

Style Guide and Print Preparation for *The Midwest Quarterly*

Please adhere to style guidelines before submitting to *MQ*

If your article is accepted, use guidelines for Print Preparation (highlighting for italics, accent marks, and bolding in text)

General Guidelines

We publish no manuscript longer than eighteen pages, bibliography included and without foot- or end-notes (typed, double spaced, 12 point font, 1 inch margins).

Reference Style: MLA or APA are both accepted.

Indent new paragraphs ½ inch using tabs (not space bar).

We also request that you submit a signed attestation of original work (this form is available on our website) and a short bio suitable for publication. A request to provide these is not an assurance of publication however. Where there is more than one author, we require a signed form for each author.

Non-sexist language should be used throughout. General terms should be gender-neutral where possible.

Use American spellings unless in direct quotation (harbor, neighbor, lionize, analyze, theater, traveler)

Foreign words: Generally, in American usage if a word has an entry in the Merriam Webster English dictionary, it does not need to be italicized. Check: <http://www.merriam-webster.com/dictionary> . However, if a word is expected to be highly unfamiliar to the target audience, do italicize it irrespective of dictionary entry.

- Do italicize words (not names) when foreign accents are used (*exposé*, *doppelgänger*) but not Émile Zola, the Palais de Versailles. Words with **accent marks**, like *crème de la crème* or *façade*, should be highlighted in turquoise blue for the printer (and also italicized if they are not a name or place).
- *If in doubt, italicize it, highlight it either with green (for italics only) or turquoise (to denote foreign accent mark) and we'll make the call.

Punctuation: fold inside quotation marks; double quotations, single quotations within double quotations, ensure they are facing the correct way ('50s not '50s); space ellipses (three for ellipsis, four for period plus ellipsis) rather than using the auto-ellipsis function in some word processors. Delete the possessive (s) after words ending in s (e.g.: Camus', James').

For **direct quotations** only, either make the source clear and offer a page number, or use a simple notation supported by the bibliography. Do not use parenthetical references for non-

quotations; you can refer to authors in the text and rely on the bibliography. Note that when you use a word and page number, there's a comma in between. Example is in MLA style; if you are using APA, also use dates for in-text citations:

As John Jones notes in *My Time*, "I never had a problem keeping up with me" (21).

Remember the famous words of John Jones, "I never had a problem keeping up with me" (*My Time* 21).

For **block quotations**, the information should appear *after* the period. The quotation itself should be indented the same number of spaces as regular paragraphs are indented (usually ½ inch, using ruler function in word processing program).

I quite admired John Jones as a man among men. He captained a vessel that came in second during the trials for the America's Cup. He climbed Mount Everest for the first time at age 56 and repeated that feat twice more before he was 65. He starred in an off-off Broadway in a one-man production of *Hamlet*. As he said, upon being asked about his whirlwind life by his grandson after reaching the finals of "Dancing with the Stars," "I never had a problem keeping up with me." (*Time* 21)

Do not use tabs to insert **spaces in a block quotation or bibliography** because it will create gaps in the final version. Use the margin settings (using the hourglass icon) via the ruler instead.

Ellipsis requires spaced dots, not bunched dots, as . . . and not ... within a text and a period plus the three spaced dots at the end. . . . The default ellipsis (and imposed by autocorrect) for some word processors is bunched dots; you will need to change that. Be clear: if the ellipsis is yours, put it in square brackets [. . .].

Use consistent notation for **dashes**.

Either: We see in these results—some of them surprising—that development is still continuing.

Or: We see in these results--some of them surprising--that development is still continuing.

Section headings (use sparingly if at all) should be **centered, in boldface**, and brief. Mark anything **bold** with red highlight for the printer, as follows: **The Centenary Legacy** Please note, this is not red font. Please insert a single line space ABOVE the subhead but not below it. The new paragraph beneath should begin indented, but with no extra line space after the subhead.

Italicized words should be highlighted in **green** for the printers. Please note, this is not green font.

Epigraphs should use a smaller-sized font, single-spaced, broken up so as to occupy about half the width of the line, appear without quotation marks, and flush to the right margin. After a

dash indicate the author and book, plus the page. Epigraphs deviate from the MLA or APA style in formatting—see example below.

Though I was the bane of my neighbors, as a Jones I never had
a problem keeping up with me. – John Jones, *My Time*, 21.

WORKS CITED

Capitalize and center the title WORKS CITED, as above. No need to bold.

We accept **MLA** and **APA**.

Double-check the alphabetizing in your works cited list.

Use margin settings, NOT TABS, for indenting second and subsequent (hanging) lines in the bibliography! The printer will have different width settings for the article, and tabs create holes in the text that are a nuisance to eliminate.

Images

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