

Guidelines on preparing and submitting journal articles for *Film Studies*

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- These guidelines are intended to help you and us; the better prepared the article is the more efficiently it will pass through the production process.
- Please pay particular attention to the **Notes and references** section.
- Please make sure that the style you use is consistent throughout the article and is compatible with the rest of the journal.

Submission of manuscripts

- Articles should be a minimum of **5,000** words and not exceed **8,000** words, including notes. The author is responsible for the word count.
- Articles should be sent via email to the managing editor, at filmstudiesjournal@gmail.com together with an article abstract of around 100 words and a list of between 3 and 6 key words.
- Pages should be numbered in the top right-hand corner.
- The article should be anonymised for blinded review. A Title Page should be included containing the article title, author's name, contact details, biography, acknowledgements and any other identifying information.

Journal style points

- UK punctuation throughout article.
- UK spelling consistently throughout article (-ise/-yse NOT -ize/-yze) but retain American spelling in American proper names, such as Pearl Harbor.
- Use single spaces after all punctuation. Initials should also be spaced, A. J. Smith not A.J. Smith (NB, i.e. and e.g. are exceptions); space after the point in the following contractions: ed., p., pp., ch., vol., etc.
- Maximum capitalisation is used on all headings and titles of published works within the text and the notes (use different typesizes to distinguish different levels of heading).
- Page numbers are elided: 4–7, 8–13, 16–18 (not 16–8), 20–7, 34–76, 104–6, 136–42. Use an en rule if possible between number spans.
- Dates are written in full: 31 January 1678; BC years must be given in full: 536–514, not 536–14; spell out nineteenth century, but 1800s (NB hyphenate when adjectival – e.g. 'in the seventeenth century' but 'seventeenth-century furniture'; use 1930s, not thirties, 30s or '30s).
- Years are elided to two digits: 1674–89, 1674–77, 1674–1723.
- *Ibid.*, after references that cite the title previously mentioned; do not use *idem*, *loc. cit.* or *op. cit.*
- Apostrophe: Thomas's, Jones's, but Moses', Bridges', i.e. when the word ending is pronounced 'iz', use an apostrophe only.
- Parenthetical dash: use a spaced dash to indicate a parenthetical dash (indicate in typescript by a single hyphen with a space either side).
- Raised letters/superscripts in quotes should be clear - these will be set as superscript letters.

Numbers

- Spell out numbers below 100, use digits for numbers over 100.
- Exceptions – a series of numbers appearing close together; numbers in mixed sequence (under and over 100) in which case use digits for all numbers in that section; numbers giving exact measurements or with abbreviated units of measurements such as 7 kg, 15.8 mm; in usual cases like 5.00 p.m. (but five o'clock); phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g. two hundred, fifteen thousand).
- Comma is to be used in numbers with four or more digits (e.g. 1,000 not 1000).

- Units of measurement: no 's' to appear in plural (5 kg not 5 kgs). If pre-decimal currency is used, follow this style: £5 15s 6d.
- Always put a number on either side of a decimal point, e.g., 0.6 (not .6).

Quotations:

- Use single quote marks for quotations integrated within the text, and double quote marks for quotes within these quotes.
- When quotation marks enclose less than a complete sentence, the closing quote mark should precede the final punctuation. When quotation marks enclose a complete sentence or more, the closing quote should follow the final punctuation. If the source/page numbers appear with the quotation, place them in parentheses after the closing quotation mark but before the final full point. If verse is integrated use space solidus space (#/#) to indicate a line break.
- Quotations that are longer than five lines should become indented extracts, with one line space above and below, with no quotation marks unless it's direct speech. Place the source citation immediately after the closing full point with no further punctuation after it.
- Use three dots with a space either side ... to indicate material missing within a quote (but NOT at the beginning of a quote). Use four dots to indicate material missing at the end of a sentence ...

