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Style Guide for Articles in *CLCWeb: Comparative Literature and Culture*

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In *CLCWeb: Comparative Literature and Culture* articles are 6000-7000 words (including the article's abstract, works cited, and the bioprofile of the author) and book review articles about minimum two books linked thematically are 3000-4000 words in the MLA: Modern Language Association of America parenthetical sources and works cited format with further style & format requirements different from the MLA style (see below). A humanities and social sciences quarterly, the journal publishes new work in regular issues, within the four issues of the year thematic issues, and special issues at the end of the year. Articles published in the journal are indexed—among others—in the International Bibliography of the Modern Language Association of America, Scopus, Thomson Reuters ISI Arts and Humanities Citation Index. See also *CLCWeb* Best Practices <http://docs.lib.purdue.edu/clcweblibrary/clcwebbestpractices>

1) Abbreviations

1.1 **Acronyms**: Spell out the full name—for example, United States Air Force (USAF)—in the first instance, followed by the acronym in parentheses and then use the acronym in subsequent mentions.

1.2 **Author names**. When an author or scholar is mentioned for the first time in an article use the first name and surname and thereafter use the surname only unless there are two or more authors with the same surname. Where there is a passing reference to someone like Shakespeare or Goethe, there is no need to include a first name. This rule does not apply to character names.

1.3 **Academic ranks and titles** are not used.

1.4 **Common abbreviations**. Abbreviations such as e.g. (for example), i.e. (that is), viz. (namely), or vs. (versus) should be spelled out when used in running text. Abbreviations can be used inside parenthetical comments.

2) Capitalization

2.1 **Emphasis**. Do not use capitalization or italics or underline for emphasis.

2.2 **University**. The word "university" should be capitalized in instances where it stands in place of the full name of a particular university. For example: Several famous astronauts have graduated from the University; but: Purdue is a land-grant university.

2.3 **When referring** to "socialist," "communist," "fascist," "nazi" these terms are not capitalized, but "anti-Semitic," Black, or Indigenous are capitalized.

3) Formatting

3.1 **Acknowledgments**. Acknowledgments, funding statements, citations of previous publications in an earlier version, etc., are written in a Note at the end of the text of the article and above the Works Cited.

3.2 **Authors' profiles**. In authors' profiles ranks, honorifics, awards, prizes, etc., are not mentioned. The format of author's profiles is as follows: John Fox teaches Spanish-language literature at Harvard University. His interests in scholarship include modern and contemporary Latin American literature and theater. Fox's publications include (list two or three of your important and/or recent books or articles with the year of publication only).

3.3 **Block quotes**. Quotes over eight lines long should be formatted as a block quote and not indented.

3.4 **Brackets**. Do not use brackets to indicate a letter's change in case at the beginning of a quote, e.g., "[i]s compelled to speak." Use brackets when adding external information to a quote, as in "politicians at the time [in Germany] were referred to negatively" (15).

3.5 **Ellipses and brackets**. Do not follow the MLA style of bracketing ellipses to indicate that you—rather than the original author—have inserted ellipses into a quote.

3.6 **Footnotes & endnotes**. No footnotes or endnotes are used in articles of the journal. Additional discussion or information deemed necessary is placed in parenthesis within the relevant sentence.

3.7 **Hyphenation**

Use a hyphen (not a slash) to join coequal nouns (writer-critic, scholar-athlete).

Do not use a hyphen with these prefixes: anti, co, extra, inter, intra, multi, non, over, post, pre, pro, re, semi, socio, sub, trans, un, under, but hyphenate if two like vowels are juxtaposed (semi-invalid), or readability is in question, or if the second element is a number or is capitalized (post-1960s, anti-Semitic).

Hyphenate compound adjectives when they precede the noun, including those ending with the present or the past participle and those beginning with an adverb such as better, best, ill, lower, little, or well (stench-loving doggie, ill-conceived plan, short-term effect); if a compound adjective follows the noun it modifies, do not hyphenate (The plan is ill conceived).

Use a hyphen in a compound adjective including ordinals (second-semester courses, early-thirteenth-century fashions).

Do not hyphenate a compound made up of an adverb and an adjective—highly developed plan, for instance—and do not hyphenate compounds beginning with too, very, or much—much maligned editorial assistant, for instance.

The hyphenation of the names of ethnic US-American groups is a vexing (and often controversial) issue. "Native American" is never hyphenated even when it appears as a compound adjective as in the phrase "Native American culture." Following this practice, the Press does not hyphenate African American, Asian American, Jewish American, or Latin American even when these group names are used as adjectives.

3.8 **Images**. Images are published in the journal; however images can be published only if the author of the text receives documentation of copyright release from the copyright holder and forwards the copyright release statement to the editor of the journal; the Press does not issue payment for the cost of copyright release. Authors are responsible to provide images in .jpg 300dpi.

