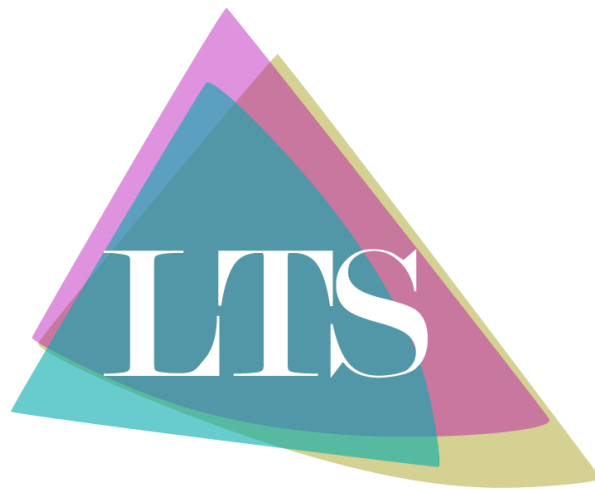The Journal of Languages, Texts, and Society:

Contributors' Style Guide

LTS

Contents

Overview:

MLA Style (Works Cited and In-Text Citations)

Contributors should ensure that material submitted to the *Journal of Languages, Texts, and Society* conforms to the **MLA style**. For anything not found in this guide, please consult the *MLA Handbook, Eighth Edition*, 2016 or contact the Production Editor with queries on journal style. The MLA Style Center also offers a free, quick guide to the MLA style.

Contributors should use in-text citations (you do <u>not</u> include dates for MLA) and provide a list of alphabetised works cited at the end of their piece. Footnotes should be used sparingly and only to provide additional information.

For more information, see the first two sections (*1. Works Cited* and *2. In-Text Citations*). We also recommend that you look at some of our previous issues for a better understanding of our style.

Spelling, Punctuation and Usage

The Journal accepts UK <u>or</u> US spellings for the English language and asks you as the author to be consistent in your spelling system.

Please avoid using abbreviations unless they are common enough to be considered widely understood (e.g., OED for *Oxford English Dictionary*). If abbreviating a title, use short titles rather than initialisms: *All's Well*, not *AWEW* for *All's Well that Ends Well*.

For more information on our specific guidelines for punctuation and spellings see sections *3. Spelling and Usage* and *4. Punctuation*.

Formatting

Tables and figures should be numbered sequentially and include a caption.

If you use figures, tables, or other visual information that was originally created

by someone else, notify the LTS Production Editor of the original creator and any information you know concerning copyright and usage rights.

Italicisation can be used for emphasis but be careful of clarity (i.e., ensure it does not cause confusion by its interaction with other instances of italicisation).

If a quotation extends to more than four lines, separate it from the body of your text as a block indented quotation. Do not use quotation marks.

For more information on formatting (including non-English words and page numbers in addition to further detail on the above points), see section *5. Formatting*.

1. Works Cited

There is an overall pattern for MLA (eighth edition), regardless of the type of source that you are referencing. The aim of this is to make things much clearer for users. Guidelines state that, if given, these major elements should be included in the citation in this order:

1. Author
2. Title of Source
(Large works like books, journals, or collections are italicised whereas smaller works, like chapters and articles, that are contained within journals or books are placed in quotation marks "…")
3. Title of Container
(e.g. the book title in an edited volume or the journal title)
4. Other Contributors
(e.g. the editors of a volume)
5. Version
(e.g. if it's a second edition or expanded/updated)
6. Number
(e.g. for a journal: vol. 2, no. 1)
7. Publisher
8. Publication date
9. Location
(e.g. a specific page number (p.), series of page numbers (pp.), web address (URL), digital object identifier (DOI)). *Note*: MLA 8th edition does not require you to specify place of publication unless deemed relevant (see section 1.9.2. for more on when to include the place of publication).

Of course, there are many permutations for citing works, so we will now provide further detail on each of the above elements for you, providing examples where relevant. To reduce repetition, we have combined information on the title of sources and containers (points 2 and 3) for you here in section 1.2.

1.1. Author

Entries should begin with the author's last name for the purposes of alphabetising. When a source has **two or more authors**, only the first name

(the lead author) should be reversed.

If the role of the author was something other than creating the work's main content, you should follow the name with a **label that describes the role** (e.g., editor, editors, translator, director).

If you are discussing a source that has been **translated from another language** and your article focuses on the translation, you should treat the translator as the author.

When discussing **film and television** the 'author' is the person or persons that your discussion focuses on followed by a descriptive label (e.g., director, actor, producer, screenwriter).

Give **pseudonyms**, including online usernames, like regular author names. If a work **does not have an author name**, begin the reference with the title of the work (do not write anonymous).

