

# *Journal of Dramatic Theory and Criticism*

## Style Guide

*JDTC* uses the *MLA Handbook for Writers of Research Papers*, 6<sup>th</sup> edition, as its basic style guide. Information for citing electronic resources, however, can be found in *MLA* 5th edition. Additional instructions and specific interpretations of style issues are included below.

### I. Documentation:

- A) *JDTC* requires that **all** sources be fully documented. This requirement includes citing **all** page numbers for textual evidence given from plays, whether published or unpublished, and other sources. Failure to provide complete citations could result in a delay of the publication of the article.
- B) For first endnote references, please see *MLA*, section B.1.
- C) For subsequent references, please see *MLA*, section B.1.10. However, we do deviate from *MLA* in the following instance: If two references in sequence refer to the same work, you only need to use the page number in the second reference. For example,

1. Jadwiga Rodowicz, "Rethinking Zeami: Talking to Kanze Tetsun\*j\*," *The Drama Review* 36 (Summer 1992): 104.
2. 99.
3. Zeami Motokiyo, *On the Art of the N\*j\* Drama: The Major Treatises*, trans. J. Thomas Rimer and Masakazu Yamazaki (Princeton: Princeton UP, 1984) 96-97.
4. 119-120.
5. 122.
6. 122.
7. Rodowicz, "Rethinking Zeami" 101.
8. 101.
9. 102-103.
10. Zeami, *On the Art of the N\*j\** 94.

(If you have any questions about the above deviation, please contact the Managing Editor at [jdtc@ku.edu](mailto:jdtc@ku.edu))

### II. Endnotes (See section B.1 of *MLA*)

- A) Please do not use parenthetical citations. Use endnotes for **all** citations.
- B) Use numbered endnotes (arabic numerals, not roman). Please make sure that the numbers are sequentially ordered in both the main text and the endnotes. Also, we prefer notes to be inserted with the word-processing program's automatic numbering function, instead of manually inserted (this insures that

the notes will be automatically renumbered when additions or deletions are made).

- C) Endnote numbers should be in superscript in the main text. If they appear in superscript in the endnotes, we will take care of the re-formatting for that portion.
- D) Endnotes need to be double-spaced and in the same size/style font as the main text.

### III. Paragraphs

- A) New paragraphs should be indented 0.5”
- B) Please do not put an extra line in between paragraphs.

### IV. Block quotations

- A) Block quotations should be indented 1.0” on both the left and right margins.
- B) Please double space block quotations.
- C) Please put an extra line before and after the block quotation.
- D) Block quotations need to be in the same size/style font as the rest of the document.

### V. Page numbering: Please number all pages sequentially. Also, do not restart page numbering with the endnotes.

### VI. Punctuation

- A) Place only one space after all punctuation marks (including periods), except for colons, which need two spaces.
- B) Dashes: Use en dashes instead of double hyphens with no spaces before or after the dash: The boy—and his mother, sister, and dog—fell in the mud. Not, the boy--and his mother, sister, and dog--fell in the mud.
- C) Ellipses:
  - 1) Please do not use the computer generated “...”; ellipses need to have spaces before and after each dot: “. . . ”
  - 2) Please do not use brackets ( [ . . . ] ) around ellipses.
- D) Commas:
  - 1) Place a comma before “and” and “or” in a series: red, white, and blue; red, black, or yellow
  - 2) Place a comma before a coordinating conjunction when it joins two independent clauses.
  - 3) Place a comma after long introductory phrases or clauses (more than three words). Commas after short introductory phrases or clauses (three words or less) are optional, unless the comma is needed for clarity.
- E) Quotation marks (see 2.7.7 in MLA for details and exceptions)
  - 1) Use double quotations marks for quoted material. If the quoted material includes internal quotes, these should be in single quotation marks.
  - 2) Commas and periods that follow quotations need to be placed inside the quotation mark. All other punctuation marks go outside the quotation marks,

unless they are part of the quote, in which case, they need to be placed within the quotation mark.

3) Do not frame blocked quotes with opening/closing quotation marks.

F) Possessives

1) The possessive 's should be placed after singular names ending in s, unless you are referring to the author of a classical or medieval text, in which case common usage dictates the use of just the apostrophe: James's, Dickens's, Descartes's, BUT Aristophanes', Aeschylus', and Amalarius'.

2) When the possessive belongs to two or more subjects, use the 's on the last subject only: Tom, Dick, and Sally's dog Spot . . .

VII. Numbers

A) Please spell out numbers that can be written in one or two words. Use numerals for all others.

B) Please do not hyphenate century designations unless they are used as an adjective: the twentieth century was vs. twentieth-century thought the twenty-first century was vs. twenty-first-century thought

C) As a general rule, use arabic numerals instead of roman. However, if you have subheadings in your article, roman numerals are fine.

VIII. Titles: As a rule of thumb, italicize all titles that are published or produced independently (i.e., full-length plays, movies, books, periodicals, pamphlets, TV shows). Items published within longer works need to be framed by quotation marks (i.e., one-act or short plays, chapters of books, articles, TV episodes). If in question, please see section 2.6 of *MLA*.

IX. Foreign words should be italicized.

X. Margins

A) 1.25" on left and right margins (except for block quotes—see IV above)

B) Ragged right

XI. Stressed words: As a general rule, please place a stressed word in quotation marks or italics the first time it is used in the context only. After that, it should appear in regular type.

XII. Font: Please use Times New Roman, 12 pt., black.

XIII. Epigraphs: Please block indent (ragged right margin) epigraphs two inches from the left margin. The source needs to be flushed right on the next double-spaced line and preceded by an em dash. If the formatting of the epigraph includes unusual formatting (as in some poems), please set it up according to the way it needs to look and include a note about the special circumstance when you send the e-version.

## **AFTER A MANUSCRIPT HAS BEEN ACCEPTED FOR PUBLICATION**

- I. Once your article has been accepted, we will need an electronic version of the final manuscript along with a brief bio (no more than 150 words), as follows:  
Please email to [jdtc@ku.edu](mailto:jdtc@ku.edu), via attachment, your electronic version of the essay (Microsoft Word, or WordPerfect). Your bio may be included in the body of the email, at the beginning of the e-mailed article, or under separate attachment. We will print a hard copy from this emailed version.

If you do not have access to email or want to send a diskette, please mail it to:

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1530 Naismith Dr.  
Lawrence, KS 66045

- II. Once these items are received, your article can be scheduled for publication and sent into production.

### III. Production Process:

Your article will be copyedited and sent for typesetting. Once that has been completed, you will receive the proofs electronically in PDF format. You will have 5 days to return corrections.

If you cannot open PDFs, please contact the Managing Editor at [jdtc@ku.edu](mailto:jdtc@ku.edu) to make alternative arrangements for receiving the proofs.

- IV. Contributing authors receive three complimentary copies of the issue in which their article appears. For additional copies, please contact the Managing Editor at [jdtc@ku.edu](mailto:jdtc@ku.edu).