3.9 **In-text citations**. Sources in the text are cited by the surname of the author followed by a comma followed by a short title (e.g., *Maven* for *Maven in Blue Jeans*; "A Jewish" for "A Jewish Role in American Life" followed by the page numbers of the quotation or reference, e.g., (Frye, *Educated* 53) or (Frye, "The Code" 25). If the author and/or work are mentioned in-text, only include the missing citation information in the parenthetical citation. Page numbers in hundreds are 112-45 and not 112-145. Include URL-s in in-text citations.

3.10 **In-text translations**

In quotations from non-English sources the English translation is placed first followed by the original text of the quotation; both sources are listed in the Works Cited. Do not follow the MLA style, where the first quote is in double quotes and the translation immediately follows in single quotes. For example: In speaking of the bandit Antônio Silvino, Lins gives the real definition as follows: "The black women thought the bandit a gentleman, a white man" (*My Green Years* 64) ("As negras acharam o bandido um homem de tratamento, homem branco" [*Meus verdes anos* [75]).

Translations longer than eight lines are in block quotes and not indented. For translations set off as block quotes no quotation marks are used. Type out the English version first, then ending punctuation, and then the parenthetical citation followed by a line space followed by the original language version with ending punctuation followed by the parenthetical citation.

With authors' names and titles of books, in the works cited names is in Latin script followed by the original language script and same in the works cited followed by the name and the book's title the original language script and, if necessary, quotations are in-text in the original language's script (following the English translation of the quotation).

For translations in block quotes no quotation marks are used unless quotations are in the block quotation, in which case use double quotation marks.

3.11 **In-text author references**. References to authors are made with full first and last name when first referred to and by surname only in subsequent mentions. Academic ranks and titles are not used. With regard to languages including Chinese, etc. in which the sequence of names is Surname Firstname, the journal follows in-text the Western sequence of Firstname Surname unless aka names, historical names, or established names.

3.12 **Italics & bold**

Do not italicize, bold, or underline words for emphasis. When referring to a concept or word of your own, use double quotation marks.

Do not italicize common foreign abbreviations (vice versa, realpolitik, a priori). Do italicize less often used foreign words and concepts, for example: *Weltanschauung*, the *citoyen(ne)*, in nineteenth-century Hungary the essentialist concept of *Magyarság* (Hungarianness)…

Italicize the titles of books, the introduction of new terms and labels (the first time only), words and phrases used as linguistic examples, and letters used as statistical symbols.

3.13 **Paragraph indents**. The first paragraph of the article is not indented; subsequent paragraphs are indented.

3.14 **Paragraph lengths**. Paragraphs are of approximately equal lengths.

3.14 **Poetry**. Unless longer than eight lines, poetry is quoted in running text with lines separated by / and verses separated by //.

3.15 **Quotations, epigraphs, mottos**. Epigraphs, mottos, or quotations at the beginning of articles are not used.

3.16 **Sections**. Sections are not used.

3.17 **Spacing**. Use single space between sentences.

3.18 **The title** of the article is self-explanatory about its content/topic: metaphorical titles and subtitles are not used (the clarity of the article's title with regard to the content of the article is to optimize searches on the world wide web); in titles of articles the first names of author(s) is/are not used.

3.19 **US-American**. When using the adjectival form for someone or something from the United States, use "US-American" or U.S. and not "American"

4) Language & punctuation

4.1 **Apostrophes & possessives**. Add 's to the singular form of the word, even if it ends in -s: James's hat. Add 's to the plural forms that do not end in -s: the geese's honking. Add ' to the end of plural nouns that end in -s: three friends' letters. Add 's to the last noun to show joint possession of an object: Tim and Andrae's apartment. Add 's to both nouns to show that each possesses a distinct version or part: Kymlicka's and Appiah's approaches to cosmopolitanism.

4.2 **Commas**. Always use the serial comma in a list, that is, the comma preceding the "and" before the last element. For example: Life in medieval times was nasty, brutish, and short. Where possible use commas sparingly.

4.3 **Dashes**. Use an em dash with no spaces on either side—and not an en dash or double hyphens.

4.4 **Exclamation points**. Do not use exclamation points.

4.5 **Gendered pronouns**. Avoid using "they" as a singular pronoun in place of "he or she." Use "he/she" or "she/he" or "he" and "she" alternately throughout the text or change singulars to plurals. For example: A wise person doesn't count their chickens before they're hatched. Change to: Wise people do not count their chickens before they are hatched.

4.6 **Quotations**. Quotations are formatted with the period or comma inside the quotation: "He said that the show was wonderful." Colons and semicolons are outside: "After passing her exams in Chemistry";

4.7 **Scare quotes**. Avoid the use of scare quotes which indicate that a word or phrase is being used ironically or in a nonstandard sense.

