

Callaloo Style Guidelines for Scholarly Articles

The *Callaloo* Style Guidelines follow the *MLA Style Manual and Guide to Scholarly Publishing* (3rd edition, 2008).

In-text Citations

All quotations must have an in-text citation. Provide the author and page number(s) for all quotations in parenthesis at the end of the sentence, or after the quotation if you quote more than one source in a sentence. If you mention the author's name in the sentence, just include the page number(s) in parenthesis. If you quote the same source repeatedly in a paragraph, provide the in-text citation after every quotation. The production editor will determine if some of the citations can be deleted for readability. See *MLA Style Manual* 7.1-7.4.10 for more explanation.

Endnotes

Use endnotes with Arabic numerals for commentary. If you are directing the reader to another source, provide the author's name (example: See Martin), or name and page number (example: See Martin 79.) Provide the title only if the author is listed more than once on the works cited, and abbreviate the title (example: See Fry, *Anatomy* 237). All authors referred to in endnotes should be included on the works cited. Save full bibliographic information for the works cited entry. See *MLA Style Manual* 7.5.1 for more explanation.

Works Cited

Use the "hanging" indentation feature for the works cited. Format hanging indents at .5" for the 2nd and subsequent lines in a works cited entry. You may leave the works cited double-spaced. Pay special attention to MLA format for:

- second or subsequent edition of a book (6.6.13)
- cross-references (6.4.6)
- two or more works by the same author (6.4.4)
- article in a scholarly journal (6.5.2, 6.5.3, 6.5.4)
- web publications (6.7.1, 6.7.2, 6.7.3, 6.7.4)

See *MLA Style Manual* 6.1-6.9 for more explanation.

Text Formatting

- Do not use headers or footers.
- Use one inch margins on all sides.
- Double space all text.
- Single space block quotations (quotations of four or more lines) and indent block quotations 1" from left margin.
- Use italics (not underlining) for titles.
- Use the tab key to indent paragraphs. Please do not use the "first line" feature for paragraph indentation.

Punctuation

The following is a sample list of punctuation guidelines:

- Insert one space after each period at the end of a sentence.
- There is no hyphen for twentieth century unless used as an adjective (example: early twentieth-century-criticism). There is no hyphen for ethnicities (example: African American). However, in quotations you may retain original punctuation.
- Use straight quotes (" ") instead of smart quotes (“ ”).
- Use a long dash—if you prefer—with no space before or after.
- To omit a word, phrase, or sentence from a quotation, use ellipses without brackets. See *MLA Style Manual* 3.9.5 for more explanation.
- Spell out all numbers under 100 unless in a group, range, decimal, percentage, etc.
- Spell out United States and century (nineteenth century, twentieth century).
- For deliberate nonstandard hyphenation and/or spelling, please mark usage with [STET]. Please be consistent with nonstandard spelling throughout the article. Please convert British spelling to American spelling (retain original spelling in quotations).
- Use italics for a foreign word or phrase. Use quotation marks for a translation of a foreign word or phrase.

See *MLA Style Manual* 3.3-3.12 for more explanation.

Corrections

If you are contacted regarding corrections to your final manuscript (spelling, missing documentation, etc.), please respond in one of the following ways:

- **Email:** You may email your comments/corrections directly to the production editor. This method is preferred, as it allows for easy management of all editorial changes.
- **Phone:** You may call the production editor to discuss your comments/corrections.
- **Track Changes:** You may insert your comments/corrections using the Track Changes feature in Word. You may use the comment balloons and/or insert text directly. If you insert text directly, please make sure the text appears in color. Please DO NOT "accept changes" to your document. The production editor needs to see exactly where text has been inserted, deleted, and revised. Please DO NOT make corrections to the text without using track changes or highlighting.

Abstract

All issues of *Callaloo* are published by Johns Hopkins University Press, which maintains Project Muse, a digital archive of scholarship. Please provide a brief abstract (3-5 sentences) of your article. Include a short list of key words to follow your abstract.

If you have any questions regarding style and formatting, please contact:

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979.820.2195 (8am-8pm, central time)