

### **Word Count**

- ❑ Word count includes footnotes and works cited list.
- ❑ Articles should be 5000-7000 words.
- ❑ Fiction reviews should be 1000-1500 words.
- ❑ Non-fiction reviews should be 1500-2000 words.
- ❑ Conference/Event reports depends on the number of days of the conference/event. Please check with the Reviews Editor(s) for guidance.

### **Bionotes**

- ❑ Is the Bionote up to date?
- ❑ Bionotes should be written in third person.
- ❑ Bionotes should be no more than 100 words.
- ❑ Bionotes should include a university affiliation, or, if an independent researcher, should include the country of residence.
- ❑ We prefer to remove titles (drs, profs, etc) in order to have consistency throughout all the pieces.

### **Abstracts**

- ❑ Articles should have an abstract of no more than 300 words.
- ❑ Abstracts should be written in first person.

### **Title of the piece**

- ❑ Articles should have a descriptive title.
- ❑ Fiction reviews should have a descriptive title, followed by a full reference of the work being reviewed. (See MLA 8 for referencing.)
- ❑ If the title includes names of fiction works, these should be italicised or in double quotes as per our preferences below.
- ❑ If you are checking the proof copy, please make sure you doublecheck the title in the table of contents as well. The first letter of every word in the title should be capitalised.
- ❑ Conference reports do not have a descriptive title. It should be titled by the name, followed by full reference to the event:
  - *Performing Fantastika* Conference
  - *Performing Fantastika* Conference. Lancaster University, UK, 28 & 29 April 2017
- ❑ Non-fiction reviews do not have a descriptive title. It should be titled with shortened reference of the work reviewed, followed by complete reference.
  - *Post-Millennial Gothic: Comedy, Romance and the Rise of Happy Gothic* (2017) by Catherine Spooner
  - Spooner, Catherine. *Post-Millennial Gothic: Comedy, Romance and the Rise of Happy Gothic*. Bloomsbury Academic, 2017. 232 pp.

### **Spelling and Grammar**

- ❑ Please use UK English (unless you are quoting from a text; then please use the spelling in the original quotation).
- ❑ If you are using Microsoft Word, please select all and change the language in the document to UK English.

- ❑ Please run a spelling and grammar check through the document before submitting it.
- ❑ Pay careful attention to character spellings, author spellings, and non-English words.
- ❑ Non-English words should be italicised.
- ❑ Be gender neutral. Use “they” instead of “he or she” whenever possible (exception: when referring to specific characters in a text, please use the nomenclature of the text).
- ❑ Names should be presented in the format that is traditional to the language or culture from which they originate.
  - Example: Jia Zhangke, not Zhangke Jia
  - The only exceptions are for when the person is better known in an alternate manner (Yoko Taro, rather than Taro Yoko) or names that appear as part of a quote – which should always reflect what is printed in the publication.

### Capitalisation and Acronyms

- ❑ With the exception of editorials, all genres and similar nomenclatures in reviews and articles should be capitalised.
  - This is in order to identify the genre as a proper noun, differentiated from the common usage of the word or as an adjective. For example, Horror as genre vs horror as emotion or affect, Fantasy as genre vs fantasy as idea.
  - Please carefully consider the context of the word and whether it is being used as a nomenclature (genre, mode, etc). For example Post-Apocalyptic may be capitalized as a genre if it is being used specifically in that way.
- ❑ Acronyms must also be spelled out in its first use with the acronym in brackets. This includes YA fiction and SF.
- ❑ For SF, please clarify if you intend the acronym to stand for Science Fiction or Speculative Fiction or both.
- ❑ Abbreviations and contractions should be written out in full. This includes Latin abbreviations.

### Italicisation versus Quote Marks

- ❑ Use italicisation for references to longer works such as books, plays, series titles, conferences etc.
- ❑ Use double quotes “ ” for quotations and for titles of short works (short stories, scenes, poems, chapters, articles, panel titles, paper titles).
- ❑ Use single quotes ‘ ’ for words that are not in quotations (i.e. when using for emphasis)

### Quotes Continued

- ❑ Use single quotes for quotes within quotes.
- ❑ But use double quotes for quotes within block quotes.
- ❑ Block quotes are used for longer quotations (40+ words), for dialogue, and for poetry lines of 4 or more.
- ❑ Block quotes should be double indented on the left-hand side.
- ❑ Only use quotes within quotes for speech if you are including citation from outside of the speech marks.
  - example: “‘Run!’ she screamed.”
  - example: “Run!” (and not “‘Run!’”)
- ❑ Commas and full stops come inside the quote mark.

