

## FEMSPEC Manual of Style

(Based on MLA <http://subjectguides.esc.edu/content.php?pid=51434&sid=377528>)

### For manuscripts:

1. All manuscripts MUST adhere to MLA guidelines, as indicated in the most recent version of the MLA Handbook for Writers of Research Papers, 9th edition.
2. The essay or review should have a Works Cited page (where necessary). The Works Cited must adhere to the above MLA guidelines. Be warned, the 9th edition makes some changes in the format! The entries must be complete, including volume and issue numbers and inclusive page numbers.
3. The Works Cited should include ALL works cited in the essay/review. It must not contain items that are NOT cited.
4. The manuscript MUST be in Times New Roman, 12-point font.
5. The manuscript should have one-inch margins.
6. The manuscript should have the "paragraph spacing" (the extra spacing in between paragraphs) set to ZERO.
7. The manuscript should use ONE SPACE between sentences.
8. The manuscript should use a 1/2-inch TAB to indicate new paragraphs.
9. The manuscript should be properly spell checked.
10. The manuscript should follow U.S. spelling and punctuation conventions.
11. For the initial submission, the manuscript should contain the title only. For final submission for
12. publication, the manuscript should include the TITLE, the AUTHOR, and the short author BIO.
13. The manuscript should be in .doc, .docx, or .rtf format.
14. Any images included should be of high quality, preferably 300 dpi. PhotoShop or .tiff formats
15. are preferred over low-quality .jpg or .gif files.

### For the web copy:

1. Book titles and essays are in *italics*
2. Articles are in quotes
3. SF abbreviation is always in caps
4. *Femspec* journal in context is always with an italicized *Femspec* and a normal, lower-case journal.