

Scientia et Humanitas

STYLE SHEET

Updated Oct. 2021

Scientia et Humanitas accepts research essays and articles that are 10-30 double-spaced pages in length. All submissions should be made through the following link:

<https://www.mtsu.edu/scientia/submissions.php>

If you experience technical difficulty while attempting to submit your work through this link, contact *Scientia*'s editor in chief at scientia@mtsu.edu. If we are unable to resolve the issue, we will provide an alternative option for submission.

Citation Styles

As an interdisciplinary journal, *Scientia* encourages authors to employ whichever citation style is preferred within their disciplinary field (i.e., MLA, Chicago, APA, Turabian, etc.). We ask that authors use the current edition of their chosen style guide.

General Submission Requirements

- **Anonymization.** We ask that all submissions be anonymized before submission to ensure a fair, double-blind peer review process. Submissions may include page numbers, but the author's name should not appear anywhere within the manuscript.
- **The basics.** Submissions should be double-spaced. Font should be 12-pt Times New Roman. Text should be left-aligned. All margins should be set to 1 inch.
- **Abstract.** Submitted papers must be accompanied by an abstract of approximately 150-200 words. This abstract should summarize the paper's argument and provide readers with a sense of its scope.
- **Footnotes.** If employing a notes-based style, please use footnotes rather than endnotes (unless your discipline requires otherwise). You may use these footnotes as frequently or as sparingly as you see fit. Discursive footnotes are also acceptable.
- **Funding.** If your research was funded by a research grant (e.g., a URECA), please acknowledge this funding in a footnote within your project.
- **IRB Approval.** If your project documents primary research that involved human subjects and thus required IRB approval, please email your proof of IRB approval to scientia@mtsu.edu at the time of your submission (a PDF copy of your IRB approval letter is preferred).
- **Proofreading.** While *Scientia*'s editorial staff performs copyediting during the later stages of the publication process, we ask that authors proofread their own material for typos prior to submission. This practice ensures that our editors' energies can be directed towards the ideas presented in your research, rather than expended on its rote mechanics. Use the following sections in this style sheet to guide your proofreading.

Mechanics and Syntax Guide

- **Acronyms.** Acronyms may be used. Acronyms should be written out the first time they are used, followed by the acronym in parentheses. For example, “In 2016, the Central Intelligence Agency (CIA) provided the following guidelines.” After that initial appearance, the acronym may appear on its own.
- **Images.** We do not prohibit images; however, we do ask that they be used sparingly, due to the formatting difficulty they pose for our design team.
- **Jargon.** Exercise caution when employing technical language or jargon. In many instances, technical language can contribute to the clarity of an argument; when overused, it can just as easily detract from that clarity. Strive for the former and avoid the latter when employing jargon in your work.
- **Multiple citations with a paragraph.** When referring repeatedly to one source across an entire paragraph, combine those references in one in-text citation or footnote at the end of the paragraph.
- **Numbers.** Spell out single-digit numbers and numbers that begin a sentence. All other numbers should use Arabic numerals.
- **Oxford comma.** In keeping with the standards of Chicago, MLA, APA, and other major style guides, *Scientia* requests that authors employ the Oxford comma. This means that, in any list of three things or more, a comma should appear before the final item.
 - **Example, Oxford comma:** “I want to thank my parents, God, and Ayn Rand.”
 - **Example, no Oxford comma:** “I want to thank my parents, God and Ayn Rand.”
- **Quotation.** Compare all quotations with their original source for accuracy prior to submission. Avoid using multiple lengthy quotations in close proximity to one another, instead providing commentary and transitions in between quotations where appropriate.
 - **Brackets.** Depending on the construction of a sentence, beginning a quote with a capital letter may or may not be correct. When a capitalized letter at the beginning of a quotation needs to be changed to a lower-case letter to maintain the correctness of your own sentence, always place brackets around the substituted letter to indicate your amendment of the original text. For instance:
 - Foucault stated, “In our society, art has become something which is related only to objects and not to individuals, or to life” (261). The construction of this sentence allows for the usage of a capital letter at the beginning of the quotation.
 - Foucault stated that, “[i]n our society, art has become something which is related only to objects and not to individuals, or to life” (261). The construction of this sentence does not allow for the usage of a capital letter at the beginning of the quotation; the lower-case letter is placed in brackets to indicate the amendment to the original text.
 - **Ellipses.** Ellipses should not be used at the beginning or end of a quote. Ellipses may be used within quotes to condense material. Note that two different styles of ellipses are used within quotations: those indicating an abridgment of material within a single sentence and those indicating an abridgment between two sentences. For example:

- According to Foucault, “art has become something ... related only to objects” (261). Note that an internal ellipsis has three periods separated by spaces. A space also precedes and follows the ellipsis.
- According to Foucault, “art has become something which is related only to objects and not to individuals, or to life. . . . But couldn't everyone's life become a work of art?” (22-23). Here we use four periods separated by a space. Note that a space follows *but does not precede* the ellipsis.

Only place brackets around your ellipses if the material you are quoting already contained ellipses. In these instances, the brackets help to distinguish between the ellipses within the original material and those you are using.

- **Indenting block quotes.** Quotations exceeding 40 words in length should be formatted as block quotations set 1 inch from the left margin of the text.
- **Italics.** If a quotation contains an italicized phrase or if you insert one, indicate that in the parenthetical citation, using either “emphasis original” or “emphasis added,” respectively.
- **Punctuation and quotation marks.** Commas and periods should be placed within quotation marks. The only exception is when a page reference is given “at the end of the sentence” (pp. 463-64). Note that with block quotations, a parenthetical citation would be placed *after* the final period. Semicolons, colons, and em dashes should be placed outside quotation marks.
- **Translations.** Provide English translations of all but the most obvious quotations in foreign languages.
- **Reverse italics.** When a title is quoted within a title, employ “reverse italics”: i.e., “Matt Miller’s book is called *Collage of Myself: Walt Whitman and the Making of Leaves of Grass*.” In this case, “Leaves of Grass” is a book mentioned within the title of Miller’s work.
- **Spacing initials in names.** In a name of two letters, separate the initials by a space (e.g., “C. S. Lewis”). In a name of three initials, do not separate the initials (e.g., “J.R.R. Tolkien”).
- **Text boxes.** Please type all of your material directly into the page, rather than employing text boxes.

Guide for Individual Words and Phrases

- Use **20th-century** or **twentieth century**, rather than 20th-century or 20th century.
- Use **e-mail**, rather than email.
- For decades, use the **1970s** or the **1990s**, rather than 1970’s or 1990’s.
- Commonly used Latin phrases or abbreviations (per se, et al., circa, etc.) should not be italicized. “Circa” may be abbreviated as “ca.” Note that the phrase **et al.** always uses the full stop after “al.” (for “alius”).