



## *Shakespeare Bulletin* style sheet

*Shakespeare Bulletin* follows MLA style guidelines as laid out in the ninth edition of the *MLA Handbook* (2020), with a few exceptions. This style guide sets out the journal's preferences. If you have queries, please contact your editor who will be happy to help.

*Last revised 1 June 2023*

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### **General Formatting**

Put the title of your article in bold, aligned to the right.

Format your name in small caps and bold, followed by affiliation (where appropriate) in italics:

**The Queen and the Cockpit:  
Henrietta Maria's Theatrical Patronage Revisited**

**LUCY MUNRO**  
*King's College London*

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### **Dashes**

Use em-dashes to indicate parenthetical phrases—with no spacing—like this.

Use en-dashes for ranges, like this: 267–72.

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### **Dates**

Dates should be in the following format: 8 September 2016.

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### **Dramatic Dialogue**

For long quotations from plays, place speech prefixes in caps with a period immediately after, and then one space before the dialogue.

CHIRON. I care not, I, knew she and all the world. (1.1.570)

## **Ellipses**

Use three spaced dots to indicate an elision. If the elision is in the original, do not use square brackets . . . like this. If you are eliding quoted text, please use square brackets around the ellipses [. . .] like so. In general, try to avoid elisions at the start or end of quotations; where these are unavoidable, also include terminal full stop. . . .

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## **Endnotes**

Please place endnotes at the end of sentences or, where clarity demands, at the end of a clause (e.g. after a semi-colon).

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## **Font**

Present all parts of your submission (including notes) in Times New Roman, 12pt.

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## **Indentations**

Indent the first line of all new paragraphs with a single Tab. Do not indent the first line of an article or of a section. Do not use hanging indents in Works Cited lists (these will be added at production stage).

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## **Numbers**

Spell out numbers that can be written in one or two words (four, one hundred, seven thousand, eight million). Otherwise, please use Arabic numbers.

Use “act one” rather than “Act 1”

For ranges of numbers, please use the minimum number of digits that would be spoken aloud: 1–2, 17–18, 253–6, 378–89, 4,001–10.

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## **Possessives**

Use ‘s for plurals ending in s (e.g. we prefer Welles’s to Welles’). The exception is names ending in an ‘eez’ sound (e.g. Achilles’).

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## **Punctuation**

Punctuation follows US conventions for periods and commas, with closing punctuation falling “inside the quotation.” Use only a single space after full stops.

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## Quotation

Short quotations (fewer than four lines) should be part of the body of paragraphs. Use double quotation marks for quotations. Single quotation marks should only be used for quotations within quotations.

Long quotations (four or more lines) should be offset with a single tab and should not have quotation marks.

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## Referencing

*Shakespeare Bulletin* uses the author-page method for in-text citation.

If an author is named in the text, simply give the page number in parentheses “at the end of the quotation” (27).

If the author is not named, give the surname and page number “without further punctuation” (Aebischer 267).

If the author has multiple works in the Works Cited, please clarify using short forms of the title (Prince, “Emotional Realism” 22); (Kirwan, *Apocrypha* 25).

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## Spacing

Double-space all parts of your submission (including notes)

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## Spelling

Use standard US spelling throughout. Words beginning with “multi” and “post” should not be hyphenated (e.g. multicultural, postmodern). We use “theater” except when “theatre” is part of a name (e.g. The National Theatre in the UK).

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## Works Cited

The following includes examples of how to represent typical items in your Works Cited list.

**(1) Book: Surname, First Name. Title. Publisher, year.**

Hall, Kim F. *Things of Darkness: Economies of Race and Gender in Early Modern England*. Cornell UP, 1995.

**(2) Chapter in an edited book: Surname, First Name. “Chapter Title.” Book Title, edited by Full Name, Publisher, year, pages.**

Russell, Anne. “Maurice Evans’s *G.I. Hamlet*: Analogy, Authority, and Adaptation.” *Shakespeare and the Second World War*, edited by Irena R. Makaryk and Marissa McHugh, U of Toronto P, 2012, pp. 233–51.

- (3) Journal article: Surname, First Name. "Article Title." *Journal Title*, volume, number, year, pages.**  
Rhymes, De'Aris. "2020 Vision: Race, Performance, and Diversity in a Post-2020 America." *Shakespeare Bulletin*, vol. 39, no. 4, 2021, pp. 559–75.
- (4) Edition: Surname, First Name, edited by Editor, Publisher, year.**  
Shakespeare, William. *Hamlet*, edited by Ann Thompson and Neil Taylor, Thomson Learning, 2006.
- (5) Film: Title. Directed by Director, Studio, year.**  
*Ran*. Directed by Akira Kurosawa, Toho Company, 1985.
- (6) Theater production. Title. Directed by, Company, Date Seen, Theater, City.**  
*Richard II*. Directed by Adjoa Andoh, Shakespeare's Globe, 15 April 2019, Sam Wanamaker Playhouse, London.
- (7) Personal interview: Surname, First Name. Personal Interview. Date.**  
Lester, Adrian. Personal interview. 27 September 2015.
- (8) Theater program: Surname, First Name. "Article." Program for *Production Title*, directed by Director, Theater, City, year.**  
McDougall, Ellen and Joel Horwood. "Synopsis." Program for *Othello*, directed by McDougall, Sam Wanamaker Playhouse, Shakespeare's Globe, London, 2017.
- (9) Archival material: Author [where appropriate]. Item, date. Archive, Call number.**  
Olivier, Laurence. Letter to Filippo del Giudice, 4 April 1945. Laurence Olivier Archive, British Library ADD MS 80470.
- (10) Physical newspaper: Surname, first name. "Author." *Newspaper*, date, page.**  
Taubman, Howard. "Manly Hamlet." *New York Times*, 30 April 1961, p. X.
- (11) Web article: Surname, first name. "Article Title." *Website*, date posted, URL. Accessed date.**  
Stewart, Heather, and Rowena Mason. "Nigel Farage's Anti-Migrant Poster Reported to Police." *The Guardian*, 17 June 2016, [www.theguardian.com/politics/2016/jun/16/nigel-farage-defends-ukip-breaking-point-poster-queue-of-migrants](http://www.theguardian.com/politics/2016/jun/16/nigel-farage-defends-ukip-breaking-point-poster-queue-of-migrants). Accessed 26 November 2020.
- (12) Online primary source: Surname, first name [where appropriate]. "Title." *Website*, uploader [where appropriate], date of upload, URL. Accessed date.**  
"Shakespeare, History, Nationhood and Us | Almeida Questions." *YouTube*, uploaded by Almeida Theatre, 15 August 2016, [www.youtube.com/watch?v=w24CmSM\\_oYo](http://www.youtube.com/watch?v=w24CmSM_oYo). Accessed 26 November 2020.