

## Author Guidelines (Articles)

Articles submitted to *Alphaville* must be original, unpublished and not under consideration elsewhere. Articles should be **between 5,500 and 7,000 words in length** including notes but not references. Please familiarise yourself with *Alphaville* guidelines and information on peer reviewing and editorial processes, publication rights, and copyright republication, which may be found online [here](#). By submitting your work to *Alphaville*, you automatically agree to our conditions of publication.

### Style

*Alphaville* uses English according to the Oxford English Dictionary. It follows **MLA style 8<sup>th</sup> edition**, except for in a minority of instances. It is the responsibility of the Author to ensure that Oxford English spelling and the rules of MLA style—as well as those set by the Editorial Board—are adhered to meticulously throughout each piece that is submitted for publication consideration.

- *Alphaville* style rules may be accessed [here](#).
- Rules of the MLA 8<sup>th</sup> edition may also be consulted online via the [OWL](#). The [MLA Style Centre](#) is also a useful resource.

### Formatting

**Please keep formatting to a minimum:** your article will be formatted in *Alphaville* style at proofing stage. **Do apply the following rules (please also refer to the [Alphaville style checklist](#)):**

- **Language:** English (UK spelling).
- **Margins:** 2.54 cm (1 inch) on all sides.
- **Font:** Times New Roman, size 12 (endnotes included).
- **Spacing:** Double line spacing throughout (block quotes and endnotes included).
- **Notes:** Use Microsoft Word's endnotes feature (no manually entered notes). Notes should be used for additional information or necessary comments only.
- **Spaces:** Do not insert manual spaces. Indent the first line of each paragraph by 1.25 cm using the Tab key. Use a single space after a period. Block quotes are indented with the Tab key (by 1.25cm).
- **Titles:** Article and section titles should be left aligned, in bold type, font size 12. Capitalise all nouns, verbs, adverbs, pronouns and adjectives in titles.
- **Film/video titles:** On the first mention of a primary audiovisual source (film, video, installation, etc.), please give the full name of the director(s)/creator(s)/artist(s) and the year of release/production in brackets. No need to indicate screen time in brackets when citing specific scenes or dialogues.
- **Italics:** Use italics for emphasis as sparingly as possible and only when needed to clarify a sentence.
- **Dashes:** for text breaks, use em dashes (—) without a space on either side. For page ranges or duration (1940–1945), use en dashes (–) without a space on either side.
- **Quotations:** Ensure quotations are identical to the original. Use [...] for elisions in quotations. No need to indicate when italics is in the original, but if added please indicate it in the in-text citation as in this example: (Cox 54; emphasis added).

## References

- Ensure that each work directly cited in your article (audiovisual/musical/literary/art works, websites, interviews, personal email communications, etc.) corresponds to an entry of the References, in MLA 8<sup>th</sup> ed. style.
- References should only include works cited in your article, not sources consulted or further reading.
- Do not provide a separate Filmography; films must be included in your References.
- You can choose whether to list films under author or title or other (e.g., producer), depending on where the emphasis is in your article.
- Do not number references and do not add manual indentation or “hanging”.
- Include URLs. Add an access date only for online documents/pages/websites for which a complete date of publication (day/month/year) is not available.
- Include DOIs for all items that have one (DOIs can be gleaned in batches by copying and pasting your references in the [Crossref Simple Text Query](#)).

## Images

Please check the [Alphaville Guidelines](#) for image use, copyright, and permissions. *Do clear the copyright of any relevant material as soon as possible so as not to delay publication.*

- **Format:** Submit your digital still images as separate JPG, PNG or GIF files. Provide the highest quality resolution you can obtain (and nothing less than 72 dpi). Please submit “clean” images without frames (i.e., if you are capturing screenshots, do not include black screen space at top/bottom or on either side of the image).
- **Labelling and captions:** Image files should be clearly labelled with progressive numbers (Figure 1, Figure 2, etc.). In the text of the article, indicate the positioning for each image (use: [INSERT FIGURE 1 HERE]), followed by the relevant caption.
- **Cover image:** Each article must be accompanied by at least one illustration for the issue cover page. This must be in landscape format and high resolution (at least 300 dpi), and must be accompanied by a caption and positioning in the article too. Label this image as “Cover”.

## Proofreading

Only manuscripts that are received in a publishable state will be considered. Please complete a thorough spell-check before submission, ensuring that this feature is set to “English (UK)”. Contributors who feel they are not completely fluent in the English language are strongly advised to have the piece edited/proofread before submission.

## Submission

Submit your article as a Word document. For peer-review purposes, the file must be **anonymous** and not include the author’s name in the file or the file properties/metadata, or other ways of identifying the author.

With each submission, you must also fill in and submit the **Alphaville Article/Review Metadata form**, which can be obtained from your Issue Editor(s). In case of multiple authors, please fill in one separate form per author.

**For queries on these Guidelines ask your Editor or [email us](#).**