

GUIDELINES FOR SUBMISSIONS

For essays accepted for publication, the editors of *The Critic* will work with authors to ensure all manuscripts adhere to *Critic* and Johns Hopkins University Press (JHUP) house style requirements. To facilitate this process, we encourage all submissions follow the guidelines below:

- Manuscripts should be between 6,000 and 8,000 words and must be accompanied by a 150-300 word abstract.
- Please follow the **model** for formatting that appears below. As the model indicates
 - Notes should be (1) inserted manually (as if with an old-school typewriter) and (2) placed before the Works Cited..
 - Authors should follow as precisely as possible the 8th edition (2016) of the *MLA Handbook*. As a preliminary note about bibliographic practice, make sure to integrate (usually, with some sort of signal phasing) with all secondary evidence, whether in terms of a quotation, paraphrasing, or summarizing.
- Authors are responsible for both the accuracy of quotations and for representing source material fairly.
- Authors are responsible for securing any copyright releases involving graphs, tables, or illustrations.

Model for Formatting

AUTHOR'S NAME IN ALL CAPITALS AND BOLD-FACED

Title Here in Conventional Capitalization and Bold-Faced

The first paragraph of the article (as well as any paragraphs after section breaks, should any exist) are not indented. One-inch margins are used as well as single-spacing after periods. Pages are not numbered.

New paragraphs after the first one (or any after sectional breaks) are indented conventionally. The font should be Times New Roman 12. Articles should range in length between 6,000 to 8,000 words (about 24 to 32 pages at 250 words a page), not including the Notes and Works Cited sections. AutoFormat and AutoCorrect features are to be avoided, including paragraph tabs, Smart Quotes, and em dashes (dashed are composed of two hyphens without spacing--a feature of the "old school"). As well, numerals for endnotes are superscripted manually as if produced with an old typewriter.¹ Double-spacing should be maintained throughout the article except at sectional breaks; at those points, leave an extra line of blank space.

Sectional Title in Bold-Facing and Justified to the Left Margin

As ever with bibliographic practice, some sort of signal phrasing should be implemented for marshaling all secondary evidence, whether that evidence is manifest in a quotation, paraphrasing, or summarizing. In this regard, Benjamin Franklin was correct when he wrote in his *Poor Richard's Almanack*: "Deny Self for Self's sake" (in-text citation if needed).

Elsewhere, italics are used instead of underlining (e.g., *Title of Book*). After the conclusion to the article, the author's institutional affiliation is provided; it is italicized and justified to the right margin. The next line gives an example.

University of Northern Colorado

Notes

¹ Any notes follow the text of the article. The title for the Notes section has no extra space after the affiliation but one extra space after the final note before the Works Cited. Notes are justified to the right margin.

Works Cited

For Works Cited entries, follow the 8th edition of the *MLA Handbook*. Unlike so many other formatting procedures for *The CEA Critic*, Microsoft's Word's hanging-indentation feature should be used for the Works Cited.