Dear Contributor:

 To speed up the processing of your article submission, we have prepared the following guidelines for both content and format. In general, we seek well thought out and well researched articles on all aspects of the fantastic. One way to get a good feel for the range of interests we deal with is by examining a current copy of the journal. A recent issue, for example, featured articles on cultural imperialism, changelings, scientific literacy, and religion and spirituality. Authors looked at the works of Iain Banks, Nalo Hopkinson, and Patricia McKillip, to name just three. Another issue has looked at pop culture in terms of comic book portrayals of social values. Artwork and photos have, and can, accompany articles. Contributors are responsible for acquiring all permissions to quote and/or use visual material, and for paying (or arranging to have their institutions pay) any usage fees, including copyright.

 The length of articles generally varies from 5,000–9,000 words and ranges from 20–30 pages. Many first-time authors send in conference papers, which have—or should have—been pared down for timed presentations. Our readers expect a more in-depth discussion than a conference-length paper; they also look for a grasp of current scholarship on the subject. Although the lengths mentioned above are flexible, they do allow sufficient space and time to discuss one's topic.

 A secondary yet also important concern is format. A paper that doesn't meet our printing parameters can take many hours to adjust. We usually ask the author to make these changes. To avoid needless changes and delays, it is best to use our guidelines from the start. They begin on the pages following this one.

 Although any issue of the journal is an appropriate guide to content, no issue will help with formatting. Moreover, some authors go to a lot of needless trouble trying to imitate our printed format. Such a course is cumbersome to carry out, and it is counterproductive. Our compositor converts text from the initial format to the final product through a system of templates that rely on a consistent format at the start.*

 Finally, upon request we can send a copy of a completed article that fits our specifications. If at any time you have a question about your submission, please let us know.

Sincerely,

The Editor and Editorial Assistants
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* On the next few pages, we provide a condensed, visual guide to show how your finished paper should look. The pages after that include some of the details needed to provide us a finished article.

(Note: **Everything** should be 12 pt. Times New Roman and double spaced, including notes and works cited; please don't "justify" any text margins. The title can be in boldface, but it should come at the top, flush left, not centered, running continuously.)

Format Example

**Elements of the Fantastic in the Works of…**

Your name goes here. (During the vetting process, we remove your name.)

Recent Example

**The Watchers: *Tales of Tomorrow* on Television**

John C. Tibbetts

With two exceptions, we ask that you indent all paragraphs ½" using the *tab key*, like this paragraph. (Please don't use the space bar or preset the returns.) There are two exceptions. The first exception is the first paragraph, which should be <u>flush left</u>, like this recent example:

A monstrous, disfigured hand throws a switch. Streaks of electricity buzz and zigzag across the television screen. "*Tales of Tomorrow!—Science Fiction Dramas that Explore the Unknown….*" After a brief commercial, the episode begins….

The recent distribution on DVD format of *Tales of Tomorrow*, a "live" television broadcast science fiction anthology series from the early 1950s, is welcome news for scholars and enthusiasts of science fiction television.[1]

(Note: The *second* paragraph is indented using the tab key.)

The second exception is the paragraph that follows a subhead. Again, here is a recent example:

**The Science Fiction "Eye"**     (This is a subhead. Note that it is flush left, bold-face, 12 pt.) *Tales of Tomorrow* appeared at a time when the immediate post-World War II general public was only vaguely aware of the developing patterns, modes, and implications of public and private surveillance.

(The paragraphs that follow, however, need to be indented.)

The majority of your paragraphs will look roughly like this: indented, but otherwise even on the left and a little uneven on the right. This is an example of 12 pt. Times New Roman. Different fonts and font sizes cause production delays.

Epigraphs

If you include an epigraph (or more than one), this comes immediately after the article's title and your name. Indent the epigraph, include the author's name after an em dash on a line below the quotation, and align the author's name flush right with the margin. Include the work(s) quoted from in your works cited listing.

Only include the author's name with the epigraph (example 1). No text title or page numbers are necessary. Exception: include the title of the work if you cite more than one text by the author in your article (example 2).

Example 1

Stories make the world more real, more rational, by bringing us closer to the irrational

mystery at its centre.

—J. Edward Chamberlin

Example 2

The truth about stories is that that's all we are.

