Scientia et Humanitas
STYLE SHEET
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Articles must fall within the 10-30 page range (double-spaced) and come either as email attachments to Scientia@mtsu.edu or via our website at http://libjournals.mtsu.edu/index.php/scientia

Citation Style Guide

Since *Scientia et Humanitas* is a multidisciplinary journal, we permit our author to use whatever citation method typically employed by their subject area (i.e., MLA, Chicago, APA, Turabian, etc.). For example, Chicago and APA use the author-date system [As Conley (2002) says. . . .], but MLA prefers author and page number [As Conley says, "Blah bah blah" (22).].

Keep in mind that you must use the *current* edition of your subject's preferred method. The exception is MLA—we permit our authors to use either 7th or 8th edition.

In addition, unless it is a convention of your discipline, we strongly discourage authors from citing an article's entire title in their prose. We often see the following: "As Joe Conley argues in his article 'The Prevalence of Malarkey: A Differential Analysis'. . ." If you are using MLA especially, this is completely unnecessary. It decreases the readability of your prose.

General Style Guide

o *Abstract*. We require abstracts with submitted papers. A good abstract will summarize your argument and give readers enough information to let them know if they wish to read it. Avoid vague phrasing such as "I will discuss," "The author examines . . ." Such things really tell readers nothing useful.

o *Proofreading.* Although *Scientia* has an in-house copyediting staff who help ensure that articles are published error-free, responsibility for the published manuscript ultimately rests with the author. Therefore, *it is the author's responsibility to ensure that their paper is adequate proofread*. We will give all authors an opportunity after the copyediting phase to make sure that their manuscript is in a presentable staff.
  - This requirement is in keeping with most professional journals—*Scientia* is relatively rare in having enough volunteer student help for our copyediting staff.

o *Footnotes.* Please use footnotes rather than endnotes (unless your discipline requires otherwise). You may use these footnotes as frequently or as sparingly as you see fit. Discursive footnotes are also acceptable.

o *Quotation.* Check and double check all quotations. In general, avoid very long block quotations; readers come to your article because they want to know what you have to say. Never begin an article with a quotation longer than one sentence.
  - *Italics in quotes.* If a quotation contains an italicized phrase or if you insert one, indicate that in the parenthetical citation. Use "emphasis original" or "emphasis added.") For example:
    - "Society today is full of *malarkey*" (Conley 22, emphasis original).
    - "Before posting a meme, you should *always* google it first" (Conley 22, emphasis added).
  - Provide English translations of all but the most obvious quotations in foreign languages.
    - If this requirement conflicts with your specific discipline (Classics, for example), contact the editors and we'll work out something.
  - Beware using straight-quotation-marks ["]. *Scientia* uses curved-quotation-marks [" and "]. The straight kind usually occurs when you copy-and-paste a quote from the internet.

o *Jargon*. The natural home for jargon is the natural sciences, where the need for technical language is undisputed. The farther we move into soft sciences and the humanities, the more does a reliance on jargon become a matter of trying to attain prestige by using big words. All of which is to say, we want our

contributors to write as clearly as possible. Use language appropriate to your discipline, but clarity and conciseness are more important than fancy word-mongering.

- *Parallel Style*. Nothing is more irksome than an author who does not use parallel structure in any list. For example, "I went to the store, the massage parlor, and went to the dog pound" is just awful, awful style. It should be, "I went to the store, the massage parlor, and the dog pound."
- *Use "reverse italics" if necessary*. When a title is quoted within a title, normal practice is usually to use "reverse italics": i.e., Joe Conley's books is called *A Closer Look at J.R.R. Tolkien's* The Hobbit—in this case, *The Hobbit* is a book mentioned within the title of Conley's work.
- *Acronyms*. Acronyms are always spelled out the first time they are used, followed by the acronym in parentheses. For example, "In 2016, the Central Intelligence Agency (CIA) provided the following guidelines." After that initial appearance, the acronym may appear on its own.
- *Numbers*. Spell out single-digit numbers and numbers that begin a sentence. All other numbers should use the Arabic numerals.

