

MANUSCRIPT PREPARATION GUIDELINES FOR *THE CEA CRITIC*

NOTE: *The Critic* follows the *MLA Handbook* 8th Edition

FORMATTING

General

- Double-space the text, except where noted on the examples below.
- Use Times New Roman 12-pt font.
- Maintain 1" margins, justified to the **left** margin only.
- Space only once after periods.
- Do not use brackets around ellipses.
- Do not number pages.

First Page: Author and Title (See Example #1 Below)

- First line: provide full author name in all capitals and bold, justified to the left margin.
- Second line (or more): provide title in bold, justified to the left margin.
- After title, double space twice and begin text. The first line of the text should **not** be indented but, rather, justified to the left margin.

End of Essay: Affiliation, Notes, and Works Cited (See Example #2 Below)

- After the final line, include institutional affiliation in italics, justified to the right margin.
- **In-text** notes: use manual superscripting: do not use a word-processing feature. Instead, type the number and select "superscript" [x² under Font in MS WORD].
- Place the Notes section after the affiliation line. Center the word Notes and do not use bold face. Continue with double-spacing.
- **End-notes:** As with in-text notes, manually superscript numbers for the Notes, justifying them to the right margin. After the number (which should **not** be followed with a period), leave one space and then provide the note itself.
- After the Notes section double space twice
- Place the title Works Cited centered and not in bold. Continue with double-spacing.
- Verify all citations, both in-text and in the Works Cited. Consult either the *MLA Handbook* itself or the *MLA Style Center* website (style.mla.org) for more information.

STRUCTURE AND STYLE

- Use sectional divisions and titles (also known as sub-headings) to improve your work's readability.
- When using sub-headings double space twice before the heading. And begin the text flush left, no indent. (**See Example #3 Below**)
- Use topical paragraph topic sentences--that is, topic sentences that do not veer directly to

evidence. The result will be to create a line of thought.

DOCUMENTATION/WORKS CITED

- Follow *MLA Handbook*, 8th edition.
 - Verify that all secondary evidence (whether a quotation, paraphrase, or summary) is incorporated with appropriate **signal phrasing** (e.g., "Benjamin Franklin comments in his *Poor Richard's Almanack*, 'Three may keep a secret, if two of them are dead'"). As such, "dropped-in" quotations—that is, secondary evidence without signal phrasing—should never be used. As well, remember to introduce authors by first and last names but thereafter by last name only.
 - **Miscellaneous notes about MLA practice**
 - Use MLA abbreviations (e.g., "UP" for "University Press," and so forth).
 - Use MLA-style inclusive pagination (e.g., "pp. 112-20," not "pp. 112-120").
 - Provide URLs, not DOIs (Digital Object Identifiers).
 - Do not use "http" and any hyperlinking in URLs.
 - Use MLA abbreviations for months.
 - Do not include sponsoring agencies (publishers) when the same as their websites.
 - Do not reference "containers" search engines (e.g. LexisNexis, ProQuest, JSTOR, ScienceDirect).
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EXAMPLES

Example #1: *Model for first page*

JERALDINE R. KRAVER

Editor's Introduction: Living the Teaching Life in a Time of COVID-19

There are very few bright spots for those of us living and teaching in the time of COVID. And, frankly, "those of us" pretty much means *all* of us. Things that seemed as if they could be positive effects—more family time, the opportunity to master new technologies, a chance to. . . .

EXAMPLE #2: *Model for end of essay*

Institutional Affiliation

. . . our part at *The CEA Critic*, we look to capture that time in the 2021 conference proceedings.

Until then, be well and stay safe.

University of Northern Colorado

Model for Notes

. . . our part at *The CEA Critic*, we look to capture that time in the 2021 conference proceedings.

Until then, be well and stay safe.

University of Northern Colorado

Notes

¹ There is a list of countries that have no reported cases of COVID. Except for North Korea, all are in the Pacific Islands (Amos).

Model for Works Cited

. . . . are in the Pacific Islands (Amos).

Works Cited

Amos, Owen. "Ten Countries Kept Out COVID. But Did They Win?" *BBC News*, 24 Aug. 2020, www.bbc.com/news/world-asia-53831063.

EXAMPLE #3: *Model for sectional titling (or sub-headings)*

. . . I try to answer these questions through a combination of personal narrative, textual analysis, and, with the permission of my students, through samples of the work they created in class, in order to demonstrate the still relevant power of Ellison's belief in first-person storytelling.

Ellison and Language

Ellison's novel teaches that there is power in being able to name things. Invisible Man's nameless narrator regrets that he allows others to name him—for example, the Brotherhood. . . .