—Thomas King, *The Truth About Stories*

Quotations

Follow MLA for parenthetical citations depending on the type of source and available

information. A basic example is the following: a sentence "quoting material" from a source

should include a parenthetical citation with the author's last name and a page reference. An

example of this could be "quoted text" (Smith 4). If you include the author's name (or the

source's name if it doesn't have an author) in your text with the quoted material, you only need

to add the page number (if there is one) in parentheses at the end of the quoted material. For

example, according to Smith, the "quoted text" is easy to understand (4).

Block Quotations

> Indent all "block quotations" 1 inch using the tab key, as in this example, or with
>
> the ctrl + m command. You may also use the "Increase Indent" icon on the tool
>
> bar. Run the text to the end of the line, like this, but not "justified." That is, the
>
> right edge should be a little uneven like a regular paragraph. End your block
>
> quotation with a citation or page reference, if available, in parentheses after the
>
> final period of the quotation. ("JFA Style Sheet" 4)

Notes and Works Cited

Treat the Notes and Works Cited subheads the same way as other subheads: flush left, bold, 12 pt. (Please don't center them or give them a different font style or size.)

**Notes**

1. Endnotes should contain **content**, not detailed bibliographic information. That goes in the works cited section. The following section has a couple of examples of the format we use.

2. Notes come at the end of the text, before the works cited pages. They must be manually set. Do not use the "Insert" function on MS Word or other software programs.

3. Like the main body text, notes should be in 12 pt. Times New Roman, double-spaced.

4. The first line of each note should be indented. The text begins one space after the number, which should *not* be in superscript and should be followed by a period. (This is a change with the 7th edition of MLA.)

5. The numbers in the text that correspond with the endnotes at the end of the text should continue to be superscripted and not followed by a period, however.

**Works Cited**

Boddy, William. *Fifties Television: The Industry and Its Critics*. Urbana: U of Illinois P, 1993. Print.

Booker, Keith M. *Science Fiction Television*. Westport: Praeger, 2004. Print.

Borges, Jorge Luis. "The Aleph." *Collected Fictions*. Trans. Andrew Hurley. New York: Viking, 1998. 274–88. Print.

"Remus Lupin." *HPWiki*. 27 Feb. 2008. Web. 25 June 2008.

(Note: The second and following lines of a works cited entry should not be indented. Our compositor takes care of this.)

Abstract

An abstract of 100–150 words goes after the works cited page(s), with the subhead flush left and bold-face.

**Abstract**

**Style Sheet Guidelines**

On this page, we provide an overview and list of the contents for our style guidelines. The *Journal of the Fantastic in the Arts* follows, for the most part, the style set forth in the *Modern Language Association Handbook*, 7th edition, 2009. Numbers following the mention of an MLA "rule" refer readers to the section in the *Handbook* that bears on the subject. We have tried to note exceptions in the following style sheet notes. (A separate style sheet is available for book reviews.)

The abbreviation AE refers to American English to distinguish it from BE (British English). Changes from earlier practice take effect from *JFA* Volume 18, Number 1, Spring 2007.

*Contents*
1. General Comments
2. Abbreviations
3. Bibliographies
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5. Extracts (block quotations)
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8. Notes (citing)
9. Numbers
10. Paragraphs
11. Permissions
12. Punctuation
13. Series Titles
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15. Works Cited Pages

1. General Comments

Please follow the *MLA Handbook* (2009), as noted above.
**All text**, including titles, subheads, notes, and works cited, should

- be double-spaced, left-justified
- be in 12 point, Times New Roman
- be in MS Word or a Word-convertible format such as .rtf.

Margins should be one inch all around; do not include your name in the body of the text or in the header. Page numbers may appear in the header or footer (not both).

2. Abbreviations

- In general, follow MLA usage.

- Use short forms unless in a quotation: e.g., use US or UK *unless* U.S. and U.K. are in a quotation.

- Use PhD, MA, MS, LLB, etc.

- When abbreviations require periods (in AE), follow MLA, allowing one space after each period: H. G. Wells, *not* H.G. Wells.[1] (See also *Initials*, below.)

- Use sf for science fiction, after the first use of science fiction written in full. Example: This book is a science fiction work of special interest to sf scholars.

- Do not use sf-nal for science-fictional.

