

## ***Journal of Film and Video* Manuscript Submission Guidelines**

Manuscripts intended for publication, including reviews, should be submitted electronically through the *Journal of Film and Video* online submission system. To set up a personal account and upload a submission go to <https://ojs.press.uillinois.edu/index.php/jfv/user/register>

Submit clean Microsoft Word documents (no PDFs, Google docs, or track-change Word files).

Remove author name(s) from the article, including running heads, notes, and works cited.

Follow MLA Handbook (9<sup>th</sup> Edition, 2021) style and citation conventions, unless superseded by the guidelines below. Consult the Purdue Online Writing Lab (OWL) MLA guides, including [https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_powerpoint\\_presentation.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_powerpoint_presentation.html)

### **Style Guide**

Double space all parts of the article (including notes and works cited); set line spacing to remove the extra space between paragraphs. Use standard five-space indents for each paragraph in the body of the text. Use hanging paragraphs in the works cited.

Use “normal” one-inch margins, Times New Roman 12-point font, and one space (not two) after periods or other punctuation marks. Use “smart” quotation marks that are curved (not straight).

The manuscript should be left-margin aligned. Put page numbers at the top right of all pages. Include the article title at the top of page 1. Do not create a separate title page.

Create brief subheadings for the different segments of the article’s discussion. Use Time New Roman 12-point font bold. Do not use all caps. Do not number the subheads.

Use US spelling, punctuation, and quotation mark conventions: color rather than colour and US rather than U.S.; Oxford commas and punctuation inside quotes; double quotation marks for article titles and direct quotes; single quotes only when there is a quote within a quotation. Do not use single quote marks to indicate emphasis. If necessary, use italics to indicate emphasis.

Use Oxford commas before “and” (The television series is clever, well-written, and engaging.)

Do not use contractions. Do not start sentences with “And.” Use “and so on” instead of “etc.”

Use *italics* (not underlining) for the titles of films, television shows, books, journals, and so on; in addition, do not use underlining when listing a URL address.

Include the director’s full name and the year of release the first time a film is mentioned, e.g., *Moonlight* (Barry Jenkins, 2016); use only the film title in subsequent mentions. For first

mention, include the network/platform and years in release for television/streaming series, e.g., *Reservation Dogs* (FX on Hulu 2021–present) or *Altered Carbon* (Netflix 2018–2020).

Include the first name of the scholar or creative the first time they are mentioned, e.g., As Lisa Purse argues, “teenaged heroes are [often] teamed up with a young woman” (107). Sandra Oh is a Canadian-American actor. Oh is known for her work in film and television.

Do not use words such as we, us, our, or ours. Use the third person to describe, for example, decisions of the author(s) or the presumed impressions of audience members.

If the gender of a person referred to in a sentence is unknown, use “they, them, or their.”

Capitalize Black when used as a noun or adjective, as in Black cinema; do not capitalize white. Do not hyphenate, for example, African American or Asian American when used as an adjective.

Capitalize the nouns in the titles of films, books, chapters, and articles if they are in English; if the title is in another language, give the English title first, then in parentheses, list the original title following the conventions of the language. In subsequent mentions, use the English title.

Follow US conventions for hyphens, en dashes, and em dashes. Use hyphens for cases such as “self-imposed” or “full-scale review”; use en dashes for dates, as in 2018–2020; use em dashes sparingly and only when essential, as in “My friend—who does not know a word of French—left for Paris this morning.”

Use, for example, the 1960s (not the 1960’s) and the twentieth century (not 20<sup>th</sup> century). Remember to include a hyphen when the date qualifies a noun, as in twentieth-century books.

If a sentence eliminates words in a direct quote, use ellipses, as in “an early phrase . . . and the later part of the quote” (Name 25). Make sure that the entire sentence is grammatically correct.

In the body of the text, type out one to ninety-nine, use numerals for 100+ (101 or 1,275) and type references to money as \$1.2 million. Type out percent unless used in a chart or table.

When listing page numbers, elide redundant digits except in instances such as 11–13. For example, when pages numbers are 225 to 239, type 225–39.

Use endnotes only when needed for essential information that disrupts connections between sentences in a paragraph. Do not use footnotes. Do not use endnotes to cite sources. Limit endnotes to additional information or sources not referenced directly, as in

1. On the problems related to repressed memory recovery see Wollen 35; Mulvey 22.

Place endnotes (if used) at the end of the text, with a bold subheading indicating the notes.

Place the list of works cited after the notes, with a bold subheading indicating the works cited.

Do not include fictional films, television shows, or other media forms in the works cited. Do include interview sources referenced in the text and the endnotes. Do not include a filmography.

Remember that the *Journal of Film and Video* reserves the right to reject submissions that do not follow the manuscript submission guidelines.

