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.

Artwork and photos have, and can, accompany articles. However, not all artwork is suitable for reproduction. *JFA* cannot print color, only grayscale, and the image resolution must be 300dpi or greater (most images posted to websites are only 72 dpi). 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.

Formatting

The paper submitted for consideration by the journal should be in manuscript format, meaning that it is not necessary to attempt to duplicate the appearance of the printed journal. All necessary formatting will be done during layout; that process will be more efficient if the submitted manuscript is stripped of all unnecessary codes (including embedded notes) and styled very simply.

Please format the submission using 12pt Times New Roman font and use double spacing for all content, including notes and works cited. Please do not use full justification or center: all text, including the title, should be aligned flush with the left margin.

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

Paragraph indentation and tabs

Please indent all paragraphs ½" using the *tab key*. (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"

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.

<u>Epigraphs</u>

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).

<u>Example 1</u>

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

mystery at its centre.

—J. Edward Chamberlin

<u>Example 2</u>

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

—Thomas King, *The Truth About Stories*

<u>Quotations</u>

Follow MLA 8 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.)
- Please do not use the hanging indent or attempt to format the entries using tabs, spaces, or hard returns. This formatting will be done during the layout stage.
- Please do not use the tab key or indent the notes. The notes should appear between the end of the body and the start of the works cited, and look like the following:

Notes

1. Endnotes should contain **content**, not detailed bibliographic information. That goes in the

works cited section.

2. Notes come at the end of the body, 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 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.

Please follow the guidelines of MLA 8th edition in preparing the Works Cited pages. Examples of common types of sources are illustrated below:

Works Cited

Bausman, Cassandra. "Convention Un-Done: Un Lun Dun's Unchosen Heroine and Narrative

(Re)Vision." *Journal of the Fantastic in the Arts*, vol. 25, no. 1, 2014, pp. 28-53. EBSCOhost.

Accessed 23 June 2017.

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

Booker, Keith M. *Science Fiction Television*. Praeger, 2004.

Borges, Jorge Luis. "The Aleph." *Collected Fictions*, translated by Andrew Hurley, Viking,

1998, pp. 274–88.

Hutcheon, Linda. "Metafictional Implications for Novelistic Reference." *On Reference in Literature*, edited by Anna Whiteside and Michael Issacharoff, Indiana UP, 1987, pp. 1-13.

Khouri, Nadia. "Lost Worlds and the Revenge of Realism." *Science Fiction Studies*, vol. 10, no. 2, 1983, pp. 170-90.

"Remus Lupin." *HPWiki,* 27 Feb. 2008, harrypotter.wikia.com/wiki/Remus_Lupin. Accessed 25 June 2008.

Abstract

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

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*, 8th edition.

The abbreviation AE refers to American English to distinguish it from BE (British English). Changes from earlier practice take effect from *JFA* Volume 29, Number 1, 2018.

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. (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).

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…).

<u>Extracts</u> (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.

<u>Graphics</u>

  All visual materials, including photos or pictures, should be grayscale 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 sole 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.

<u>Names</u> (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)

<u>Notes</u> (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).

<u>Numbers</u> (in text and in bibliography)

  Numbers only are required, i.e., the letters "p."/ "pg." or "pp."/ "pgs." should *not* be used. Use numerals for the parts of a book, e.g., chapter 1, part 2, section 3.

<u>Paragraphs</u>

  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.

<u>Permissions</u>

  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.

<u>Punctuation</u>

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, use the serial or Oxford comma, 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.

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). (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.

<u>Series Titles</u>

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*.

<u>Works Cited Pages</u>

We follow MLA as noted above; see the entry for Bibliographies.

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.

Questions?

Please email us: jfaeditor@gmail.com.

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