- Use YA for young adults, but identify it earlier: This is a work for young adults (YA).

3. Bibliographies (see also Works Cited, below)

In general, condense publisher names in accord with MLA 7.5, i.e., use one city of publication and the shortest recognizable publisher name.

*Book Citations*

- Principle: clarity but brevity.

- Examples: Stanford University Press=Stanford UP; Greenwood Press=Greenwood.

- Do not add national, state, or provincial identification to the city of publication.

  Where possible use the shortest abbreviation.

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[1] This constitutes a change from earlier practice. (Note: Do not use footnotes in your article.)

*Electronic Citations*: Follow MLA 5.6.1–2. Note: Changing with the seventh edition, MLA no longer recommends URLs in works cited entries for Web publications, except when the source cannot be located without it. In those cases, include the URL in the citation according to the following guidelines:

(a) Use angle brackets < > at start and finish. (These sometimes "disappear" on MS Word.)

(b) End a line with a forward slash only, e.g., <http://www.jstor.org/>

(c) Give a complete URL unless it is cumbersome, in which case go up until the "search" page: e.g., <http://www.jstor.org/search>.

(d) If the URL is extremely long, put it on one line in the entry, or break after a forward slash in the URL.

*More than one item by an author*:

- Alphabetize by first word of title, except for articles (i.e., a, an, and the).
- Each subsequent listing for an author needs *only* three dashes: ---. followed by a period and then the title.
- Books, articles, presentations, Web sites, etc., are all to be commingled. After the author, the title, not the source, governs the order of placement.

## 4. Capitalization

Words like preface, introduction, chapter, and part should not be capitalized except at the start of a sentence (e.g., In part 1 of the book…).

## 5. Extracts (block quotations)

Use the "increase indent" icon, or ctrl + m command, to move the text 1" (one inch) to the right. Don't use the space bar or preset the returns. Block text that runs four lines or more.

## 6. Graphics

All visual materials, including photos or pictures, should be black and white and have a resolution greater than or equal to 300 dpi (dots per inch). Send files as .jpeg or .tif attachments; .pdf and .doc files will not work. Note that we do not scan artwork here, and permissions to use any artwork are the responsibility of the author. Please indicate who granted permission for the material to be reprinted, and include appropriate captions for the visual material in another file.

## 7. Names (in text)

Some sources, print as well as online, offer different spellings or presentations of names in text. The *MLA Handbook* does not have guidelines for every language. When possible, we will print names with accent marks, diacritics, and other markings, provided they are available in a standard software format such as MS Word.
Here are some examples:

| | |
|---|---|
| Michel Houellebecq | China Miéville |
| Æþebald Mierċna (Old English) | Nakamura Miri (family name, given name) |

## 8. Notes (citing)

If you wish to cite a footnote or endnote from another work, give the page followed by the letter "n" for one note or "nn" for multiple notes plus the number(s) of the note(s). MLA's example from section 7.4 is "56n" (the only note on the page), "56n3" (note number 3 on page 56), and "56nn3–5" (notes 3–5 on page 56).

## 9. Numbers (in text and in bibliography)

Numbers only are required, i.e., the letters "p."/ "pg." or "pp."/ "pgs." should *not* be used.
Use an en dash for page ranges (e.g., 24–31).
Use numerals for the parts of a book, e.g., chapter 1, part 2, section 3.

## 10. Paragraphs

To indent paragraphs, use the tab key, not the space bar; also, do not pre-set the returns. For block text quotations, indent the entire block a second time (it should be indented a full inch). *JFA*'s compositor will adjust it to our final needs.

## 11. Permissions

You are responsible to obtain permission to quote and/or use illustrations in your article. Oxford Journals provides some useful guidelines concerning copyright and permissions: http://www.oxfordjournals.org/access_purchase/permissions_guidelines.html.

## 12. Punctuation

*All*: Use a single space, not two spaces, after all punctuation, including periods and colons.

*Apostrophes*: Follow MLA 3.2.7.

- Special note: To show grammatical possession, with *all* names add an "s" after the apostrophe, regardless of name length or number of syllables in the name.

- Examples: Orson Welles's most famous movie was *Citizen Kane*. Charles Dickens's biography sheds light on his fiction.

