Style Guide


NOTE: Please pay particular attention to ensuring that all proper names are spelled correctly, as the editorial team will not check them as a matter of course.

Format

Paragraphs
- Articles should be double line-spaced, unjustified and typed using only one font (eg 12 point Times New Roman).
- New paragraphs should be denoted by indenting the first line by using the tab key and not the space bar. Do not leave line spaces between paragraphs.
- Subheadings should be left justified in bold type

Style Notes

Note on Style: Articles published in Transnational Literature must be written in clear, comprehensible, standard English so as to be accessible to an international audience. The editorial team can provide some help with this, but if significant revision is needed to bring a contribution up to standard, authors may need to seek the help of a professional English language editor.

Abbreviations
Any terms that may puzzle readers should be spelled out. Well-known abbreviations/acronyms may be used (eg AIDS, UNICEF, PhD, e-mail, OED), but with no full-stops.

Apostrophes
Omit from years (eg 1960s); use for possession; to form the possessive of any singular proper noun, add an apostrophe and an s (eg Barthes’s theories, Dickens’s London); to form the possessive of a plural proper noun, add only an apostrophe (eg the Barthes’ marriage; the Dickenses’ London home).

Capitals
- The names and initials of persons (eg J.W. Howard, R.G. Hosking).
- The names of months and days of the week (eg Sunday, May).
• Titles that immediately precede personal names (Prime Minister John Howard), but not persons’ titles used alone (eg the prime minister, a professor of English, the doctor said … ).

• In titles and subtitles of works, capitalize the first words, the last words, and all principal words (eg The Mouse That Roared, For Love Alone, As I Lay Dying) but not articles (a, an, the), prepositions (against, as, between, in, of, to) (eg The Media of the Republic, Not Only in Stone, Prints in the Valley).

• Where necessary to maintain sentence flow, capital or lower-case letters at the beginning of a quotation may be changed from upper to lower case or vice versa without the use of square brackets.

Contractions
Contractions do not require full-stops (eg PhDs, Dr, Mr).

Dashes
For dashes used as punctuation, use en dashes preceded and followed by one space. Hyphens should only be used to connect words or break lines if necessary.

Dates
• Spell out centuries in lower case (eg the twenty-first century)

• Dates should be in the format DD Month YYYY with no punctuation. (eg 19 July 1966 saw the arrival of … ).

Ellipses
An ellipsis is indicated by three un-spaced full-stops, with a space at either end (eg ‘South Australia’s universities … agree that …’) If the ellipsis occurs after a full-stop, then a space should still appear (eg ‘Many have commented that William Shakespeare’s use of metaphor is exhaustive. … For a time, it was believed he …’)

Ellipses should not appear at the beginning or end of a quotation, only with the text to show an omission. Do not use square brackets around ellipses. If the ellipsis is in the original quotation, note this in parentheses after the bibliographical reference.

Headings (Book Reviews)
• At the head of book reviews, provide the following information in bold, left justified:

  Author of book, Title of book (Publisher, Year).

• Prices, pages and ISBNs are not used.

• Book reviews are not titled.

• Provide the reviewer’s name at the end of the review following one line space,
left justified in bold.

**Italics**
Use italics for published books, journals, plays, films and works of art.

**Numbers**
- Punctuate numbers in the following ways:
  - 1,000
  - 45,000
  - 7,567,966
- For numbers ten or lower write out as words (eg nine, seven, two).
- For numbers over ten, write in numeric form (eg 11, 38, 14).
- With abbreviations or symbols, write numbers in the following ways:
  - 5.15 pm
  - 9%
  - 2 cms
  - 6.9 million

**Paragraphs**
- Indent all paragraphs apart from the first paragraph of a whole article or section, or a continuation after an indented quote.
- No line space between paragraphs (except above and below indented text).

**Quotations**
- Use single quotation marks. Double quotation marks should be used for quotations within quotations.
- Quoted passages of more than three lines should be indented and separated from the main text by one line above and one line below. Do not use quotation marks on indented, long quotations.

**Spacing**
Use one space only after full stops and colons. Double spaces should never be used.

**Footnotes and parenthetical references**
- If discussing a single text (e.g. in a book review) quotes from that text should appear as page numbers in parentheses at the end of each quote or at the next punctuation mark if appropriate, outside the quotation marks but inside the full
stop. Page numbers at the end of indented quotes should appear in parentheses outside the full stop.

- If 2 or 3 texts are discussed in detail, they can be identified with initials (e.g. MP 123 for page 123 of *Mansfield Park*) after an initial footnote explaining this abbreviation. If there are more than 3 texts under discussion with more or less equal treatment, footnotes should be used.

- Use footnotes for all other references.

- Make all notes footnotes at the bottom of each page.

- Number each entry consecutively, using Arabic numbers (1, 2, 3 etc) as footnote references, not Roman numerals.

- Do not leave spaces between entries.

### Referencing Style

#### First references

**Journal article**  
Author’s name, ‘Title of Journal Article,’ *Journal Name* 17 (1999) 39.

Author’s name, ‘Title of Journal Article,’ *Journal Name* 3. 2-3 (2001) 61.

**Book**  
*Book by a single author:*

*Book by two or more authors*

*A Work in an Anthology*

*An Edition*

**Films**  
Internet sources

Online Scholarly Project, Reference Database, or Professional or Personal Site:

Online Book

An Article in an Online Periodical/Journal

Newspaper article

Thesis

Subsequent references

• After fully documenting a work, use a shortened form in subsequent notes. The author’s last name alone, followed by the relevant page numbers, is usually adequate, eg Frye 345-47.

• If you cite two or more works by the same author – for example, Northrop Frye’s Anatomy of Criticism and his The Double Vision – include a shortened form of the title following the author’s last name in each reference after the first, eg Frye, Anatomy 278; Frye, Double Vision 1-3.

• Repeat the information even when two references in sequence refer to the same work. Do not use ibid. and op. cit.

Submitting Contributions

All submissions to Transnational Literature are to be sent in electronic form as Microsoft Word documents. Submissions should be emailed as attachments to gillian.dooley@flinders.edu.au. Please include an abstract for articles to be considered for peer review, and a 50-word biographical note (not a CV) for all submissions.