- All other punctuation marks go outside.

### References – General

- Please do not use a programmed citation function. ALL TEXT MUST BE IN STATIC FORM.
- Please use MLA 8 for references. (Refer to our cheat sheet if you need help.)
- References (page numbers, etc) should be written at the end of a clause or sentence, not in the middle of a sentence/clause.
- If citing from an online source or ebook with no pagination, please use ‘n.p.’ on first instance.
- Use endnotes, rather than footnotes, to signpost any additional comments or references that are not mentioned in-text.

### References – In Text

- All titles (fiction and non-fiction) should be introduced as part of a sentence within the piece with the date of publication/release in brackets. Please do not drop in quotes from authors without introducing them properly.
  - Example: “In *The Weird and The Eerie* (2016) Mark Fisher proposes...”
  - In the case of fiction, this may be a director, television creator, graphic novel creator/writer/illustrator, etc, depending on the medium of the piece.
- Please also include date of publication or release for all texts
- After the title is introduced properly, all quotations after that can be written simply with page numbers in brackets.
  - Example: “.....” (121).
- However, if it is not clear from the text which author you are referencing from, the author should be included in the brackets with no punctuation inside the brackets.
  - Example: “.....” (Tolkien 121).
- If there are more than one titles cited from the same author and it is not clear from the paragraph which text they are citing from, then a shortened title should be included in the brackets as well with a comma between author and title.
  - Example: “....” (Tolkien, *Fellowship* 121).
- When citing line numbers from plays, suggested style is (I.iii.69-70) to refer to Act I, scene 3, lines 69-70.

### Punctuation etc in Quotations

- If there are italics or similar in the original quote, add “original emphasis” to the citation:
  - For example: “.....” (Tolkien 56, original emphasis).
- If italics have been added, add “my emphasis” or “emphasis mine” or something similar.
- Use square brackets around ellipses if the omission is your own and not original in the text.
- Do not change quotations to UK spelling if they are originally in US/Canada/Australia etc.
- Please review all quotes to ensure that punctuation and spelling follows the original rather than house style.

### Works Cited List

- ❑ Please use MLA 8 or the House MLA sheet.
- ❑ The works cited list should be arranged alphabetically by the last name of the author and then by title of work.
- ❑ Texts only need to be in the works cited list if they've been directly quoted or if significant ideas from the text are referred to. If they're only mentioned as brief examples, they do not need to be in the works cited list.

### Other Really Nitpicky Punctuation

- ❑ Please use en dashes (–) as textual punctuation with a space on either side.
- ❑ Please use hyphens (-) for dashes between numbers or to join words together.
- ❑ Please do not use em dash (—), unless the punctuation is part of the original quote.
- ❑ Please no double spaces in between sentences.
- ❑ Please use the Oxford comma when possible, especially when listing multiple co-authors.

### Format for Numbers

- ❑ Unless reporting data or dates, numbers less than 100 are spelt out in words.
- ❑ Dates should be written as follows:
  - April 1857 or April 6, 1857 or 6 April 1857
- ❑ Write out the full year:
  - 1857-1859 instead of shortening as 1857-9, or 1857-59
- ❑ If a series is still ongoing please use “present”.
  - For example: (2015-present)
- ❑ Page ranges should be written as (60-62) i.e. with no spaces between the dashes.
- ❑ Centuries should be spelt out in words, not numbers.
  - Example: Nineteenth Century or Nineteenth-Century Artefacts NOT 19<sup>th</sup> Century, or C19.

### Images

- ❑ All images should have a label under the image, like the following example:

**Figure 1: Graph of Trees. (source)**
- ❑ This is in bold and centred, and directly underneath the image.
- ❑ The full source should be in the bibliography, with the shortened source in the figure label.
- ❑ All authors are responsible for obtaining/confirming copyright permissions for any illustrations or images they use.
- ❑ All images must include appropriate alt-text and be accessible to a screen reader.

### Conference Reports

- ❑ Conference reports should have university affiliation *and* country of all speakers mentioned in brackets following the speaker's name.
- ❑ If the speaker is unaffiliated, then you should still have country of residence in brackets.
- ❑ Please no titles (drs, profs, etc) in the reports (This is for consistency in order to make sure that someone's title does not accidentally get missed.)

**Hyperlinks**

- As this will be an online publication, urls will be changed to hyperlinks. Please ensure that the link works correctly.
- We encourage you to include hyperlinks to other mediums and texts where possible.