



*Ecumenica* has crafted an accessible guide for formatting scholarly writing and including parenthetical citations in your submission. Many of the following standards conform to the most recent MLA style manual. Questions not specifically addressed by this guide may be answered by first consulting a recent copy of the MLA handbook (for more visit <http://www.mla.org/>). The guide has been designed to promote clarity for readers while providing credibility and accountability for authors. Below you will find both general submission guidelines and specific procedures for each submission type.

### **General Considerations:**

**Format** – All documents should be submitted in Arial or Times New Roman 12 pt. font, in Microsoft Word (Word 1997 – 2003 or more recent version preferable). Papers should also be double spaced and use uniform 1” margins. Electronic submissions are favored over hard copies for editorial purposes; submissions may be sent directly to the appropriate editor.

- A. Grammar and Syntax – All submissions shall conform to the below composition standards to ensure lucid and straightforward prose.
- B. Syntax – Single spaces should be used between sentences.
- C. Spelling – Spellings, with the exception of direct quotations, should comply with standard U.S. usage, as indicated by the Oxford English Dictionary or the Merriam Webster Dictionary. For consistency, the word “theatre” should be spelled with the “re” ending, as it is in the journal’s name. For direct quotations or titles of other sources, use the original spelling of the source.
- D. Cataloging – Submissions should strive for consistency in the use of numbering or lettering systems. If bullets are necessary, use plain dot bullets (such as those used in this document).
- E. Section Breaks – Section breaks should be excised from submissions. Where breaks are necessary, they should be indicated by section head titles in bold face type. Where no title is necessary, a series of four asterisks (\*\*\*\*), centered, may indicate a break in the text.
- F. Special Font Considerations – Titles of plays, books, journals, and other publications should be listed in italics, both in the body and the Works Consulted list.
- G. Page numbering should be used, and located on the bottom center of every page, including the first page.

### **Citations and Notation:**

Direct quotations and other source references should be cited parenthetically, conforming to MLA standards. This includes but is not limited to print publications, web documents and multimedia. In addition, all sources should correspond to bibliographic information provided in a comprehensive Works Cited section of the submission, a separate page which should list all sources utilized for the submission, and should follow MLA guidelines. The title Works Consulted should appear in bold and centered at the top of said page, as in:

#### **Works Consulted**

**Direct Quotes** – Long direct quotations should be eschewed for the purposes of concision; take care to use open and close quote marks (“”).

Examples:

Human beings have been described by Kenneth Burke as "symbol-using animals" (3).  
Human beings have been described as "symbol-using animals" (Burke 3).

**Extended Quotes** – When necessary, quotations four lines in length or longer should be indented .5” on both sides in block quote format. For long quotations, please shift to single spacing, ending the quotation with the appropriate punctuation mark or ellipses before parenthetical citations; parenthetical citation for a long quote will not require a hard return before inserting (though it may persist to the following line).

Example:

... as the titular character relates in this seminal passage:

And the power which thou dost feel/ Shall be what thou must conceal./ And a magic voice and  
verse/ Hath baptized thee with a curse;/ And a Spirit of the air/ Hath begirt thee with a snare;/  
In the wind there is a voice/ Shall forbid thee to rejoice;/ And to thee shall Night deny/ All the  
quiet of her sky;/ And the day shall have a sun,/ Which shall make thee wish it done. (Byron 92)

**Notation** – Endnotes, rather than Footnotes, should be used and occur only when the author wishes to include additional information or commentary. Notes must match the font style of the body text and marked with Arabic numbers (1, 2, 3) in superscript font. To insure uniformity in composition, use the Word Endnote Insert function rather than manually inserting notes.

### **Special Considerations:**

**Cover Page** – A cover page should precede the body text of the submission and will include contact information (which should not be numbered – a section break may be used for this purpose), but should not appear in the header or footer of any page following. A short abbreviation of the title may appear with the page numbers for collation. The author will include a short biography (4-5 lines), and university affiliation (if applicable). The cover page should also include the following paragraph:

*The author attests that this submission represents an original work, and that this work is not currently under consideration with any other publication at this time. All sources representative of another's intellectual and/or creative property have been properly cited, and the author of this submission has acquired all necessary permissions for any images, archival material, or other restricted sources.*

For more information, consult the enclosed example.

**Book and Performance Reviews** – Book reviews should list the title, author/editors' names, publishing company, place, and date, thirteen digit ISBN number, and page count for format (hardback or paperback), format type and price. Titles should be listed in italics:

*Do This: Liturgy as Performance*. McCall, Richard D. University of Notre Dame Press. Notre Dame: 2008. ISBN 978-0268034993. Pp. 208 (Pbk). \$27.95.

Performance reviews should list the title, director, playwright (or composer), theatre name and city location, and date of attendance. Titles should also be listed in italics, even for performances using an unpublished manuscript:

*The Intelligent Homosexual's Guide to Capitalism and Socialism with a Key to the Scriptures*. Directed by Michael Greif. Written by Tony Kushner. Public Theater/Newman Theater: New York. March 22, 2011.