Typography and Syntax Guide

- *The basics.* Documents should be in Times New Roman, 12-pt font, and double-spaced.
- *Page numbers*. Page numbers are unnecessary. (We will add those ourselves during final manuscript preparation.)
- *Margins*. Set these at 1 inch.
- *Justification*. Keep your text left-aligned only. The editors will justify the manuscript themselves during the final design process.
- *Images*. Please keep images in your document to an absolute minimum. They're quite tricky to insert into our design program.
- *Do not use text boxes*. We've run into issues where authors use text boxes (usually for the purposes of copy-and-pasting formulas) into their document. These text boxes usually disappear when we transfer an article from Word to our design program, and it's likely that we won't notice. For best results, if your article has a formula, find the equivalent key-strokes for special characters in Word rather than copying-and-pasting something from the web into a text box.
- *Dashes.* Learn to distinguish between a **hyphen (-)** and an **emdash (—)**. These are entirely different forms of punctuation, and authors should acquaint themselves with the differences between them. Never use (--) as a substitute for the emdash. In Word, emdashes may be created by simultaneously pressing CTRL+ALT+MINUS key.
    - Although the endash (–)is valid typography, *Scientia* is fine with authors using a hyphen in all cases in which an endash might customarily appear. (An endash is a between a hyphen and emdash in length.)
- *Punctuation inside quotation marks.* All commas and periods fall within quotation marks. The only exception is where a page reference is given "at the end of the sentence" (pp. 463-64).
- *Oxford comma*. All major styles (APA, Chicago, MLA, etc.) use the Oxford comma. *Scientia* requires that authors do so as well. This means that, in any list of three things or more, a comma always appears before the final item. For example, the sentence "I want to thank my parents, God, and Ayn Rand" is correct. The wrong sentence would be, "I want to thank my parents, God and Ayn Rand."
- *Indenting block quotes*. Some styles (including the MLA 8th but not the MLA 7th editions) recommend that block quotes should only be set .5 inches from the left margins. In order to maintain consistency and a cleaner layout, *Scientia* requires that all block quotes should be set one (1) inch from the left margin.
- *Spacing in initials in names*. For example, in a name of two letters, you should use "C. S. Lewis" (initials separated by a space). In a name of three initials, use "J.R.R. Tolkien (initials together).
- *Ellipses*. Never use an ellipsis at the beginning or the end of a quote. For example, avoid the following: "According to Conley, the 'prevalence of malarkey in society is a catastrophe. . .'" (22). That is unnecessary. Also, different styles of ellipses are used for those appearing *inside* a single sentence and those appearing *between* two sentences. For example:

- According to Conley, the "prevalence of malarkey . . . is a catastrophe" (22). Note that an internal ellipsis has three periods separated by spaces. A space also preceeds and follows the ellipsis.
- According to Conley, the "prevalence of malarkey in society is a catastrophe. . . . The authorities have no idea what to do" (22-23). Here we use four periods separated by a space. Note that a space follows *but does not precede* the ellipsis.

- ***Brackets.*** We at *Scientia* deplore placing a capital or lower-case letter in brackets—i.e., "[T]edious, academic bracket-mongering is the bane of my existence" (22). There's always a way around such things. A way around such nonsense can almost always be found, as for example quoting in mid-sentence the Editor proclaiming that "tedious, academic bracket-mongering must be avoided!" Only a few times in the history of this journal have we been driven to this pedantic fussiness — and in those cases only because we didn't have the original source material needed accurately to recast the quotation ourselves.
  - Never put brackets around an ellipsis within a quote.
- ***Et al.*** The phrase **et al.** always uses the full stop and should never be italicized.
- ***Cf.*** The abbreviation of **"cf."** stands for *confer,* and it means *compare with*. "Cf." is never italicized, and don't use it when you mean *see also.* Using "See" and "See also" is perfectly acceptable when that's what you mean.

Guide for Individual Words and Phrases
- Use 20th-century or twentieth century, not 20th-century or 20th century or 20th century.
- Use e-mail, not email.
- For decades, use the 1970s or the 1990s, not 1970's or 1990's.
- Do not italicize Latin phrases or abbreviations such as: per se, et al., etc., á propos, circa. "Circa" may be abbreviated as "ca."