### **Stills and Frame Captures**

Do not include photographic/filmic/videographic images or captions in the article.

Stills and frame captures must be 300 dots per inch (dpi). TIF files are encouraged for optimal print reproduction, but the press might accept JPG, GIF, or EPS files. Image files must be more than 200 kilobytes (KB) and high-quality grayscale TIFs are often over 2 megabytes (MB).

Number each still or frame capture. Upload each image as a “supplementary file.”

Any photographs to be used must be glossy black-and-white prints of good reproductive quality, preferably 8 x 10 inches. Do not write on them (front or back) or use paperclips to attach notes or captions; number them by affixing a post-it note to the back. Contact editor regarding mailing.

Create captions and credit lines that are informative but brief (25 to 40 words), for example,

Figure 1: Ruth Page waves at the camera while her dancers prepare their hair, makeup, and costumes in a makeshift dressing room, probably during the Chicago Opera Ballet’s 1957 tour. Image courtesy of the Chicago Film Archives.

Upload a separate “supplementary file” with a numbered list of the captions and credit lines. Upload any required permission-to-reprint documents in a separate “supplementary file.”

Within the article, use “callouts” to indicate a preferred image location. Place callouts on a separate line at the end of the paragraph closest to the preferred location. Use this format.

**<INSERT FIGURE 1 NEAR HERE>**

### **Graphs, Line Drawings, and Maps**

Do not include informational images or their captions in the article.

Graphs, line drawings, maps, and so on must be 1200 dots per inch (dpi). Submit as TIF, JPG, GIF, or EPS files. Do not submit Excel files.

Number each graph, line drawing, or map and upload as a “supplementary file.”

Create captions and credit lines that are informative but brief (25 to 40 words).

Upload a separate “supplementary file” with a numbered list of the captions and credit lines.  
Upload any required permission-to-reprint documents in a separate “supplementary file.”

Within the article, use “callouts” to indicate a preferred figure location. Place callouts on a separate line at the end of the paragraph closest to the preferred location. Use this format.

**<INSERT FIGURE 1 NEAR HERE>.**

### **Tables**

Do not include tables or their captions in the article.

Tables will be reformatted according to the journal’s house style and therefore must be submitted in an editable electronic form (Microsoft Word).

Place all tables in one “supplementary file.”

Create captions and credit lines that are informative but brief (25 to 40 words).

Upload a separate “supplementary file” with a numbered list of the captions and credit lines.  
Upload any required permission-to-reprint documents in a separate “supplementary file.”

Within the article, use “callouts” to indicate the preferred table location. Place callouts on a separate line at the end of the paragraph closest to the preferred location. Use this format.

**<INSERT TABLE 1 NEAR HERE>.**

### **Permissions**

It is the author’s responsibility to obtain and to acknowledge at the appropriate place in the manuscript such permissions as may be required to reprint any copyrighted material, whether previously published or not, that falls outside the bounds of fair use. This includes but is not limited to graphs, line drawings, maps, photographs, tables, musical scores or examples, and quoted prose, poetry, or song lyrics. Permission must be obtained in writing. Contributors must obtain world rights for all languages and editions, including print and digital publication.

Section 107 of the US Copyright Law of 1976 indicates that the following factors are taken into consideration when determining fair use:

1. the purpose of the use, including whether such use is commercial or nonprofit/educational;
2. the amount quoted in relation to the copyrighted work as a whole;
3. the nature of the copyrighted work;
4. the effect of the use upon the market for or value of the copyrighted work.

In deciding what constitutes fair use, it is reasonable that using one 4-line section of a 100-line poem is less significant than using 4 lines from a 12-line poem.

If some of the contributor's own writing in the article has been previously published, they may need permission or assignment of copyright from the earlier publisher, depending on the length and nature of the reprinted material.

For unpublished material, a small, noncontroversial quotation used without permission may be acceptable. A substantial or controversial quotation requires permission from the author or the author's heirs, unless all rights have been yielded to another, such as an archive. In that case, the archive is empowered to grant and must be approached for permission. Ownership of a physical item (such as a letter) does not give ownership of the intellectual property (the letter's contents). If assignment of copyright is unclear, assume all copyrights belong to the author, whether the material in question has been published.

These same general rules apply to quotation of interviews. It is advisable, at the time an interview is conducted, to ask the interviewee to sign a brief statement: "I give [interviewer] permission to use my interview(s) with them in their publication [working title of article]." As a practical matter, short, inoffensive quotations from interviews may be used without permission.

Illustrative materials: some are in copyright; others, particularly those in repositories, may be in the public domain but totally inaccessible to the public, in which case the repository can claim rights based on possession and access. Any payments required are essentially payments for services rendered, even though the forms stating the conditions under which publication may take place read much like copyright permissions.

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