If the author is an **entity** (i.e., an institution, association, or government agency) rather than an individual person, give the entity as the name. Alternatively, if the author is also the publisher, skip the author element (listing the title first) and list the organisation as publisher.

Examples:

> **Book**
> Dyer, Richard. *White*. Routledge, 1997.
>
> **Book chapter by two authors (in an edited volume)**
> Aarts, Henk, and Rudd Custers. "Unconscious goal pursuit: Nonconscious goal regulations and motivation." *The Oxford handbook of human motivation,* edited by Richard M. Ryan, Oxford University Press, 2012, pp. 232-247.
>
> **Book by multiple authors**
> Jalava, Jarkko, Stephanie Griffiths, and Michael Maraun. *The Myth of the Born Criminal: Psychopathy, Neurobiology, and the Creation of the Modern Degenerate*. University of Toronto Press, 2015.
>
> **Translated book**
> Pevear, Richard, and Larissa Volokhonsky, translators. *Crime and Punishment*. By Fyodor Dostoevsky, Vintage eBooks, 1993.
>
> **No named author**
> *Diagnostic and Statistical Manual of Mental Disorders*. American

Psychiatric Association, 1952.

Edited volume
Rafter, Nicole, editor. *The Origins of Criminology: A Reader*. Routledge, 2009.

Book authored by an organisation
United Nations. *Consequences of Rapid Population Growth in Developing Countries*. Taylor and Francis, 1991.

Anonymous short story
"Why Rabbit Has a Short Tail and Dog a Wide Mouth." *The Southern Workman*, vol. 27, no. 4, 1898, pp. 76-77.

Article
Barsade, Sigal G. "The ripple effect: Emotional contagion and its influence on group behavior." *Administrative Science Quarterly,* vol. 47, no. 4, 2002, pp. 644-675.

Social media
@LTSJournal. "Issue 2 is now live! You can find it here: analytics.twitter.com/mob_idsync_." *Twitter*, 11 May 2018, 4:15 p.m., https://twitter.com/LTSJournal/status/994943994298863616.

Film
Affleck, Ben, and Rosamund Pike, actors. *Gone Girl*. 20th Century Fox, 2014.

Video on a website
"*Curiosity* Rover Report (August 2015): Three Years on Mars!" *NASA's Journey to Mars: Videos*, edited by Sarah Loff, National Aeronautics and Space Administration, 30 July 2015, www.nasa.gov/topics/journeytomars/videos/index.html.

1.2. Title of Source and/or Container

Titles should be given in full exactly as they are found in the source except that capitalisation and punctuation should be standardised. **Large works** like books, journals, or collections are *italicised* whereas **smaller works**, like chapters and articles, that are contained within journals or books are placed in **quotation marks**.

Periodical titles (journals, magazines, newspapers), television series, websites, albums are set in *italics* whereas articles, television episodes, blog posts, and pieces of music on an album should be placed in **quotation marks**.

If you are working with an **untitled source**, provide a generic description that will help your readers understand what you are referring to. Capitalise the first word of the description and any proper nouns.

> Mackintosh, Charles Rennie. Chair of stained oak. 1897-1900, Victoria and Albert Museum, London.

1.3. Other Contributors

If the work of other people, who are not the main author, is important to your discussion or to the identification of the source, you should include other contributors within the citation. To **identify the role** they played within the creation of the work, please provide an identifying label.

Common descriptive labels include: adapted by, directed by, edited by, illustrated by, introduction by, narrated by, performance by, translated by, and so on. If the role of the contributor cannot be described with one of the above labels, include the role which should be expressed as a noun followed by a comma (e.g., general editor, Martin Halliwell).

> Weir, Peter, director. *The Truman Show*. Narrated by Morgan Freeman, performance by Jim Carrey, Paramount Pictures, 1998.

1.4. Version

If the source you are working with is part of an edition or volume, include a notation to indicate this. For example, a work may be a revised edition, fifth edition, authorised, expanded, updated, unabridged, or a director's cut. On occasion, sources may have other descriptive titles that refer to their version, for example, King James Version.

1.5. Number

If the source you are citing is part of a numbered sequence, indicate the volume number with the abbreviation vol. followed by the number. Journals often also provide issue numbers; these should be included in the citation through the abbreviation no. followed by the number. Television series should be identified by season and episode.

> vol. 2, no. 1,

> season 4, episode 3,

1.6. Publisher

The publisher is the entity that is principally responsible for producing the source. If there are two or more publishers who appear equally as responsible for publication, include both of them, separating the names with a forward slash.

1.7. Publication Date

When a source contains more than one date, cite the publication date that is most relevant to the use of your source. Write the full date as it appears on the source including a time stamp if appropriate.

