



small axe a caribbean journal of criticism

CHECKLIST FOR AUTHORS

Please submit your essay in MS Word, 12 pt. double-spaced Times New Roman, with 1” margins. Pages should be numbered but without any other text in the header or footer.

Please use this checklist when preparing your essay for submission (note that not all items will be applicable).

General

- All spelling and grammar (excluding quoted text) follows American English.
- Dates follow European style (e.g., 3 May 1987).

Title

- The title does not exceed 100 characters (including spaces).

NOTE: If the title includes a subtitle, in some situations, such as for the running head at the top of the page, the title may be shortened by dropping the subtitle. Please make sure any names and terms critical to identifying your essay are in the main title before the colon. Also, consider that your title becomes an online search tool for finding your essay; it should be clear to readers by the title alone what your essay is about.

Author

- My name is presented exactly how I want it to appear in print.

Epigraph

- My epigraph is at the start of the essay, not within the essay after a subhead.
- If prose, it is 75 words or fewer; if poetry, it is no more than 4 lines.
- The attribution—the author’s name and a shortened title of the source—is included for each epigraph.
- A citation for the epigraph appears in the essay where either the quote itself is referenced and footnoted or where the author or source is referenced and the citation for the epigraph has been added to the footnote.

or

- I am using as an epigraph a quote from a person or source *not* referenced in the text of my essay. I have acquired permission to use the material and have submitted the appropriate permissions forms.

Subheads / Section Breaks

- The first subhead is at least two paragraphs in.
- There are at least two or more subheads throughout.
- My subheads are more descriptive than simply “Introduction” or “Conclusion.”
- I indicate section breaks with an extra line space instead of using subheads.

Acknowledgments

- My acknowledgments appear at the end of the essay.

Notes

- The note call-out numbers are placed at the end of the sentence whenever possible, or, if within the sentence, are placed after the nearest punctuation.
- All citations to sources follow the samples in the Style Guide.
- Once a source has been cited in full, subsequent reference(s) are shortened to author’s last name, title of source (which also may be shortened), and page number.
- Print sources are cited whenever possible. For online sources that must be cited, citation format follows the Style Guide.
- Access dates are included when online content being cited is not dated or is subject to change.
- Note text is as brief as possible, with no paragraph breaks.
- Citations for sources in languages other than English follow the Style Guide.
- If I quote in a language other than English, I provide an English translation in the note. If I quote my translation in the text, I provide the original language in the note. (For more information, see “Quotes in a Language Other Than English” at the end of the checklist.)

Block Quotes

- Quotes of more than 80 words are set off as block quotes.
- Any paragraph breaks in the original are indicated, and any deleted text is indicated with ellipses.

Run-In Quotes

- When quote fragments are run in, they are used in a way that creates a grammatically correct sentence, that is, if the quotation marks were to be removed, the voice and verb tense of the quoted text match the surrounding text.

- Any alterations or clarifications within the quotes are indicated in square brackets (except for change in capitalization of the first word).

Emphasis

- When a term or passage in a quote is italicized for emphasis, I indicate in the note either “(italics in original)” or “(emphasis mine).”

Captions and Credit Information for Art

- In the text of the essay, I indicate image placement with <figure 1 approx. here> and so on.
- All image files are labeled with my name and the figure number (e.g., SmithFig1.jpg).
- Captions and credit information are provided for all images.
- Captions for art include the artist’s name, the name of the piece, the year, the medium/media, and the size.
- Captions for journalistic photographs include identity of subjects (if any), location, and date.
- Credits include any necessary courtesy-of or copyright information. The name of the museum or gallery is included, if applicable.

Abstract and Keywords

- An abstract of approximately 100–150 words is included.
- Three to five keywords to aid in online searches for my essay are included. These keywords are *in addition to* any names or terms in the essay title.

Miscellaneous

- All persons mentioned in my essay are referred to by full name at first mention.
- Foreign terms are italicized at first mention. When meaning cannot be easily deduced from context, I provide an English translation in parenthesis.
- For spelling, capitalization, and hyphenation, I have consulted *Merriam-Webster Collegiate Dictionary* and the lexicon at the end of the Style Guide.

Quotes in a Language Other Than English

NOTE: If quoting from a text in a language other than English, both the original and an English translation must be provided and can be handled in one of two ways: (1) quote the original language in the essay text and provide in the footnote either your own English translation or translation from a published source, properly cited; or (2) quote your own English translation in the essay and provide the original language in the footnote. (Quoting from a published English translation within your essay text does not require the original language in the notes.)

Please be consistent for each source cited; do not move back and forth between quoting the original language and quoting your English translation. See the Style Guide for how to format citations.