Submission Guide

All submissions should be submitted on the journal’s submission and peer review site: https://www.editorialmanager.com/rectr.

Questions about your submission may be sent to RECTR@press.psu.edu

Article Submissions:
The editors of RECTR welcome articles for consideration. Submitted articles must:
- Be accompanied by a 150-word abstract of the article and a list of 5-7 keywords.
- Be submitted as a current MS word document.
- Be between 5,000 – 8,000 words.
- Adhere to the RECTR style guide below.

Book Review Submissions:
Please contact Penny Richards at pennyrichards110@gmail.com to propose a book review. Submitted book reviews must:
- Be between 750 – 1,000 words.
- Be submitted as a current MS word document.
- Adhere to the RECTR style guide below.

Theatre Review Submissions:
Please contact the Derek Hughes at d.w.hughes@abdn.ac.uk to propose a theatre review. Submitted theatre reviews must:
- Be between 750 – 1,000 words.
- Be submitted as a current MS word document.
- Adhere to the RECTR style guide below.

Images:
- Authors are responsible for obtaining permission to use any copyrighted material from other sources (including the Internet and for image use) contained in their articles/reviews, including providing payment (where applicable). Authors are encouraged to obtain image permissions as soon as possible after their submission is accepted for publication, as this process can be lengthy and may take weeks. Images should have a resolution of at least 300 dpi. Please contact the editors to discuss whether black and white or color images is preferable. Please provide permission documentation to journal editor and/or PSU Press for images or long text excerpts under copyright.
- 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 inches wide.
Editorial Style Guide

General Guidelines:
- Use MLA’s most current style guide for all elements of formatting, citation, and grammar. Accordingly, use footnotes (rather than endnotes) for commentary; use parenthetical citations throughout; and include a Works Cited section at the end.
- Submissions should be double-spaced, with one-inch margins, in Times New Roman, 12 point font.

Specific Guidelines:
- **Apostrophes**: do not add an additional “s” to possessive proper nouns ending in “s” and “z”: (e.g., “the Lopez’ poetry” not “the Lopez’s poetry”).
- **Authors’ names**: upon first reference in the text, authors and scholars should be referred to by their full names. Subsequent references should use only the person’s last name.
- **Capitalization**: do not capitalize “early modern.”
- **Circa**: abbreviate as “c.”
- **Citing Plays**: Use Arabic numerals when quoting from plays (e.g., “3.2.66-67”).
- **Commas**: use the Oxford or serial comma (e.g., “red, white, and blue” rather than “red, white and blue”).
- **Dates**: Include the year of first performance in parentheses after the first mention of all dramatic works. For example, “In Thomas Dilke’s The Lover’s Luck (1695), …”
  - Original dates need to be given for any artistic work cited in the text, plays or otherwise.
- **Electronic Databases**: Cite the author, title, location, publisher, date, database name, and date accessed.
- **Ellipses**: an ellipsis should appear as 3 periods surrounded by one space on each side (i.e., “… ” not “ . . . ”). If the ellipsis is used at the END of the sentence within the quotation, use 4 periods, rather than 3.
- **Foreign Terms and Phrases**: italicize foreign terms and translate all foreign phrases.
- **Images/Charts/Tables**: Directly beneath the image/chart/table, a caption should appear listing the Figure #, followed by a brief description. Example: “Figure 1. Two rhetoricians’ stages.”
- **In-Text Citations**: Citing multiple pages in the same citations: separate the page numbers with a comma and a space, as in “(6, 8).”
- **Multi-Volume works**: cite volume #, colon, space, page #, as in “(16: 42).”
• Numbers:
  o **Ranges:** for numbers under 100, write out the full numbers, as in “1-12” or “20-34.” For numbers greater than 100, give only the last two digits of the second number, unless more are necessary, as in “320-33,” “1010-12,” or “2895-910.”
  o **Referring to numbers:** use words to refer to numbers that can be written in one or two words (e.g., thirty-seven or five hundred), decades, and centuries (e.g., the eighteenth century). Use Arabic numerals to refer to page numbers (75-77), dates (1678-79), and numbers that can’t be written in one or two words (e.g., 567).

• **Quotation Marks:** quotations should be surrounded by double quotation marks. Embedded quotations within quotations should be surrounded by single quotation marks. For example: … “Clarissa’s usual terms, ‘error’ and ‘fault’” (233).

