

***RSA* Style Sheet**

The *RSA* style sheet is mostly based on the *MLA Handbook* (7th edition), with some changes and simplifications. Please, refer to the following guidelines in formatting your article. For any specific case that is not mentioned here, please refer to the *MLA Handbook* (7th edition).

Formatting

- Articles should not exceed 40,000 types (including endnotes and the list of works cited).
- Use Times New Roman, font size 12, double spaced throughout the paper, including the Works Cited page.
- Indent the first line of each paragraph by 1 cm.
- Do not use footnotes. Endnotes must be formatted in Times New Roman, font size 10.
- Please use US spelling.

Quotations

- Incorporate short quotations (less than four lines) into the text between double quotation marks.
- Quotations longer than three lines go in a free-standing block of text, font size 11, indented 1 cm from the left margin, without quotation marks.
- Use double quotation marks for quotations incorporated into the text and single quotation marks for quotations within these.

Example:

“Oh, I don’t know, Mama. You know how they are. You know what people will say if we ask for a medicine man to help him. Someone will say it’s not right. They’ll say, ‘Don’t do it. He’s not full blood anyway.’” She hung up her coat and draped the scarf on top of it. (Silko 30)

- Commas and periods following the quotation go inside the closing quotation marks. However, if the quotation is followed by a parenthetical reference (e.g., the page where the quote can be found in the source), the punctuation follows the parenthesis. Question marks and exclamation points go within the quotation marks if they are part of the original quotation.

Examples:

- “Myths,” according to Baudrillard, “invades cinema as imaginary content” (794).
- “Director-producer-writer-actor with absolute artistic control. Imagine!” (Welles, Bogdanovich 43).

In-text Citations

- Citations are to be given in parentheses at the end of each quotation. Parenthetical references should include the authors’ last names and the page(s) referred to. No comma is used between the name(s) and the page numbers.

Example: (Elkins 63)

- If the work cited has two authors, cite both last names.

Example: (Murray and Blessing 35)

- When the name(s) of the author(s) is/are mentioned in the sentence, include only the page number(s) in the parenthetical citation.

Example: Gibaldi notes that most new research builds on past work done by others

(142).

- Multiple sources: separate citations with a semicolon.

Example: (Matthews and Smith 88; Suzuki 105-07)

- For sources that have no date, publisher or pagination, proceed as follows: write **n.** **pag.** for those sources without page numbers; **n.d.** for no date; and **n.p.** if name of the publisher or place of publication is omitted.
- For sources that have no author, use the complete or shortened title. Book titles are italicized and article titles are in quotation marks.

Example: (*History of Rome* 143)

Example: ("Ranking the Presidents" 185)

- If an article includes references to different works by the same author, add the shortened or full title to the parenthetical citations.

Example: (James, *Portrait* 16) [...] (James, *Ambassadors* 207)

- For indirect sources, add qtd. in to the citation.

Example: Bedi praised the "meticulous brushwork" (qtd. in Paul 231)

List of Works Cited

General rules

- Begin the list on a new page under the heading Works Cited.
- Use Times New Roman 11.

- Double space the entire list.
- Alphabetize the list by authors' last names. If an entry has no author, alphabetize by the title, ignoring any initial article (A, An, The).
- Do not add the State abbreviation for the city of publication.
- **For a university press, use the abbreviation UP.**
- Provide page numbers for journal articles, or works from an anthology, such as collected essays.

Entries formatting rules

- A typical entry for a **book** will be formatted as follows:

Author last name, first name. *Title of Book*. City: publisher, year.

- A typical entry for an **edited collection** will be formatted as follows:

Editor last name, first name, ed. *Title of Book*. City: Publisher, year.

If there is more than one editor use eds. instead of ed.

- For entries with multiple authors or editors, only reverse the name of the first one.

Example:

Adams, Sam, Carol Jones, and John Russell. *When in Rome: Rediscovering the Roots of the Romance Languages*. New York: McGraw, 2008.

- For entries with more than three authors, only name the first one and add et al.

Example:

Plag, Ingo, et al. *Introduction to English Linguistics*. Berlin: Mouton, 2007.

- For items in the list that run for more than one line, indent all lines other than the first one by 1 cm from the left margin.

Example:

Bové, Paul A.. "Can American Studies Be Area Studies?" *Learning Places: The Afterlives of Area Studies*. Ed. Masao Miyoshi and Harry Harootunian. Durham: Duke UP, 2002. 206-30.

- Whereas the *MLA Handbook* requires the type of media format (Print, Web, DVD, etc.) to be specified at the end of each Works Cited entry, **RSA only requires this for non-print and non-online media.**

Examples:

Green, Rochelle M., Bonnie Mann, and Amy E. Storey. "Care, Domination and Representation." *Journal of Mass Media Ethics* 21 (2006): 177-95.

Barnes, Bruce. "It's All Uphill." *Wandering Blues*. Nettwerk, 2007. CD.

- A typical entry for a journal article will be formatted as follows:

Author last name, first name. "Article Title." *Journal Name* volume (year): page-range.

NB: unlike the *MLA Handbook*, **RSA does not require indication of the issue.**

Example:

Keary, Anne. "Dancing with Strangers: Europeans and Australians at First Contact." *Canadian Journal of History* 41 (2006): 613-616.

NB: For articles published online, see the electronic publications section.

Electronic publications

Online resources often lack part of the desired bibliographic information (author, date, page numbers, etc.). Please include in your citation whatever information can help

retrieving the item.

- A typical entry for an online website page will be formatted as follows:

Last name, First name. "Document title if available." *Title of the overall Website*.
Publication date if available. Date of access if publication date is not available.
<URL>.

NOTE: differently from the most recent MLA guidelines, **RSA still requires you to include URLs in citations.** Place the URL after the date in angle brackets (<>), followed by a period.

- If the URL must be divided over two lines, break it after a slash or a hyphen.

Example:

Langford, David. "Ship of Fools." *The Encyclopedia of Science Fiction*. Ed. John Clute, Peter Nicholls, et al. 13 Apr. 2014. <http://www.sf-encyclopedia.com/entry/ship_of_fools>.

- A typical entry for an online magazine/newspaper will be formatted as follows:

Last name, First name. "Article Title." *Journal Name*. Publication date: page range/n. pag. Date of access (if no publication date is available). <URL>.

Example:

Jurgenson, Nathan. "Speaking in Memes." *The New Inquiry*. 24 Oct. 2012: n. pag. <<http://thenewinquiry.com/essays/speaking-in-memes/>>.

- A typical entry for an online academic journal will be formatted as follows:

Last name, First name. "Article Title." *Journal Name* volume (year): page range/n. pag. Date of access (if no publication date is available). <URL>.

Example:

Shah, Parilah Mohd, and Fauziah Ahmad. "A Comparative Account of the Bilingual Education Programs in Malaysia and the United States." *GEMA Online Journal of Language Studies* 7 (2007): 63-77. <http://journalarticle.ukm.my/2273/1/Vol.7_Issue2.pdf>.

Numbers

- In a range of numbers, give the second number in full for numbers through 99.

Examples:

14-15

34-72

- For larger numbers, give the last two digits of the second number, unless more are required for clarity of reference.

Examples:

223-27

1056-64

98-105

2398-405