STYLE SHEET

Please prepare your manuscript by following the directions below.

1. Please follow the Chicago Manual of Style (CMS), 17th edition, for style and formatting. *College Literature* uses the AUTHOR-DATE SYSTEM of documentation set out in Chapter 15 (Documentation II: Author-Date References), which is briefly summarized at the end of this document. For full details, please consult the CMS, 17th ed. A quick citation guide is available here.

- AUTHOR-DATE TEXT CITATIONS

  The basic form of the author-date citation in running text or at the end of a block quotation consists of the author's last, or family, name and the year of publication of the work. Block quotes always require full citations. Otherwise, full citations are needed at the start of each new paragraph, but if the same source is repeated after that within the same paragraph with no other intervening citations, only the page number is needed. No punctuation is used between the author's name and the date in the text citation, while a comma is used before page numbers. Always put multiple text citations in chronological order first if possible, then alphabetize if necessary.

  Examples:

  - ► (Blinksworth 1987, 125)
  - ► (Collins and Wormaster 1953, 246n4)
  - ► (EPA 1986, fig. 5)
  - ► (Foley 1955, 23, 43, 46–51)
  - ► (García 1998, 67; Wong 1999, 328; 2000, 475)

- WORKS CITED

  For journals, include full journal titles, listing volume and issue number information as per example below. Note that years should always immediately follow the authors' names, and we do not include months or seasons.
  Example:

  - ► Bagley, Benjamin. 2015. "Loving Someone in Particular." *American Journal of Sociology* 46 (2): 484–85.

  If no issue number is available:

  - ► Bagley, Benjamin. 2015. "Loving Someone in Particular." *American Journal of Sociology* no. 46, 484–85.

  For book chapters, please include the title of the full book, all editors (if applicable), and the page range for the chapter or part.

  - ► Slauter, Eric. 2013. "Looking for Scipio Moorhead: An 'African Painter' in Revolutionary North America." In *Slave Portraiture in the Atlantic World*, edited by Angela Rosenthal and Agnes I. Lugo-Ortiz, 89–116. Cambridge: Cambridge University Press.

For books where the initial publication date is material to the discussion, please use the date of the edition used in the text citations and list the first published date at the end of the reference list entry.

► (Beauvoir 1997, 25)

► Beauvoir, Simone de. 1997. *The Second Sex*. London: Vintage Books. First published 1949.

For webpages, please provide as much of the following information as possible: author name (or corporate author); date of article or webpage publication, or date of last update (do not list the date of access if there is a date of publication or update); title of webpage or article; name of website; the webpage URL or address (do not separate the webpage address—keep it all on one line). If there is no date of publication, please give the date of access.

► Google. 2017. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017. https://www.google.com/policies/privacy/.

► Yale University. n.d. "About Yale: Yale Facts." Accessed May 1, 2017. https://www.yale.edu/about-yale/yale-facts.

2. Please use double-spaced lines (2.0 line spacing) throughout your manuscript.

3. Use italics instead of underlining throughout you manuscript. Please do not use bold anywhere in your document.

4. Please do not use section or page breaks in your document.

5. For block (indented) quotations, please indent the left-hand paragraph margin only by 0.5" using the MS Word Format/Paragraph feature (please do not use tabs).

6. Place any notes after the essay, as regular text, under the section header "Notes." **Please do not use MS Word's endnote/footnote feature and do not link any of your notes.** Indicate notes in the text with superscript Arabic numerals. Do not use notes if the same information can be conveyed in the works cited citation.

7. Place your reference list or bibliography following your notes and label it "Works Cited." **Please do not link any of your in-text citations or references.**

8. Please do not use MS Word's heading formatting. All section headers should be in regular text.

9. Images are only included with the agreement of the journal Editor. All copyright permissions must be secured by the author, and the author is responsible for paying all permission and usage fees. We require satisfactory documentation of copyright permissions and of the full payment of any fees before we can commit to publication. All images must be black and white (not color), 300 dpi, and submitted as jpeg or tif files. If including images, please add a separate MS Word document that lists a caption for each image, which identifies it and provides copyright and permission information as required by the permission holder. If your article includes references to multiple images or graphics, please number them. For further information, please see the CMS, 17th ed.

10. Please note that standard style for *CL* is "US" (not "U.S."); World War II (not "WWII" or "World War 2"); capitalize Black, leave white lowercase. Also, words like "chapter," "part," "preface," "appendix," and so forth are spelled out, lowercase, with corresponding numbers in Arabic numerals.

11. For epigraphs, keep font and size consistent, but italicize the quote and indent 0.5" to the right entering between the body of the text. Below the quote, use an em dash and the name of the author of the quote and the source follows in italics after a comma. Full citations are not necessary, but year or additional information can be added if desired.

> *Happy are those ages when the starry sky is a map of all possible paths—ages whose paths are illuminated by the light of the stars.*
> —György Lukács, *The Theory of the Novel*

12. Provide a brief author biography, fewer than 150 words, at the end of the essay.