

Author Guidelines (Reviews and Reports)

Book reviews and commissioned reports (e.g. industry or other reports, reviews, interviews and other short texts) submitted to *Alphaville* must be original, unpublished, and not under consideration elsewhere. Reviews and reports should be a minimum of 1,500 words and a maximum of 2,500 words (including notes but excluding 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 8th 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 8th 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 8th 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](#)).

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 piece as a Word document. If your piece is to undergo peer review, 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. Book reviews need not be anonymised.

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 **book reviews**, both documents should be sent to us via email to the Book Review Editor at reviews.alphaville@gmail.com (subject heading: “Review Submission”).

Reports/short texts should be sent to the commissioning Editor with a clear and relevant subject heading (e.g., “Report Submission”).

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

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