Style Guide for Authors Submitting Essays for Publication in

SHAW: The Journal of Bernard Shaw Studies

To make sure your essays are returned from Penn State Press with a minimum of corrections, please print out this Style Guide and review it before submitting your essay to *SHAW*. *SHAW* follows the basic MLA text style but uses endnotes (entitled "Notes" in your text) rather than "Works Cited" for both source and information notes. Please consult recent *SHAW* volumes for examples. <u>Avoid using lengthy footnotes except where clarifications are absolutely necessary</u>.

General Submission Criteria

1. The journal uses an anonymous review process; please remove all references to your identity as author from the main text and notes.

2. Tables, figures, appendixes, and photos must be submitted as separate files / documents.

3. Submissions should be accompanied by an abstract of no more than 200 words to be entered directly on the Editorial Manager submission page.

4. Accepted submissions must include an author biography of no more than 100 words.

5. Authors are responsible for securing permissions and paying the required fees for the use of any material previously published elsewhere. Copies of permission letters should be sent to the Pennsylvania State University Press.

6. Authors guarantee that their contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.

7. Authors guarantee that their contribution has not been published elsewhere and is not currently under consideration elsewhere.

8. Authors need to provide **alt text** to describe images, graphics, tables for accessibility for those using screen readers. Please see the **PSU Press Alt Text Guide on page 7** for further information on writing alt text.

9. Authors have reviewed the submission checklist on **page 8** of this guide to ensure all submission directions have been followed.

Manuscript Format

1. Essay manuscripts must be no more than 30 pages in length.

2. Essays and reviews must have titles; essays may have a short subtitle.

3. Essays must be double-spaced throughout (including quotations).

4. Essays must be aligned at left margin (not book or right justified).

5. Number pages at the bottom right.

6. No function of "Track Changes" should be in use.

7. "Style" field should read "Normal" throughout text.

8. Use single spaces following periods between sentences throughout the manuscript.

9. The first paragraph of the essay must be flush left; indent subsequent paragraphs a half-inch.

10. Subheadings must be centered.

11. Articles must be submitted as Microsoft Word files ending in ".doc" or ".docx."

12. Tables / figures / appendixes:

- Must be submitted as separate files / documents from the article text (**not inserted into MS Word**).

- Must have an indication in the text for placement; e.g. <Figure 1> or <Table 2>.

- Tables should be submitted in MS-Word. All tables may be included in one document.

- Charts and graphs should be submitted in MS-Excel or their original source file.

- Digital images should be submitted as .tiff or .jpeg files at 300 dpi with at least 2.5 inches in width.

- If possible, all digital files (photos) should be grayscale.

- Authors need to provide **alt text** to describe mages, graphics, and tables for accessibility for those using screen readers. Please see the **PSU Press Alt Text Guide on page 7** for further information on writing alt text.

13. When quoting, periods in ellipses must be spaced from one another and from adjoining words. Example: "Shaw had his own . . . personal theology."

14. Titles in text and notes must be italicized (not underlined).

15. Use 1890s (not 1890's). No apostrophe.

16. Use Higgins's (not Higgins'). Add an extra "s" for possessives.

17. Use H. G. Wells (not H.G. Wells). Add a space between initials.

18. Use GBS (not G.B.S.). No periods, except in a title where quoted.

19. Use "theater" (not "theatre"), except in a title or where quoted.

20. Use Dr., Mr., Mrs., St., etc. (not Dr, Mr, Mrs, St), except where quoted.

21. Use 4 October 1908, not October 4, 1908.

22. Use serial commas. "Shaw was clever, iconoclastic, and at times offensive."

23. Text and endnotes must be in 12-point Times New Roman font.

24. Endnote reference numerals must be superscript Arabic.

Style

1. MLA style must be used for citations and endnotes. Please refer to the latest edition of the *MLA Handbook*. Note: MLA format is double spaced with a hanging indent.

2. Endnotes are used to elaborate on information presented in the article text and to provide bibliographical data. (*SHAW* does not use a Works Cited section.)

3. All source references and/or additional information should be presented as sequential endnotes.

4. If works are cited numerous times, page numbers may be given parenthetically in the text. Use an endnote with superscript numeral for the first occurrence and end your note with: "All further references are to this edition and are given parenthetically in the text."

5. Endnote numbers at the end of the article should not be superscript text and should be a number followed by a period.

6. All endnote entries must be double-spaced at the end of the article.

7. Automatic formatting is acceptable in endnotes.

8. Italicize the titles of books, plays, and periodicals; put short stories and poems in quotation marks.

9. For a multi-volume work, always state the complete number of volumes.

10. Note that "Ibid." and "op. cit." are not used, nor are the abbreviations "p." or "pp."

11. Use lowercase abbreviations to identify the parts of a work—e.g., vol. (volume) and ed. (editor)—except when these designations follow a period.

12.Whenever possible, use the appropriate abbreviated forms for the publisher's name.

13. The Bodley Head edition of *Shaw's Collected Plays with their Prefaces* in 7 volumes (published as the "Definitive Edition" by Dodd, Mead in the US) and the Penguin editions (marked "Definitive text") are the preferred sources for quotations from Shaw's works. For the Bodley Head/Dodd, Mead editions, include volume number only if needed for clarity.