1.8. Location

The source location refers to a specific **page number** (p.), series of page numbers (pp.), **web address** (URL), **digital object identifier** (DOI), **disc number**, **timestamp**, or **place**.

Citing a DOI or stable URL (sometimes called a *permalink*) is preferable to a web address as these provide stable connections to the source even if the URL should change.

Generally, it is no longer necessary to include the place of publication for MLA eighth edition (see 1.9.2. for more detail).

1.9. Optional Elements in a Citation

1.9.1. Date of Original Publication

If a source has been republished, you may choose to include the original date of publication after the title to contextualise when the work was created. You should include the date of original publication immediately after the source title.

> Dickens, Charles. *Great Expectations*. 1861. Vintage, 2008.

1.9.2. City of Publication

While it is traditional to cite the city of publication, it serves little purpose, and MLA no longer recommends including the city of publication. There are three exceptions: books **published before 1900**, **editions of the same book** with differences in spelling, vocabulary, and title, and **small press** texts where the location may help readers find the publisher.

1.9.3. Other Facts about the Source

Other elements you may want to include to help readers find or understand your sources include the volume number of a **multivolume publication**, a **descriptive term** (e.g., transcript, address, lecture), information concerning **prior publication**, **date of access**.

2. In-Text Citations

2.1. Typical In-Text Citation

In-text citations should be unambiguous and will usually provide identifying information such as the **author name** and **page number** in parenthesis. **Dates are <u>not</u> included in parenthesis** but may of course be referred to in the body of the text if they are pertinent.

If the author's name is contained in the sentence – and it is clear the quotation is taken from their work – then a page number is sufficient.

> According to Andrew Lawson, foreclosure fictions written after the 2008 crash 'helped to explain the bust … constructing links between cause and effect, identifying villains, and laying blame' (50).

If the name is not given in the sentence, then the author's name should be included in the parenthesis, along with the page number if a direct quote.

> Foreclosure fictions written after the 2008 crash 'helped to explain the bust … constructing links between cause and effect, identifying villains, and laying blame' (Lawson 50).

2.2. Other Circumstances

2.2.1. Authors with the Same Name

If your works cited list contains two or more authors with the same last name, the in-text citation should provide the author's first initial or full name.

> (A. Lawson 50) or (Andrew Lawson, 50)

2.2.2. Multiple Works by the Same Author

If you use multiple works by the same author, use a shortened form of the source's title for clarity.

> (Lawson, 'Foreclosure Stories' 50)

2.2.3. Works Without an Author
When your work-cited entries begin with the title of the work, you should include the title of the work in the text itself or a shortened version in the in-text citation.

(*Diagnostic and Statistical Manual* 40) or ('White Paper' 34)

2.2.4. Paraphrasing Ideas
Citations for a fact or paraphrased idea should come as close as possible to the borrowed material. It is acceptable to place the citation at the end of the sentence or at a natural pause so as to not disrupt the flow of your argument.

2.2.5. Time-Based Media
For films, television, music and other forms of audio and visual material, cite the relevant time or range of times. Provide the time stamp by giving the hours, minutes, and seconds as displayed by your media player and separated with colons.

(*Notting Hill* 02:01:54-56)

2.2.6. No Page Numbers
If the source you are working with does not have page numbers, do not count unnumbered paragraphs/pages or include additional information.

2.2.7. Translated Materials
If the article author has translated materials into English, they should provide the translated phrase in footnotes.

3. Spelling and Usage

3.1. Spellings

The *Journal of Languages, Texts, and Society* accepts UK or US standard spellings. However, authors should ensure consistency. For example, if you tend to use *-ize* and *-ization* (in words such as *civilize*, *civilization* or *authorize*, *authorization*), then you should use this spelling throughout the article. Similar standards apply for spelling variations such as:

- *our/or* (*colour*, *armour* versus *color*, *armor*)
- *re/er* (*centre*, *lustre* versus *center*, *luster*)
- *ce/se* (*defence*, *licence* versus *defense*, *license*)
- *ae* and *oe* ligatures (*encyclopaedia*, *foetal* versus *encyclopedia*, *fetal*)

Note that there are other spelling differences between UK and US usage. In all cases, ensure that one system is used throughout the author's article.

Exception: Use the original spelling in quotations and titles from other works, even where this is different from the standard being applied in the rest of the article.

3.2. Diacritics

Use diacritics in words and phrases that are considered foreign borrowings (e.g., *papier mâché*, *Führer*, *Priísta*).

In addition, words ending in *-é* should retain all diacritics: *blasé*, *cliché*, *pâté*, *résumé*. Wherever possible, diacritics should be used in capital letters, as well as lowercase.