• **Sections of Texts:** do not capitalize references to sections of texts (e.g., “in act 4 of The Country Wife”).

• **Semicolons:** if a semicolon follows a quotation, as long as the semicolon is not part of the quotation, it should come after the closing quotation mark (unlike a comma or period). For example: She rejected the play as “gibberish”; he embraced it as “genius.”

• **Spaces:** Only one space should be used after a period and after a colon.

• **Spellings:** With the one notable exception of “theatre,” default to American spellings (e.g., use “toward,” “honor,” and “criticize,” rather than “towards,” “honour,” and “criticise”)

• **Terms:** use double quotations marks (rather than single quotations marks or italics) around terms (e.g., In what follows, I shall use “tory” to refer to … ).

• **Works Cited:**
  o **Citation of numbers:** page numbers should be preceded by “p.” or “pp.” in the Works Cited page.
  o **Formatting:** Use the “hanging indent” function (rather than hard returns) to ensure MLA indentation for Works Cited entries.
  o **University Presses:** Do not use abbreviations such as “U” and “P” in place of “University” and “Press.” Abbreviate months appearing in the Works Cited page (e.g., “Aug.” instead of “August”).

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**Articles:**

• Contributors should include their names and affiliations at the beginning of the article, after the title. Independent scholars may list their location (e.g., “London”) in lieu of an affiliation.

**Book Reviews:**

• Contributors should include their names and affiliations at the end of their reviews. Independent scholars may list their locations (e.g., “London”) in lieu of affiliations.

• The author and title of the book should appear at the top of the review. Right-justify and list additional information on the book beneath the title, in the following order:
  o Location: Publisher, Year.
  o Number of pages.
  o Price in USD and £ (if available) and medium.
**RECTR Submission and Editorial Style Guide**

[Book review example:]

*Brian Corman, ed. The Broadview Anthology of Restoration and Eighteenth-Century Comedy.*

500 pp.
$35.95 USD (paperback).

Theatre Reviews:
- Contributors should include their names and affiliations at the end of their reviews. Independent scholars may list their locations (e.g., “London”) in lieu of affiliations.
- The title of the production should appear at the top of the review. List additional information after the title, in the following order: author, director, theatre/theatre company, location, date of performance.

[Theatre review example:]

*Review of Unlock'd, by Sam Carner (book and lyrics) and Derek Gregor (music), directed by Marlo Hunter, Duke Theatre, Manhattan, NY, June 27 – July 20, 2013.*

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**Notes for writing an Abstract**

An abstract allows readers to identify the basic content of your article quickly and accurately. It is an invaluable research guide because it is most often what potential readers use to decide whether your article is relevant for them. The abstract should begin with a clear sense of the research question and thesis.

**Abstracts at a Glance:**
- Provides a condensed version of the article
- Highlights the major points covered
- Concisely describes the content and scope of the work
- Helps readers decide whether to read the entire article
- Provides readers with a preview of research
- Contains relevant keywords for searching and indexing

Many online databases use both abstracts and full-text options to index articles. Therefore, abstracts should contain keywords and phrases that allow for easy and precise searching. Incorporating keywords into the abstract that a potential researcher would search for emphasizes the central topics of the work and gives prospective readers enough information to make an informed judgment about the applicability of the work.


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**Writing Tips**

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (approximately 150–200 words for an article, and 50–100 words for a forum essay, review essay, and primary source translation and commentary) and may include these elements:

- Statement of the problem and objectives (gap in literature on this topic)
- Thesis statement or research question
- Summary of employed methods, viewpoint, or research / theoretical approach
- Conclusion(s) and/or implications of research

*Keep in Mind...* Depending on your rhetorical strategy, an abstract need not include your entire conclusion, as you may want to reserve this for readers of your article. The abstract should, however, clearly and concisely indicate to the reader what questions will be answered in the article. You want to cultivate anticipation so the reader knows exactly what to expect when reading the article—if not the precise details of your conclusion(s).

**Do**

- Include your thesis, usually in the first 1–2 sentences
- Provide background information placing your work in the larger body of literature
- Use the same chronological structure as the article itself
- Employ lucid and concise prose
- Explain the purpose of the work and methods used
- Use keywords and phrases that quickly identify the content and focus of the work
- Mimic the type and style of language found in your article, including technical language

**Do not**

- Refer extensively to other works
- Add information not contained in your article
- Define terms
- Repeat or rephrase your title
- Use first-person “I” or “we”