Note that when a long dash appears in the text, the footnote number appears *before* the dash. Ex.:

For years, scholars have failed to address this point⁸—a fact that suggests their cowardice more than their carelessness.

Tabs: 1.5 cm tab at the beginning of each paragraph.

Long quotations (more than 40 words): do not use quotation marks; set off whole quotation from the text by indenting from the left margin (use tab: 1.5 cm); size 12 point; 1,5 spaces. Left and right justified, with one line spacing above and below main text. Do not enclose in quotation marks. Your parenthetical citation should come **after** the closing punctuation mark. When quoting verse, maintain original line breaks. Do not use tab or indentation after a quotation that has been set off from the text.

Paragraphs under a heading or a long quotation: flush left.

Quotations in the text: use “double quotation marks” and, if you use punctuation marks after the quotation, please place them after closing the quotation marks. (Ex.: Written twenty years after “Nature”, “The Apple-Tree Table” is a complex response to complex Emersonian principles.) Use ‘single quotation’ marks for quotes-within-quotes, i.e., when quoting an excerpt with an inner quotation. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text.

Dashes: use em-dashes, not hyphens nor en-dashes to create a parenthetical break in the structure of a sentence. Word processing software programs will automatically turn two hyphens into an em-dash (if no space is left before or after them). (Ex.: The short story is set in a domestic environment, in the old house of a family of five people—a couple, two daughters and an Irish maid—also present in former stories.)

Suppressed text in citations: use (...), not ... or [...].

Parenthetical reference in the text (author-page style): for the most part, an in-text citation is the author’s last name and the page number with one space (or just the page number, if the author is named in the sentence) in parentheses. Ex.:

Imperialism is “the practice, the theory, and the attitudes of a dominating metropolitan center ruling a distant territory” (Said 9).

or

According to Edward W. Said, imperialism is defined by “the practice, the theory, and the attitudes of a dominating metropolitan center ruling a distant territory” (9).

In one work by the author of two or more works: place a comma after the author’s last name followed by comma, add a shortened version of the title of the book (ex.: Toffler, *Future* 211) or article (ex.: Lefevere, “Why Waste our Time” 241), and supply the page number(s).

When creating in-text citations for media that has a runtime, such as a movie or podcast: include the range of hours, minutes and seconds you plan to reference, ex.: (00:02:15-00:02:35).

Emphasis and foreign words: Use *italics* for foreign words, highlighting, and emphasis. **Bold** should be used only for highlighting within italics and for headings. Please refrain from the use of FULL

CAPS (except for focal stress and abbreviations) and underlining (except for highlighting within examples, as an alternative for boldface).

Extra spaces between words: Check for extra spaces using your word processor and remove them.

3. Works Cited

Include all works cited in the text (including footnotes) at the end of the document, before the abstract and keywords. Paginate this section as a continuation of the text; title indented to left; Times New Roman font; size 12 point; **bold**. The DOI or URL is usually the last element in a citation and should be followed by a period. All works cited entries end with a period.

Order: List entries in alphabetical order according to the last name of the author. If you are listing more than one work by the same author, alphabetize the works by title. Instead of repeating the author's name, type three hyphens and a period.

Multiple authorship: place names in the order they appear in the source. Reverse the name of the first author only (ex.: "Wilmot, Ian, Keith Campbell, and Colin Tudge."). When the author is an institution, begin with its name (ex. "CEAUL–Centro de Estudos Anglisticos da Universidade de Lisboa / ULICES–University of Lisbon Centre for English Studies"). For a source with three or more authors, list only the first author's last name, and replace the additional names with et al.

Multiple citations: To cite multiple sources in the same parenthetical reference, separate the citations by a semi- colon, ex.: (Burke 3; Dewey 21).

Page numbers: Page numbers (range) are designated with pp. pp. precedes page numbers, ex.: pp. 201-203.

Note changes in the eighth edition of MLA:

- Terms like editor, illustrator, translator, etc., are no longer abbreviated.
- Place of publication is omitted.
- Placeholders, including "n.d." for "no date", are no longer used.
- vol. and no. are now spelled out (instead of 32.3; it is vol. 32, no. 3).
- Medium (Print. Web., etc.) is no longer necessary.
- It is recommended including URLs when citing online sources.
- Date of access to online sources (ex.: Accessed 8 Feb. 2018) is optional.
- Remove any "http://" or "https://" tag from the beginning of the URL.
- If your source is listed with a DOI, use that instead of a URL.

Format examples

Book, Single Author	Garcia Marquez, Gabriel. <i>Love in the Time of Cholera</i> . Vintage, 1988.
Book, Two Authors	Casell, Kay Ann, and Uma Hiremath. <i>Reference and Information Services in the 21st Century: An Introduction</i> . Neal-Schuman, 2004.
Book, Three or More Authors	Robbins, Chandler S., et al. <i>Birds of North America: A Guide to Field Identification</i> . Golden, 1966.

