

Preparing Electronic Files for American Literature

Although we edit manuscripts for American Literature electronically, we are not producing camera-ready copy. Final formatting is still done by a typesetter. Our goal, then, is not to produce a text that looks exactly like the journal but to provide copy that will require a minimal amount of work for the typesetter (and expense for us). Authors can help us by observing the following guidelines.

1. Format: We edit using Microsoft Word, so a text in any form of Microsoft Word or in Rich Text Format presents no problems.

2. Font: Please use 12-point Courier New for both the text and notes. It is easier for us to gauge the length of articles and notes when they are consistent in typeface.

3. Spacing: Everything should be double spaced, including block quotations and notes. Block quotations should be preceded and followed by two hard returns. **We use only one space between sentences and after a colon.**

4. Italics: Please do not use italics anywhere in the document. Use underlining to indicate what should appear in italics.

5. Tabs: Please use only the default tabs. Any special settings will have to be deleted. Do not use five spaces to indent paragraphs or block quotations. For paragraph indents, use the tab key; for block quotations, use a hard left indent.

6. Headers and Page Numbers: Delete all headers except page numbers.

7. Justification and hyphenation: Please use left-justification only and turn off hyphenation.

8. Note Form: AL has endnotes rather than footnotes. We do not include a list of works cited, so all first references should be complete. Prepare endnotes using your program's endnote function so that the notes are linked to the text of the essay.

When citing articles in journals, **please include the month or season as well as the volume number.** (Include the issue number only if there is no month or season.) For details about specific kinds of citations, consult our American Literature Style Guide or the 15th edition of The Chicago Manual of Style.

9. N- and M-dashes: If you are able to indicate n- and m-dashes on your word processor, please do so. N-dashes should be used between page numbers and dates. M-dashes set off parenthetical elements within sentences.