

Author Submission Guidelines

Imaginations: Journal of Cross-Cultural Image Studies

Style Sheet

- Please submit your article as a Word document, 12-point font, using MLA style for citations and references (see below for basics).
- The language of the article should be English or French; as this is an interdisciplinary journal, please try to keep discipline-specific jargon to a minimum.
- Please use “em” dashes.
- Please utilize the “Oxford” or “Harvard” comma when listing items in a series: She bought apples, oranges, and bananas.
- Please use one space between sentences, as well as after colons and semi-colons.
- Notes should be used sparingly, for informational purposes only, and placed at the end of the submission followed by Works Cited and, where appropriate, Image Notes.
- Please include, in a separate document, an abstract and a bio of no more than 100 words each, in English AND French.

Use of languages other than English or French:

- Quotations of more than three words in languages other than English or French must be cited within the body of the text in translation and, if the translation is your own or if it is relevant to the analysis, in the original language in an endnote. Indicate in an initial endnote if the translations are yours.
- Italics should be used for any single word or short phrase in a foreign language, followed by an English or French translation in parentheses.
- At first mention of a non-English or non-French source title in the text, please use the original title followed by the standard translation in parentheses, or your own translation should no English/French translation exist. All subsequent references use original title.

Inclusion of images and other media:

- For submission: Images should appear *in text* in their appropriate locations.
- Please keep *in text* images at a small size i.e., 500kb for submission.
- If your article is accepted: You will be expected to provide higher resolution electronic versions of the *in text* images (including video or sound) in a separate file or on disc.
- For accepted articles images need to be TIFF (preferred) or JPEG with at least 300dpi resolution for colour/greyscale/black and white.
- Videos must be MPEG4 format and include screen shots (as per above) for use in Print and PDF versions of the article.
- Audio must be MP3 format (128 KBPS or higher).
- Please include a section entitled “Image Notes” at the end of your document (following Notes and Works Cited) with all references/sources or title information for images, audio-clips, films clips used.

- Be sure that all images, videos, and any other material used correspond to Canadian “fair dealing” and the University of Alberta “fair dealing” policy (see below for more copyright information).

Basics of MLA Citation:

Academic authors are well aware of how submitting papers for journals often requires some dexterity in terms of citation requirements, as different journals often prefer differing citation methods. For *Imaginations*, the preferred style is MLA. Although you may already be familiar with the format, the following reminders may be useful:

- 1) Decide whether you will summarize, paraphrase, or directly quote the material—each of which require citation.
 - a. As a friendly reminder, when developing your article or review, keep track of the necessary bibliographic information. Doing so helps expedite the evaluation and publication of your article.
- (2) Titles:
 - a. *Italicize* Titles of Long Works that exist on their own: Novels, Feature Films, Plays, Albums.
 - b. “Place Quotation Marks” on Short Works that exist within larger works or collections: Short Stories, Poems, Television Episodes, Songs. (3) In-Text

Citation: Quotes of four lines and less (of your essay text) can be incorporated into a sentence within the main essay text. The essential information is the author’s last name and the page reference for the quoted material. The title of the referenced text is optional, but recommended. Here are some examples of MLA in-text citation.

- a. Graff and Birkenstein declare: “since quotations do not speak for themselves, you need to build a frame around them in which you do that speaking for them” (41).
- b. In their book *They Say, I Say*, Graff and Birkenstein remark that “since quotations do not speak for themselves, you need to build a frame around them in which you do that speaking for them” (41).
- c. In *They Say, I Say*, a quotation sandwich is explained: “since quotations do not speak for themselves, you need to build a frame around them in which you do that speaking for them” (Graff and Birkenstein 41).
- d. On page 41, Graff and Birkenstein say, “since quotations do not speak for themselves, you need to build a frame around them in which you do that speaking for them.”

(4) Block Quotation: If the quoted text takes over more than four lines in your essay, then you will need to use a block quote. Indent the quote material deeper (MLA recommends 1 inch from the left margin) in than the essay’s left indent to distinguish the quoted

material from your own writing.

(5) Poetry: When quoting a passage of poetry of fewer than four lines, use a slash (/) to indicate line breaks in the verse.

NOTE: When omitting portions of quotations (or inserting additional words/phrases), please insert ellipses in within square brackets: [...]

MLA Works Cited List (Seventh Edition Guidelines):

(1) With MLA, the “Works Cited” list is an alphabetical catalogue of the works referenced (summarized, quoted, or paraphrased) in your paper, essay, article, or review.

(2) The article’s in-text citation corresponds to the article’s Works Cited List.

- a. In-text citation format is as follows: “Quote or paraphrase” (Author Page).
- b. In the following samples, note that the author and page information is essential, as the author’s last name serves as the link to more information about the source in the “Works Cited” list. Consider the following examples:
 - i. According to Ruta Sepetys, “Those who survived spent ten to fifteen years in Siberia” (340).
 - ii. In *Between Shades of Gray*, the survivors are said to have “spent ten to fifteen years in Siberia” (Sepetys 340).
 - iii. As for a duration, “Those who survived spent ten to fifteen years in Siberia” (Sepetys 340).

(3) In the “Works Cited” list, under the name Sepetys, the following information can be located:

- a. Sepetys, Ruta. *Between Shades of Gray*. London: Puffin, 2011. Print.

(4) Placement of Works Cited List: Place the list at the end of the paper. The list begins on a new page, continuing the numbering of the essay. The title, Works Cited, is centered. Double-space between the title and the first entry. Begin each entry at the left margin; however, if an entry is more than one line, then use hanging indentation format (indent each subsequent line or lines a half an inch from the left margin). Double-space the entire list, both between and within entries. Continue the list on as many pages as necessary.

(5) Arrangement: Arrange entries in alphabetical order.

(6) Online References: Although including the links are optional in MLA, for *Imaginations* (due to its multi-media format), the inclusion of links in the Works Cited list (for online references) is recommended.

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Use of Third Party Material:

All third-party content in any submission to *Imaginations* must conform to the Fair Dealing exception in the Canadian Copyright or you must provide copies of your copyright permission.

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A Basic Overview of the Fair Dealing exception to the Canadian Copyright Act was published by CAUT in December 2008. That article can be accessed online:

“CAUT Intellectual Property Advisory.” *Canadian Association of University Teachers*. December 2008. Web. 29 June 2010. <http://www.caut.ca/uploads/IP-Advisory3-en.pdf>