Book, with Translator or other contributors	Homer. <i>The Odyssey</i> . Translated by Robert Fagles, Viking, 1996. Other common descriptions: Adapted by, Directed by, Edited by, Illustrated by, Introduction by, Narrated by, Performance by.
A work (e.g., essay, short story) in an anthology or compilation.	Kimball, Jean. "Growing Up Together: Joyce and Psychoanalysis, 1900-1922." <i>Joyce through the Ages: A Nonlinear View</i> , edited by Michael Patrick Gillespie, UP of Florida, 1999, pp. 25-45.
Book, Later Edition	Blamires, Harry. <i>The New Bloomsday Book: A Guide through Ulysses</i> . 3rd ed., Routledge, 1996.
Article in an Online Database	Hannah, Daniel K. "The Private Life, the Public Stage: Henry James in Recent Fiction." <i>Journal of Modern Literature</i> , vol. 30, no. 3, 2007, pp. 70-94. <i>JSTOR</i> , www.jstor.org.ezproxy.lib.uwf.edu/stable/30053134 . Best, David, and Sharon Marcus. "Surface Reading: An Introduction." <i>Representations</i> , vol. 108, no. 1, Fall 2009, pp. 1-21. <i>JSTOR</i> , doi:10.1525/rep.2009.108.1.1
Article in Print Journal	Hannah, Daniel K. "The Private Life, the Public Stage: Henry James in Recent Fiction." <i>Journal of Modern Literature</i> , vol. 30, no. 3, 2007, pp. 70-94.
Article (Web Page) on a Web Site	Farkas, Meredith. "Tips for Being a Great Blogger (and a Good Person)." <i>Information Wants to Be Free</i> , 19 July 2011, meredith.wolfwater.com/wordpress/2011/07/19/tips-for-being-a-great-blogger-and-good-person/ .
Website (Whole site)	Farkas, Meredith. <i>Information Wants to Be Free</i> . Jun. 2015, meredith.wolfwater.com .
YouTube Video	"Dog Turns Roomba Off." <i>YouTube</i> , uploaded by ilovetobamom, 28 Dec. 2016, www.youtube.com/watch?v=ei5H-wd3BIU .
Podcast	"Chapter I: If You Keep Your Mouth Shut, You'll Be Surprised What You Can Learn." <i>S-Town</i> from <i>Serial</i> and <i>This American Life</i> . stowpodcast.org/chapter/1 . Accessed 8 May 2017.
Tweet	@realDonaldTrump. "Wow, the Fake News media did everything in its power to make Republican Healthcare victory look as bad as possible. Far better than Ocare!" <i>Twitter</i> , 5 May 2017, 4:22 p.m., https://twitter.com/realDonaldTrump/status/860635815277453313 .

<p>Television Show on Streaming Platform</p>	<p>"A Fish Out of Water." <i>Family Guy</i>, season 3, episode 10, Fox Broadcasting Company, 19 September 2001. <i>Hulu</i>, www.hulu.com/watch/171063.</p>
---	--

Source: libguides.uwf.edu/citingsources/mla8. For other sample entries see [the MLA Formatting and Style Guide](#) at OWL Purdue.

4. Appendixes

Appendices should follow the "Works Cited" section. Please make sure you refer to the appendix in the main text.

5. Illustrations

Tables, figures and plates should not be inserted within the manuscript but should be submitted as separate attachments. The desired position in the text for each table, figure and plate should be clearly indicated in the manuscript.

Visuals/illustrations (preferably black and white only, minimum 300 dpi) should not exceed the number of two per article.

All visuals/illustrations that are not tables or musical score examples (e.g. maps, diagrams, charts, videos, podcasts, etc.) are labeled *Figure*.

In-text references to illustrations must not be capitalized.

Below the figure, provide a label name and its corresponding numeral (no bold or italics), followed by a colon (e.g. Figure 1:). Here, *Figure* is capitalized.

All captions for figures and plates (including sources and acknowledgements) should be listed on a separate document.

6. Tables

Tables should be prepared with the minimum use of horizontal rules and avoiding vertical rules. Refer to the table and its corresponding numeral in-text. Do not capitalize the word *table*. This is typically done in parentheses (e.g. (see table 2)).

Situate the table near the text to which it relates.

Align the table flush-left to the margin.

Use the label "Table" and provide its corresponding numeral. No punctuation is needed.

Use standard capitalization rules.

7. Abstract and Keywords

Following the main text (and appendixes, illustration, and tables, if applicable) all articles should include a maximum of five keywords (the first keyword should be capitalized and the keywords separated by a semi-colon, with no punctuation mark at the end), and an abstract (up to 200 words) both in English and in another language of international academic communication (ex: Portuguese, Spanish, French, Italian or German). Size 12 point, Times Roman font. Left and right justified. No line space inserted after **ABSTRACT** or **RESUMO** (in bold, centred) and **KEYWORDS** or **PALAVRAS-CHAVE** (centred).

8. Notes on contributors

Include a short bio note in English or Portuguese, with a maximum of 100 words.

B. GENERAL STYLE GUIDELINES REGARDING TEXT AND FOOTNOTES

- Spell out centuries: i.e. “nineteenth century” rather than “19th century”, “tenth century” rather than “10th century”, etc.
- Spell out numbers 1–10: i.e. “one”, “two”, “three”, etc. All other numbers should be represented as numerals.
- Spell out %: i.e. “15 per cent”.
- “c.” or “ca.” should always be spelled out and italics: “circa”.
- Names initials should have a space: i.e. T. S. Eliot.
- Spell out, at first mention, all acronyms and initialisms.
- Use the phrase “this article” or this essay” rather than “this paper”.
- For dates, use the English format, i.e. day, month, year—14 July 2018.
- Capitalize each word in the titles of articles, books, etc, but do not capitalize articles (the, an), prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind*, *The Art of War*, *There Is Nothing Left to Lose*.
- In uppercase letter abbreviations, do not use periods or spaces in abbreviations composed solely of capital letters, except in the case of proper names: US, MA, CD, HTML.
- Degree names: PhD, not PHD.
- Scholarly abbreviations: anon. for anonymous; no. for number; P for Press (used for academic presses); p. for page, pp. for pages; par. for paragraph when page numbers are unavailable; qtd. in for quoted in; U for University (for example, Purdue U); UP for University Press (for example, Yale UP or U of California P)

Updated August 2018