

# *RECTR*

## Editorial Style Guide

---

### General Guidelines:

- Use MLA's most current style guide (9th ed.) 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), . . ."
- **Electronic Databases:** Cite the author, title, location, publisher, date, database name, and date accessed.
  - Example: Lillo, George. George Barnwell. London, 1792. *Eighteenth Century Collections Online*. Accessed 13 May 2014.
- **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 references to figures should be abbreviated as follows: "(see fig. 2)."

- Charts and graphs should be submitted in MS-Excel or its original source file.
  - Digital images should be submitted in either .tiff or .jpeg files at 300 dpi with at least 2.25 inches in width.
  - Authors provide **alt text** to describe image content (for figures, charts, and tables) to ensure accessibility for individuals using screen readers. Please see the **PSU Press Alt Text Guide on page 4** for further information on writing alt text.
- **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:
    - **Ranges:** for numbers under 100, write out the full numbers, as in “1-12” or “2034.” 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.”
    - **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:** 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”)
    - **Citation of numbers:** page numbers should be preceded by “p.” or “pp.” in the Works Cited page.

---

**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:
  - Location: Publisher, Year.
  - Number of pages.
  - Price in USD and £ (if available) and medium.
  - ISBN13.

[Book review example:]

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

New York: Broadview Press, 2013.  
500 pp.  
\$35.95 USD (paperback).  
ISBN: 9781551119229.

**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.*

## **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](#).