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

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

Dashes

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

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

Dates

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

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. . . .

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).

Font

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

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).

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.

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’).

Punctuation

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

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).

Spacing

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

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).

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.

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

(4) Edition: Surname, First Name, edited by Editor, Publisher, year.

(5) Film: Title. Directed by Director, Studio, year.

(6) Theater production. Title. Directed by, Company, Date Seen, Theater, City.

(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.

(9) Archival material: Author [where appropriate]. Item, date. Archive, Call number.


(11) Web article: Surname, first name. “Article Title.” Website, date posted, URL. Accessed date.

(12) Online primary source: Surname, first name [where appropriate]. “Title.”
Website, uploader [where appropriate], date of upload, URL. Accessed date.