

Journal of Dramatic Theory and Criticism

Style Guide

JDTC uses the *MLA Handbook for Writers of Research Papers*, 7th edition, as its basic style guide. Information for endnote references, however, can be found in *MLA 6th* edition. Additional instructions and specific interpretations of style issues are included in this guide.

AFTER A MANUSCRIPT HAS BEEN ACCEPTED FOR PUBLICATION

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). Please email, via attachment, your electronic version of the essay (Microsoft Word, or WordPerfect) to jdtc@ku.edu. Your bio may be included in the body of the email, at the beginning of the e-mailed article, or under separate attachment. If you do not have access to email or want to send a CD/diskette, please mail it to:

Managing Editor
Journal of Dramatic Theory and Criticism
Department of Theatre and Film
University of Kansas
356 Murphy Hall
1530 Naismith Dr.
Lawrence, KS 66045

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Your article will be copyedited and returned to you as a word document. You will have 5 days to return corrections. After corrections have been received, your article will be sent for typesetting. Once that has been completed, you will receive the final proofs electronically in PDF format. Again, You will have 5 days to return corrections.

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Contributing authors receive three complimentary copies of the issue in which their article appears. For additional copies, contact the Managing Editor at jdtc@ku.edu.

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 This requirement includes citing **all** page numbers for textual evidence given from plays, whether published or unpublished, and other sources.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 essay-length contributions, please use the endnote reference system per *MLA 6th* ed., section B.1. Book reviews should include parenthetical citations for page numbers, and, unless necessary, avoid endnotes.
- C) For subsequent references, please see *MLA 6th* ed., 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 Tetsunojo," *The Drama Review* 36 (Summer 1992): 104.
2. Jadwiga Rodowicz, "Nō - the Art of Space Arrangement," *Contemporary Theatre Review* 1.2 (1994): 39-45.
3. 99.
4. Zeami Motokiyo, *On the Art of the Nō Drama: The Major Treatises*, trans. J. Thomas Rimer and Masakazu Yamazaki (Princeton: Princeton UP, 1984) 96-97.
5. 119-120.
6. 122.
7. 122.
8. Rodowicz, "Rethinking Zeami" 101.
9. 101.
10. 102-103.
11. Zeami 94.

D) *JDTC* prefers to include both a “URL” and “access date” with citations of websites or online resources. In general, the “URL and “access date” should be included after all other citation information as follows:

1. Will Daddario, “Blog6_From How to Use to Uselessness,” *Theater Historiography*, <http://www.theater-historiography.org/2012/03/27/blog6_from-how-to-use-to-uselessness/> (accessed 23 July 2012).

2. Ariel Levy, “Lesbian Nation: When Gay Women Took to the Road,” *The New Yorker* 2 March 2009: 33, <http://www.newyorker.com/reporting/2009/03/02/090302fa_fact_levy> (accessed 18 January 2012).

(If you have any questions about the above deviation, please contact the
Managing Editor at jdte@ku.edu)

II. Endnotes (See section B.1 of *MLA* 6th ed.)

- 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 reformatting for that portion.
- D) Endnotes need to be double-spaced and in the same size/style font as the main text.
- E) Endnote markers should appear at the end of sentences, unless unavoidable. Endnote markers may appear after semicolons.

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) Spacing: Place only one space after all punctuation marks (including periods and colons).
 - B) Hyphens: Please follow *MLA 7th* ed. guidelines regarding hyphens (3.2.6). *JDTC* strives to use hyphens conservatively (guidelines B1 through B7 are copied directly from *MLA 7th* ed.).¹
 - 1) Use a hyphen in a compound adjective beginning with an adverb such as better, best, ill, lower, little, or well when the adjective precedes a noun. Do not use a hyphen when the compound adjective comes after the noun it modifies.
 - 2) Do not use a hyphen in a compound adjective beginning with an adverb ending in *-ly* or with *too*, *very*, or *much*.
 - 3) Use a hyphen in a compound adjective ending with the present participle (e.g., loving) or the past participle (e.g., inspired) of a verb when the adjective precedes a noun.
 - 4) Use hyphens in other compound adjectives before nouns to prevent misreading.
 - 5) Do not use hyphens in familiar unhyphenated compound terms, such as *social security*, *high school*, *liberal arts*, and *show business*, when they appear before nouns as modifiers.
 - 6) Use Hyphens to join coequal nouns. But do not use a hyphen in a pair of nouns in which the first noun modifies the second.
 - 7) In general, do not use hyphens after prefixes (e.g., *anti-*, *co-*, *multi-*, *non-*, *over-*, *post-*, *pre-*, *re-*, *semi-*, *sub-*, *un-*, *under-*). Sometimes a hyphen is called for after a prefix: Use a hyphen before a capital letter (post-Victorian); Use a hyphen when it distinguishes the verb (e.g. re-cover, meaning to “cover again” as opposed to recover, meaning to “get back” or “recuperate”); Use a hyphen when a double vowel would

¹ Joseph Gibaldi & The Modern Language Association, *MLA Handbook for Writers of Research Papers* (New York: Modern Language Association of America, 2009) 72-74.

make the term hard to recognize (e.g. anti-icing).

- C) Dashes: Use em 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. Use en dashes [-] for number ranges 7–29.

D) Capitalization

1) Please do not capitalize the following words or phrases: performance studies, theatre studies, chapter, chapter one, chapter two, etc.

E) Spelling

1) Use “theatre” instead of “theater.”

2) Use “dramaturg” instead of “dramaturge.”

3) Use “toward” (without the s), not “towards.”

F) 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.

G) 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.

H) Quotation marks (see 3.7 in *MLA 7th* ed. 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.

4) Please turn on the “smart quotes” function of your word processing program, or change all apostrophes and quotation marks from " to “. Or, ' to ‘.

I) 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 . . .

J) Tense

1) Authors should use past tense when referring to a production they have seen.

2) Authors should use present tense when referring to the characters' actions in a piece of dramatic literature on the page.

3) When writing about historical productions or productions in our lifetime that the author did not actually see, it is convention to use the past tense (e.g., “In David Garrick's *Hamlet*, the protagonist's hair literally stood on end when he saw the ghost”). [*There may be exceptions, such as when a show is still running at the time of publication.*]

VII. Numbers

A) Please spell out numbers that can be written in one or two words. Use numerals for all others (101, 1,276, etc.).

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

C) As a general rule, use arabic numerals instead of roman.

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). Titles that are normally italicized

should be unitalicized when part of a larger title, books, movie, periodical, etc. For example, *A Routledge Literary Sourcebook on William Shakespeare's King Lear*. If in question, please see section 3.6 of *MLA 7th ed.*

- IX. Foreign words should be italicized.
- X. Margins
 - A) 1" 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.