

Messengers from The Stars: Style sheet

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The following style guidelines are generally based on the MLA 2009 *Formatting and Style Guide*, 7th Ed, except for the indication of medium of publication at the end of bibliographic entries, which may be omitted, except in cases that are not self-explicit (DVD, CD-Rom, film).

1. Identification of the article and author

Title: Times New Roman; uppercase and lowercase characters/fonts; size 12; 1,5 spaces; centred; bold.

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

Affiliation: after the author's name.

2. Abstract and Keywords

All articles should include a maximum of five keywords, and an abstract (up to 200 words) in English and in Portuguese or Spanish.

3. Text and Quotations

Text: Times New Roman, size 12; 1,5 spaces; justified

Sub-paragraph: avoid using automatic numbering

Parts of the work: avoid using only uppercase characters

Sections and headings: articles should be reasonably divided into sections and, if necessary, into sub-sections. 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.

End or Foot Notes: 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.

Tabs: Do not indent paragraphs. Use first line indentation.

Quotations with 4 or more lines: do not use quotation marks; indent to the left, 1,75 cm; set off from the text (1,5 space); size 12; 1 space

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. Use ‘single quotation’ marks when quoting an excerpt with an inner quotation. **Parenthetical reference in the text:** in brackets/parentheses, in brackets/parentheses, author’s last name and page number. Separate author’s last name and page number with one space: e.g.: (Postman 3-4)

One work by the author of two or more works: place a comma after the author’s last name, 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 using the author’s name in your sentence:** place only page number(s) (and shortened title, when applicable) of the source in parentheses: ex.: (25) or (*Future* 211).

When quoting from an online article: the same rule applies. Supply author, title of article (when referencing more than one article by the same author), and page numbers, or, if no page numbers are given, n.pg.

Footnotes: use to supply brief commentary or additional information.

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).

4. Works Cited

Works Cited: include all works cited in the text or footnotes at the end of the document. Paginate this section as a continuation of the text; centered title; Times New Roman; size 12; bold.

Order: When citing a book, provide the following information: Author’s last name, first name. Book Title. Place of publication: Publisher, date. Type of source.

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.

For multiple authorship place names in the order they appear in the source. Reverse the name of the first author only (e.g.: “Wilmot, Ian, Keith Campbell, and Colin Tudge.”). When the author is an institution, begin with its name (e.g. “CEAUL – Centro de Estudos Anglisticos da Universidade de Lisboa / ULICES – University of Lisbon Centre for English Studies.”)

E.g.:

Palmer, William J. *Dickens and New Historicism*. New York: St. Martin's, 1993.

- - - *The Films of the Eighties: A Social History*. Carbondale: Southern Illinois UP.,1997.

Sample Entries:

A book: see above

An Anthology or Compilation:

Valdez, Luis, and Stan Steiner, eds. *Aztlán: An Anthology of Mexican American Literature*. New York: Vintage-Knopf, 1972.

A Work in an Anthology:

Silko, Leslie Marmon. "The Man to Send Rain Clouds." *Imagining America: Stories from the Promised Land*. Ed. Wesley Brown and Amy Ling. New York: Persea, 1991. 191-95.

A Translation or an Author with an Editor:

Giroud, Françoise. *Marie Curie: A Life*. Trans. Lydia Davis. New York: Holmes, 1986.
Plathy, Sylvia. *The Unabridged Journals of Sylvia Plath*. Ed. Karen W. Kukil. New York: Anchor: Doubleday, 2000.

A Book with a Title in its Title:

Habich, Robert D. *Transcendentalism and the Western Messenger: A History of the Magazine and Its Contributors, 1835-1841*. Rutherford: Fairleigh Dickinson UP, 1985.

An Introduction, Preface, Foreword, Afterword

Morris, Jan. Introduction. *Letters from the Field. 1925-1975*. By Margaret Mead. New York: Perennial-Harper, 2001. xix-xxiii.

Articles in Periodicals:

When citing an article in a periodical, provide the following information: Author's last name, first name. "Article title." Periodical title Volume and Issue Number separated by a period (Date): inclusive pages.

Wood, Michael. "Broken Dates: Fiction and the Century." *Kenyon Review* 22.3 (2000): 50-64.

Internet or Web Sources:

When citing information from Internet or World Wide Web sources, provide the following information: Author's last name, first name. "Article / Page title" or *Book title*. Publication information for any printed or manuscript version (if applicable). General address of electronic source. *Name of Site*. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date. Date of access. Remember to use n.p. if no publisher name is available and n.d. if no publishing date is given.

Poe, Edgar Allan. "Bill of Sale of Edwin." Dec. 10, 1829. *eapoe.org*. *The Collected Works of Edgar Allan Poe: a Comprehensive Collection of E-Texts*. Edgar Allan Poe Society of Baltimore, 1997. May 11, 2011

Child, Julia. "How to Make Vegetarian Chili." *eHow.com*. eHow, n.d. Web. 24 Feb. 2009.

Article in a Scholarly Journal that also appears online:

Webster, Richard. "'The Thought-Fox' and the poetry of Ted Hughes", *The Critical Quarterly* 26.4 (Winter 1984). 2. Also available online from 2002 at richardwebster.net, Feb. 15, 2007.

5. Illustrations

Visuals/illustrations must 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.

Authors are responsible for the necessary image reproduction licenses.

6. Tables

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 required.

Use standard capitalization rules.