Abbreviations/punctuation/spacing

- Uncommon abbreviations should be avoided, or explained at their first occurrence.
- *Idem, loc. cit., op. cit.* should not be used.
- '&' may be used for names of companies, institutions, etc. (Faber & Faber). Otherwise use 'and'.
- cf. (roman, not italic): note that cf. means 'compare', not 'see'.
- fos for 'folios', not ff. which means 'following'.
- ll. ('lines') should be avoided as it can be confused with roman numeral II or arabic 11: spell out instead.
- per cent (not percent): use % only in tables.
- v. not vs. (roman, not italic).
- Use full points after abbreviations (e.g., i.e., etc., *ibid.*, v., Ph.D., vol., p.m., Prof., Rev., ed.) except per cent (two words).
- Do not use a full point in the following cases: after units of measurement (kg, mm, cm); contractions (vols, eds, Dr, Mrs, Mr, Ltd, i.e. where first and last letters are given) except no. (number); initials (BBC, DNA, GMT, NATO, USA, ICI, TV), except name initials which should also be spaced (T. S. Eliot).
- No apostrophe with common abbreviations (phone, bus, pram, etc.).
- Insert a space after p., no., vol., fos (p. 67, not p.67) and include a space between numbers and units of measurement such as kg, mm, p.m. (5 kg, not 5kg).

Italic/bold

- Use italic for titles of publications (except series), including journals and books (except the Bible, the Koran, etc.), and for TV programmes, videos, films, plays, radio programmes and titled musical works (but use roman for Symphony no. 5 in C minor, etc.).
- Use italic for titles of long poems (e.g., *Four Quartets*), but roman enclosed in quotation marks for short poems.
- Use italic for titles of paintings and sculpture, names of ships; species and varieties; foreign terms and phrases (except anglicised terms, such as 'elite', 'role', 'naive', which should appear without accents, and except for those phrases which are quotations); names of parties in legal cases (but leave the v. in roman, e.g. *Churchill v. Wilson*); directions to the reader and stage directions, such as *see also* and *above*; *ibid.*, *et al.*, *c.* (NB do not use *ca.*), but *via*, *vice versa*, i.e., e.g. are roman.

- As a general rule, avoid using bold type – headings will be marked up later and should be in roman; if emphasis is required, italic is preferred.

Job titles/affiliations/subjects

- the King (referring to a specific individual), but a king.
- Member of Parliament.
- the President, but a president, presidential (NB for Vice-President and other compound titles, capitalise both initials).
- the Prime Minister, but a prime minister.
- the Professor of Political Science, but a professor of political science.

Institutions/organisations/places

- the Church (institution) but the church (building).
- the Crown (meaning the monarchy).
- the Government (specific) but the government (general).
- House of Commons/Lords (always initial caps) and also the House.
- Liberal (use cap. only for Liberal Party or party member) and also applies to Conservative, Labour, Communist, etc.
- Northern Ireland, but northern England.
- the Parliament but parliamentary.
- the Senate (always cap.).
- the State (when referring to political communities).
- the West, Western Europe, etc., but western England.

Note on bias/gender/racial and ethnic groups

- Avoid using terms and phrases which express gender, racial or other bias, examples are: humanity or humankind, not mankind; workers or workforce, not workmen; chairperson or chair, not chairman; artisan or craftsperson, not craftsman; firefighters not firemen; manufactured, not manmade; ancestors, not forefathers; senior citizens or the elderly, not old people; person with a disability or differently abled person, not cripple or handicapped/retarded/disabled person.
- Use 'he or she', 'her or him' (note alphabetical order); do not refer to objects or places (such as ships and countries as 'she': use 'it').
- Be specific and accurate when referring to a racial, ethnic or national group.
- The word aborigine signifies the original inhabitants of any country; for native Australians use Aborigine with a capital A.
- Afro-Caribbean, African or black African etc., are preferable.
- Asian covers the whole of Asia, not just India and Pakistan: be more specific if possible.
- Avoid 'coloured people': specify racial/ethnic origin.
- Eskimo: use Inuit instead.
- Europe includes East Europe and cannot be substituted for West Europe or European Community.
- Use Native American or Native Canadian, not Indian (which signifies a native of India) or Red Indian.
- North America: remember this includes Canada and Mexico; use United States if this is what is meant.
- Use 'in Britain' or 'in France' not 'at home'.