*Brackets*:

In AE, these are called brackets [ ] as opposed to ( ), which we call parentheses. We follow MLA in our usage. For an example, see below, under *Ellipses*.

*Commas*:

- For two or more items, follow MLA, placing a comma before the item that comes before the conjunction: A, B, and C (vs. BE: A, B and C).

- Exception: in quoted material, use the original.

- Set off i.e. and e.g. by commas; use a comma after them if they follow other punctuation, e.g., parenthesis (i.e., a round bracket like this).

*Dashes*: See *Em dashes* and *En dashes* below.[2]

*Ellipses*: Follow MLA 3.7.5.

> Spacing <u>before and after</u> ellipses varies according to specific use. Consult MLA.

> Use brackets [. . .] or an explanatory phrase (e.g., 2nd ellipsis added) in the parenthetical citation following the quoted material to distinguish between ellipses in the original and those that you have added. See MLA for an example.

*Em dashes*:

- Principle: close the space before and after the em dashes; i.e., don't use *en* dashes for *em* dashes.

- On most keyboards, an em dash is formed from two hyphens ( -- ) placed next to each other. Some software programs automatically "connect" them when they touch the words or terms immediately before and after them, e.g., "X—not Y—is what I meant to say."

- When the two hyphens do not "touch" the terms immediately before and after, we get what is called an en dash, which has space before and after it. (Example: "X – not Y – is what I meant to say.") Because this can be confused with a hyphen, we prefer to use connected em dashes as outlined above.

*En dashes*:

- Use the en dash instead of a hyphen in numerical ranges (e.g., pages 24–31; years 1996–99; chapters 4–6). Close up the space before and after the en dash.

*Initials*: Follow <u>letter period space</u> for initials, e.g., J. G. Ballard (not J.G. Ballard).

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[2] The terms *em dash* and *en dash* are used to refer to dashes whose length was the same as the breadth of the letter "m" and the letter "n," respectively, in old-style typesetting.

(This is in contrast to <u>e.g.</u> or <u>i.e.</u> where there is no space between them).

*Italics*:

- Use for *all* book or periodical titles.
  But do not italicize final punctuation: e.g., Samuel R. Delany wrote *Trouble on Triton*. (In this example, the period after the title is not italicized.)

- Otherwise, use italics sparingly, i.e., avoid if possible.

- Do not use italics for standard expressions and abbreviations: i.e., e.g., et al.

- But do use them for foreign words, single letters, and emphasis. (See MLA 3.3.)
  Examples: Suvin writes about *Verfremdung*. The letter *a* is the first letter of the roman alphabet.

*Underlining*: Please use italics instead of underlining.

## 13. Series Titles

We do not italicize movie or book series or "franchise" titles. However, comic book series are italicized, and television series are italicized when they refer to the TV show, e.g., *Star Trek: Voyager*, *Battlestar Galactica*, *Buffy the Vampire Slayer*.

## 14. Special Terms

oeuvre—do not italicize.

## 15. Works Cited Pages

We follow MLA as noted above; see the entry for Bibliographies. If you have any questions, please ask us.

All sources referred to in the text or notes should be listed in the works cited pages. The listings should be alphabetical by author (family name, given name, initial) or by title or by source if there is no author. A film, for example, may be listed by title, followed by the director. For more than one item by the same author, use three hyphens followed by a period for each successive entry.

On the following page is an example of multiple entries for an author, showing name and titles only.

<u>author                  title</u>

Melville, Herman. "Benito Cereno." (plus other publication information)

---. *Moby Dick*.

*---. Redburn.*

Note that works are listed in alphabetical order, not the date of publication or the order of citation in text. Also, please do not italicize final punctuation; it can cause italic "bleeding" on to the next item. See *Redburn*, here and above, where neither the comma nor period (end stop) is italicized.

According to the 2009 revision of MLA documentation style, there is no longer a default publication medium (print used to be); therefore, every works cited entry should indicate the publication medium (e.g., print, Web). Another major change (as mentioned earlier) is that URLs are not required for Web publications in the works cited list; however, you should include the URL if a reader probably cannot locate the source without it (see MLA 5.6.1 and 5.6.2). Another change to note is that both volume and issue numbers are now required, if available, when listing journal articles.

*Questions?*

Please email us: jfaeditor@gmail.com.

Updated: 11 January 2011