

PCSJ Style Guide

UPDATED April 2021

Layout

- Format: Justified
- Paragraph Indent: Not indented first paragraph in section, subsequent paragraphs indented 2.5
- Block Quotes: indented 2.5 on each side
- Margins: 1.5in all around
- Spacing: 1.15in
 - No double spacing
- Extra space after Title, Contributor Name, Subheader, all at 12pt
- Figures: Fig. #, Centered
- Footnotes, not endnotes
- Footnotes should be single-spaced, justified, and 10pt
- Multiple footnotes on same page should be separated by 10pt space

Font Style

- Font Style: Times New Roman
- Font Size: Title is 18pt, Contributor Name is 14pt (all capitalized), Subheader is 14pt, Text is 12pt, Footnote is 10pt
- Titles and Subheaders: Capitalize each new word (unless a quote)
- Sub-subheaders are italicized — otherwise, italics only allowed for copyrighted titles and non-English words not commonly used
- No bolding or underlining unless in quote or source title
- All URLs active

Headers and Footers

- Headers should be 1.0 from the top
- Footers should be 0.5 from the bottom

- Footer Content, First Page Only: Bio (see below); Popular Culture Studies Journal, Vol. x, No. x, Copyright © 20xx, and page number centered
- Bio: Footer first page, contributor name capitalized, 10pt
 - If bio butts against text, 10pt space as buffer
- Header Content, First Page: Nothing
- Header Content, Odd Numbers: Abridged Title Left, Page Number Right
- Header Content, Even Numbers: Page Number Left, Contributor Last Name Right
- All Times New Roman 12pt unless otherwise indicated

Tables and Figures

- Tables should be inserted as close to where discussed as possible.
- Font is Times New Roman 12.
- Single-spaced lines in tables.
- Table X. aaa bbb ccc
- Figure X. aaa bbb ccc
- Space between table/figure and preceding text.
- Space between table/figure and following text.
- Table title immediately following table.
- If table is too big to copy-and-paste following above guidelines, then it must be converted into a tiff image with at least 600 dpi.

Works Cited

- Citation Style follows basic MLA 8th Edition: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html with modifications as noted below
- No automated citation formatting
- Language Style: American English for spelling and punctuation
- First reference to source should have full names of authors if outside parentheses

- No commas in in-text citations except if source title included for multiple authors
- All “&” should be “and” inside and outside of parentheses unless in original source title
- All direct quotes from an audiovisual source (e.g. television show, film, or podcast) need timecode stamps for range of quoted dialogue
- No DOIs or Accessed Bys
- University presses should abbreviate the university name where possible while retaining the information as to location (e.g. New York University Press is NYU Press, University of Minnesota Press is U Minnesota P, etc)
- Publisher locations are not needed, only publisher names
- List should be Left Hanging at 2.5
- All online sources need active URL links with date of publication as Date Month (Abbr). Year, URL...
- “Episode Title.” *Series Title*, written by, directed by....., Network, year.

Reviews

- Separate reviews into each medium type, label subsection in 18pt font
- Title of text being reviewed in 14pt font
- Reviewer’s name and institution right justified, space after text
- “Works Cited” in 12pt font
- Header Content, Odd Numbers: Reviews Section Title Left, Page Number Right
- Header Content, Even Numbers: Page Number Left, *PCSJ* Reviewers

Writing

- No contractions.
- No passive tense.
- Write forward with clauses.
- Remove “to be” verbs, especially with present participles
- Write out numbers under 100 unless some form of statistics.
- Reduce page number ranges (e.g. 160-165 becomes 160-5)

- Positive tense over negative tense
- All—or -- should be — (except for page or year ranges, then -)
- Any ... by itself should be [...]