Notes and references

General

- The journal uses end notes rather than footnotes. All references should have an end note and be numbered consecutively throughout the article.
- The notes at the end of the article should mention all the publications cited in the text.
- Where a single edition or text is referred to continually throughout the article, full reference should be given to the first citation in a note, followed by 'All subsequent quotations are taken from this edition. Page/canto/stanza/line/act/scene (as appropriate) numbers will follow in brackets'.
- Please use the short-title system as shown below. Please make sure that the style you use is *consistent* throughout the notes section at the end of your article, and that *all* source material is included. The titles of books and journals should be in italics. If the author's initials are used instead of their full first name, please make sure this style is carried through to *all* entries, and vice versa.
- With regard to the note number system, numbers should be in arabic superscript¹ within the text and full size arabic numbers 1 in the notes, with no punctuation after the note number.
- Unpublished books, theses and dissertations should be in roman in quotes: type, place and date should be given, e.g. 'Ph.D. dissertation, University of Manchester, 1999.'
- Archival sources should use the following order: place, reference no. of document, status of document, author, title, date, page no. For example:
Public Record Office, London (hereafter PRO), T235/134, MAC (52) 153, memo by C. Cottrell, 'Money', 6 August 1952, p. 2.
- Newspaper articles and magazine titles: do not include the *The* in references (*The* should only be used for *The Times*). For example:
J. Smith, 'The Prime Minister on the Defensive', *Guardian*, 6 September 1989, 7–19.
- Unless published (in which case treat like a chapter from a book), conference papers should give the name of the organising body, the title of the conference and the date given.
- Titles of individual manuscripts should be in roman in quotes.
- Titles of manuscript collections should be in roman without quotes, and the citation should contain the name of the depository and a full reference following the usage of the depository concerned, e.g. British Library, Additional MS 2787.
- Parts of the references may be abbreviated, provided that the abbreviation is explained or self explanatory: e.g. ULC Add. 3963.28: the full reference should always be given at the first occurrence.
- Government and official sources: ensure the correct use of C, Cd, Cmd, Cmnd and Cm, as these refer to different series: 1–4222 1833–69; C 1–9550 1870–99; Cd 1–9239 1900–18; Cmd 1–9889 1919–56; Cmnd 1–9927 1956–86; Cm 1– 1986–. Note that *Hansard* documents are numbered by column rather than page; use the correct abbreviations (vol., vols, col., cols) before the appropriate numbers.

Books

- Author first name in full where possible.
- Book titles: maximum capitalisation, no quotation marks, italic.
- Chapter titles: maximum capitalisation, not italic, in single quotation marks.
- For all book references, give publisher place: publisher name, date.
- Give full details of the publication the first time it occurs, and on second and further references cite only the author's surname and short form of title, and page reference.
- Abbreviations to be used: (ed.), (eds), fo. and fos or fol. and fos, p., pp., r and v for recto and verso on the line with no full point.
- Author, *title*, publisher location: publisher name, date of publication, page references. For example:

Lev Manovich, *The Language of New Media*, Cambridge, MA: The MIT Press, 2001, p. 22–3.
Anne Friedberg, 'The End of Cinema: Multimedia and Technological Change', in C. Gledhill and L. Williams (eds), *Reinventing Film Studies*, London: Arnold, 2000, pp. 438–52.
William Shakespeare, *Hamlet*, J. Wilders (ed.), Cambridge: Cambridge University Press, 1995, p. 4.
Manovich, *The Language of New Media*, p. 12.
Friedberg, 'The End of Cinema', p. 440.