4.8 **Spelling**. Spelling should be US-American. Use the *Merriam-Webster's Collegiate Dictionary* <http://www.merriam-webster.com/> and use preferred (first-listed) spellings.

4.9 **Text references in present tense**. Generally, discuss quotes or information from other texts in the present tense. For example: In *Deerbrook* Harriet Martineau writes that "Maria Young lost her nankins" (15). George Orwell argues in *Road to Wigan Pier* that…. In some cases you will need to follow the tense of nearby verbs as in: Whitman was just a clerk in the Attorney General's office, but he said "I celebrate myself."

5) Works Cited

5.1 **All names**. Do not use *et al.* for three or more authors but list the names of all authors or editors.

5.2 **Authors' names**. In the case where multiple works by one author are listed, spell out the author's name in each instance. Do not use three dashes in place of the authors' names. Alphabetize by the author's surname and by title of work (and not by year of publication).

5.3 **Do not list type of media**. Do not use the Print, Web, DVD, etc. notations at the end of entries.

5.4 **Do not separate bibliography**. Do not list primary texts separately, but in the Works Cited.

5.5 **Foreign titles**. Titles of books and articles other than English, French, German, Portuguese, and Spanish are translated in brackets after the title of the book in the original. Do not use italics if the text is unpublished in English. If the text is published in English, use italics, and list the translated English version. When referring to foreign texts always refer—if available—to the translated English version of the text and list it in the Works Cited.

5.6 **Location and publisher**. Do not list multiple locations of publisher, but first location only. Do not list multiple publishers, but first publisher only.

5.7 **No states or provinces**. Do not write state or province as in Cambridge, MA but Cambridge only.

5.8 **Spell out title acronyms**. For publications with acronyms, such as *PMLA* the full name is listed: *PMLA: Publications of the Modern Language Association of America*

5.9 **Treatment of URLs**

As you do with printed resources, you must weigh the authority of electronic sources you choose to cite. Electronic content presented without formal ties to a publisher or sponsoring body has the authority equivalent to that of unpublished or self-published material in other media.

Do not use a URL that was the result of an online search, e.g., <http://scholar.google.com>; instead, go to the specific page of article and provide the URL that goes straight to the text you cite, for example, Tötösy de Zepetnek, Steven. "From Comparative Literature Today toward Comparative Cultural Studies." *CLCWeb: Comparative Literature and Culture* 1.3 (1999): <http://docs.lib.purdue.edu/clcweb/vol1/iss3/2> or DOI: Digital Object Identifier e.g., <http://dx.doi.org/10.7771/1481-4374.1041>.

Do not use a URL that will work only for a person who has subscribed to or has registered at the website; instead, provide the full bibliography of publication and then try to find the article's site as an unsubscribed or unregistered user: if this cannot be done, then provide the main URL for the source, for example, Bouchardon, Serge, and Vincent Volckaert. *Loss of Grasp* (2010): <http://lossofgrasp.com>. Please note that it is never sufficient simply to provide a URL: the full facts of publication should always be recorded.

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5.10 **UP**. Do not write University Press but UP.

5.11 **Books**. single-authored books: Johnson, Roberta. *Gender and Nation in the Spanish Modernist Novel*.

Nashville: Vanderbilt UP, 2003.; non-Latin script names and titles of books: Wang, Ning (王宁). *比较文学与当代文化批评* (Comparative Literature and Contemporary Cultural Criticism). Beijing: People's Literature Publishing, 2000.; multiple authors: Gilman, Sander, Helen King, Roy Porter, George Rousseau, and Elaine Showalter. *Hysteria beyond Freud*. Berkeley: U of California P, 1993.; edited volume: Shell, Marc, ed. *American Babel: Literatures of the United States from Abnaki to Zuni*. Cambridge: Harvard UP, 2002.; re-published book: Fox, John. *Philology Today*. 1880. Cambridge: Harvard UP, 1999.; translated book: Homer. *The Odyssey*. Trans. Robert Fagles. New York: Viking, 1996.

5.12 **Film**. *Like Water for Chocolate* (*Como agua para chocolate*). Dir. Alfonso Arau. New York: Miramax, 1993.; *Rashomon*. Dir. Akira Kurosawa. 1950. New York: Home Vision, 2001.

5.13 **Journal article**: Hernández-Reguant, Ariana. "Copyrighting Che: Art and Authorship under Cuban Late Socialism." *Public Culture* 16.1 (2004): 1-29.

5.14 **Online scholarly journal article**. Saramago, José. "Between Omniscient Narrator and Interior Monologue." *CLCWeb: Comparative Literature and Culture* 2.3 (2000): <http://docs.lib.purdue.edu/clcweb/vol2/iss3/1/> OR if the journal has DOI e.g., <http://dx.doi.org/10.7771/1481-4374.1074>.