3.3. Plurals

Wherever possible, give preference to the regular English plural form (*s/-es*) for foreign words: *campus*, *campuses*; *forum*, *forums*; *libretto*, *librettos*. The following are exceptions:

- Greek: *analysis, analyses*; *axis, axes*; *basis, bases*; *crisis, crises*; *criterion, criteria*; *diagnosis, diagnoses*; *phenomenon, phenomena*; *thesis, theses* (also *hypothesis, synthesis, parenthesis*, and other compounds ending in *-thesis*)
- Latin: *addendum, addenda*; *alumnus, alumni*; *alumna, alumnae*; *appendix, appendices*; *codex, codices*; *datum, data*; *desideratum, desiderata*; *erratum, errata*; *stimulus, stimuli*
- German: *lied, lieder*

Do not use an apostrophe to form the plural of abbreviations, names, numbers, letters, and words not normally used as nouns: *MPs, POWs, Ph.D.s,the Henrys, the many Italys, the 1960s, the twenties,a*s and *e*s, *the three Rs, haves* and *have-nots*.

3.4. Possessives
To form the possessive with proper nouns, use the standard apostrophe-*s*, even with proper nouns ending in *-s*, *-z*, and *-x*.

Exception: For *Moses* and Greek names ending in *-es*, use only the apostrophe: *Moses' law*, *Socrates' philosophy*, *Xerxes' leadership*.

3.5. Abbreviations
As far as possible, avoid abbreviations in blocks of continuous prose. Avoid starting a sentence with abbreviations. Avoid using abbreviations in the title of articles, unless these are common enough as to be considered universally understood (e.g., *OED* for *Oxford English Dictionary*). Avoid beginning footnotes with abbreviations, if possible.

When abbreviating a title, use short titles rather than initialisms: *All's Well*, not *AWEW*. For American states, use the two-letter postal abbreviations: CA for California, ID for Idaho, etc.

3.6. Capitalisation
Use headline-style capitalisation for titles of original articles, as well as titles of cited works. That is, capitalise the first and last word in a title, as well as all other words except conjunctions (e.g., *and, or, nor, yet, but*), prepositions (e.g., *for, over, up, on*), and articles (*a, an, the*).

4. Punctuation

4.1. Commas

Use the Oxford (or serial comma). Use a comma before phrases such as *and so on* or *etc*. Use a comma after the abbreviations *e.g.* and *i.e.*: homilies (e.g., Wulfstan's *Sermo Lupi ad Anglos*).

4.2. Full Stops (Periods)

Use a full stop after abbreviations that do not end with the same letter as the final letter of the full word: *Ph.D.*, *M. Alfonse*, *p. 68*, *vol. XVIII*, *Prof. Rodman-Jones*. In abbreviations ending with the same letter as the final letter of the full word, do not use the full stop: *Electric Ave*, *Sesame St*, *Mr Smith*, *Dr Thomas*.

4.3. Quotation Marks (Inverted Commas)

As with spellings (see 2.1.1.), consistency is important regarding the use of single or double quotation marks. If you use single quotation marks, punctuation should normally be placed outside; if double quotes are used, punctuation should normally be placed inside.

4.4. Spaces

Use only one space between sentences.

5. Formatting

5.1. Lists

Do not capitalise the first letter of items in lists (unless they should be capitalised for other reasons, such as proper nouns). Do not include punctuation after each item.

5.2. Tables and Figures

5.2.1. Numbering and Captions

Tables and figures should be numbered, sequentially. Each table and figure should also include a caption. Your caption may be edited for concision or clarity by editors.

5.2.2. Copyright

If you use figures, tables, or other visual information that was originally created by someone else, notify the LTS Production Editor of the original creator and any information you know concerning copyright and usage rights.

5.3. Italics

5.3.1. Emphasis

Italics may be used for emphasis, but be careful to ensure that this does not interact with other instances of italicisation in such a way as to cause confusion.

5.3.2. Foreign Words

Italicise single words or short phrases in a foreign language, unless they are directly quoted. Foreign words and phrases that have passed into regular usage in English should not be italicised.

5.4. Page Numbers

When citing inclusive page numbers, use the 'two or more digits as necessary' rule of thumb.

Example: use 145–55 (not 145–155) and 223–28 (not 223–8 or 223–228).

5.5. Indented Quotations

If a quotation extends to more than four lines, separate it from the body of your text as a block indented quotation. Do not include quotation marks unless they are included in the passage you are citing and do not add an additional line to separate the indented quotation from the main body of the text. Use a colon to signal the introduction of the quotation and end the citation with a parenthetical citation as necessary. Other punctuation can be substituted or not used at all when it is necessary for the grammatical connection between your introductory wording and the quotation.