Journals

- Journal titles: always in full at first occurrence, maximum capitalisation, in italics.
- Article titles: maximum capitalisation, not in italics, in single quotation marks.
- Give volume number either in arabic numerals; part or issue number (only necessary if each issue is paginated individually) separated by a colon (vol., no., p. not necessary); parenthesis round the year.
- Author, 'name of article', *journal* volume:issue, (year published), page references. For example:
Ramon Lobato, 'The Politics of Digital Distribution: Exclusionary Structures in Online Cinema', *Studies in Australasian Cinema* 3:2 (2009), 167–78.
Susan Sontag, 'The Century of Cinema', *Parnassus: Poetry in Review* 22: 1–2 (1997), 23–8.
Lobato, 'The Politics of Digital Distribution', 169.

Internet sources

- Do not include http:// if www is included.
- Do not underline or italicise. Do not include brackets.
- Include the author name if possible.
- Include a full stop after the address if it occurs at the end of a sentence or note. Give dates when the sites were accessed.
- Graham Parker, 'MLS Chief Don Garber and Jurgen Klinsmann Now in Open Conflict', *Guardian*, 16 October 2014: www.theguardian.com/football/2014/oct/16/mls-don-garber-jurgen-klinsmann-conflict.

Illustrations

Inclusion of illustrations is only possible with the prior agreement of the Editor and Publishers.

These instructions are for the submission of images for accepted articles. The journal prints in black and white but colour will be retained for the online edition. Figures must be numbered as Figure 1, 2 etc. in the order they are to appear. If an illustration consists of more than one image then label them as Figure 1 (a), (b), etc. Please indicate the desired position of the figure in your article by inserting the figure caption into the text of your article. However, due to typesetting constraints it may not always be possible to place the figure in the desired location. The caption should include a source and credit for the illustration.

Scans and electronic images

Please note that images embedded in Word documents will not be accepted. Images should ideally have a resolution of 300 dpi and be of a reasonable size and clarity. Preferable formats are Jpegs and Tiffs but GIFs, EPS, PSD and PDFs are also acceptable. Screen grabs and images saved from websites are usually low resolution, rarely usable and difficult to get copyright for. Scans and electronic images can be checked in advance of publication. Please submit them to your Editor who will forward them to MUP for checking.

Line drawings

These are non-half-tone images such as bar charts and line graphs. They should be submitted as electronic files in their original file format (e.g. Excel). Do not use colour coding to differentiate data as the files are converted to black and white for printing.

Permissions

All permissions should be cleared before submission of the typescript and copies of all correspondence should be included. However, please do not contact institutions regarding permission for the use of images in the first instance. Instead, bring any queries about illustrations and permissions you have to the attention of the editor.

Tables

Tables should preferably be integrated into the typescript. See example below for table layout. Unless the table is the original work of the author it should have a source line underneath, indicating where the information, statistics, etc. came from.

Table 7.23 *The distribution of lead exports from England to the Baltic, decennial intervals 1565–95*

Destination	1565		1575		1585		1595	
	Ship-pound	%	Ship-pound	%	Ship-pound	%	Ship-pound	%
Danzig	342.0	63.2	300.0	51.8	–	–	–	–
Elbing	–	–	–	–	777.0	99.8	264.0	87.2
Other	129.9	2.0	236.0	48.0	666.0	87.1	225.0	81.0
Total ^a	541.0	100.0	579.0	100.0	778.5	100.0	302.5	100.0

Note: Sample table therefore figures not arithmetically correct

Source: *Tabeller over skibsfar ...*, Vol. xi A, pp. 19, 51, 105.

Use a solid rule above and below column headings and solid rule at foot of columns. No rules in body of table and no vertical rules. Any notes should be given at the foot of the table (they should not be included among notes to the text). Use lower-case, superscript letters rather than numbers, to avoid confusion.