14. References to *SHAW: The Journal of Bernard Shaw Studies* must be in full, followed by volume number (not italicized). Example: *SHAW: The Journal of Bernard Shaw Studies*, vol. 35, no. 1, 2015, pp. 00–00.

15. The Pennsylvania State University Press must be written as Penn State University Press.

16. Each volume of Dan H. Laurence's four-volume edition of Shaw's correspondence must be referred to by title (not volume number). Example: Bernard Shaw, Collected Letters 1911–1925.

17. "University" must be spelled out. Example: University Press (not UP) and University of Southern California (not U of Southern California).

19. References to sequential page numbers must be given in full for two numeral sets (45–49) but abbreviated by one numeral for three numeral sets (359–63).

20. For material quoted in a secondary source, the note should begin "Quoted in" followed by the source author's name. The name of the original author must, of course, be stated in the text.

21. For two or more editors, use "ed." not "eds."

22. Months must be spelled out, not abbreviated.

23. Endnotes must be double-spaced throughout.

24. Endnotes must be in 12-point Times New Roman font.

25. References to works by Shaw must begin "Bernard Shaw" (not George Bernard, G. Bernard, G. B., or GBS). Subsequent references to the same Shaw work must begin with "Shaw."

Translations

1. Include translations for all quotations in languages other than English. Translations for individual foreign words, run-in quotes, and block quotes should be in parentheses.

2. In general, translations should be accompanied by the original quotation in the endnotes.

Book Reviews

1. Reviews should be no more than 2,000 words in length.

2. Reviews must be headed by the following information: title of publication; name of author or editor; publisher; date of publication; number of pages; ISBN number (if available in both hardcover and paperback, indicate numbers for both); and selling price(s).

3. The text of the review must be double-spaced. 4. The reviewer's name and professional affiliation must be indicated at the end of the review.

PSU PRESS ALT TEXT GUIDE

Penn State University Press is committed to making its publications accessible to the widest audience possible. The inclusion of alternative text (or "alt text") will allow those using assistive technology to access the images and other graphic elements (such as tables, charts, graphs, and maps) in the digital formats of articles. Authors are encouraged to submit alt text (and, where necessary, extended descriptions) for all images and other graphic elements in their manuscripts.
Note: If sufficient information about the image is included in the caption or the text, alt text may be unnecessary.

General Guidelines for Composing Alt Text

Alt text should clearly and concisely describe the content and function of an image. Please limit the description to the most important elements of the image. In most cases a one- or two-sentence description, consisting of no more than 250 characters (not including spaces), should suffice. If more than 250 characters are needed to convey the content and function of an image, please provide an extended description in addition to the alt text.

Extended Description

For more complex images and graphic elements (such as graphs, charts, and maps), please provide an extended description with the necessary information. Any visible English text in an image must be transcribed in the extended description. Please note that images requiring an extended description must also have the shorter alt text.

Formatting and Submitting Alt Text

Alt text should be submitted along with captions. The alt text for a figure should be set on a new line after the caption and should be preceded by <alt text>. An extended description, when necessary, should be treated in a similar manner, preceded by <extended description>. When drafting and formatting alt text, you should:

- capitalize acronyms so assistive technology reads them as separate letters and not words (e.g., "US" versus "us");
- avoid complex symbols, such as brackets, quotation marks, dashes, ellipses, and mathematical symbols, as assistive technology does not treat all of these symbols consistently;
- write in complete sentences but avoid overly complex sentence structures.

For examples as well as additional information and resources, see here.

Final Submission Checklist (MLA)

o All authors and coauthors are listed in the submissions interface.
o At least one author has been designated as the corresponding author with contact details:
  ▪ E-mail address
  ▪ Affiliation
  ▪ ORCID number has been provided (if you have one)
o Necessary funding statements have been provided, including funding organization name, the organization's DOI, and grant numbers if you have them.
o All necessary files have been uploaded. Submission must include:
  ▪ Abstracts (150–200 words)
  ▪ Keywords (3–5)
  ▪ Separate image files (tiff, jpg, include relevant captions, **not inserted into Word file**)
  ▪ All tables (including titles, description, footnotes)
  ▪ Ensure all figure and table citations in the text match the files provided.
o Journal policies detailed in **submission guidelines have been reviewed** and **journal style guide has been followed**.
o Manuscript has been checked for spelling and grammar.
o Manuscript and Notes and or Works Cited sections follow the most recent *MLA Style* guide (9th edition) for formatting and language.
o You have used endnotes and not footnotes.
o All references mentioned in the Works Cited list are cited in the text.
o If you only have 1 note or 1 work cited, the sections are called Note or Work Cited (not Notes or Works Cited).
o Permission has been obtained for use of copyrighted material from other sources (including the Internet and for image use). Please provide permission documentation to journal editor for images or long text excerpts under copyright.
o All figures have been provided as individual image files (**not inserted into Microsoft Word**) and are 300 dpi at a sizing of at least 2.25 inches wide.
o **Alt text has been provided** to describe all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more information [here](#).
o You have saved your article in a docx file format, not as a PDF or other file format.