ENCYCLOPAEDIA OF THEORY

SUBMISSION GUIDELINES

In preparing your essay for submission, please observe the following guidelines:

- Your essay should be accompanied by:
  - **a Brief Abstract** (which should not exceed 100 words);
  - **a Brief Bio** (including your name and institutional affiliation) which should be placed on a separate page – your name should <u>not</u> appear anywhere on the essay itself;
  - **Contact Information** (this should include a functioning e-mail address which you regularly access).
- **Attachment:** please submit your essay via e-mail as an attached file.
- **Wordprocessor:** your paper should be written using *either*
  - Corel Wordperfect (preferably) *or*
  - Microsoft Word.
- **Computer:** essays composed on an Apple Macintosh computer (as opposed to an IBM-compatible PC) may prove difficult for us to convert at this end.
- **Length:** essays should be no more than 10,000 words in length.
- **MLA Guidelines:** you should follow the general guidelines set out in the <u>MLA Handbook</u>; we are currently still using Version 6 but will update to the most recent version in the future
- **Line Spacing:** papers should be *single*-spaced throughout.
- **Font:** the font used should be Verdana (10 point).
- **Page Numbering:** page numbers should be located in the top right hand corner of each page and should be Verdana (10 point).
- **Endnotes:** footnotes should be used rather than endnotes:
  - *note numbers* should be placed outside full stops (i.e. like this.[1]).
  - *clarification:* endnotes should be used primarily for clarification and expansion of points made in the main body of your essay *and <u>not</u> for documentation of sources* (see below).
- **Documentation:** each paper should be accompanied by a list of "Works Consulted" located at the end of the paper and which should document all sources consulted following the MLA format.
- **Quotations:**
  - *short* quotations (i.e. under two to three lines) should be indicated by double-inverted commas (i.e. "like this").
  - *longer* quotations (i.e. more than two to three lines) should be
    - double-indented (i.e. indented from each margin),
    - not placed in quotation marks.

- *page references* should be placed in brackets immediately following the quotation and should <u>not</u> be preceded by 'p.' For example: Harris terms the nineteenth century realist novel a "novel of persuasion" (22). Relevant documentation information should not be placed either at points like this in the body of the essay or in footnotes but in the list of works consulted (see above).
- *Quotes inside a quote* should be indicated by single-inverted commas.
- **Titles:**
  - *books, anthologies, collections, etc.:* the titles of these should be <u>underlined</u>
  - *lyric poems, short stories, essays, etc.:* the titles of these should be in double-inverted commas (e.g. "Lycidas").
- **Full stops:** each full stop should be followed by two spaces.

Please note that papers that do not adhere to these guidelines may be returned to the writer so that the appropriate changes may be made prior to review.