



Shakespeare Bulletin

Style Guide

SB follows MLA 8 for almost all of its formatting decisions. If you don't have MLA 8 to hand, a useful online resource is the Online Writing Lab at Purdue:

<https://owl.english.purdue.edu/owl/resource/747/22/>

Spelling

- Use the American style for spelling, periods, and commas. Switching your spellchecker to US spelling will automatically alert you to US spelling conventions. In particular, note that we use theater rather than theatre, except in the case of a proper name (theater historians, but the Moscow Art Theatre)
- we prefer Welles's (not Welles')
- words with multi and post should be spelled as one word (e.g. multicultural, postmodern)
- **act one** (not **Act I**)
- 5.1.163-64 (to indicate act, scene, lines)
- (20) to indicate page citation
- Numbers should be written out in full when they are one or two words (four, one hundred, seven thousand, eight million), but otherwise written in figures.

Formatting

- At the top of essays, titles, author names and affiliations should be aligned right. Titles should be bold and italicised; author names should be in capitals; affiliation should be italicized
- Check that endnotes are linked to the superscripts in the text. If they are not this will create a lot of problems later on
- SB uses em-rules (—) with no spaces at either end
- Essays should be double spaced, including Works Cited
- All quotations should be flush with the left margin and not indented. There is also no need to indent the second line of the Works Cited list or the Endnotes (this is done in the typesetting stages)
- Notes and Works Cited subheadings should be in bold