**Checklist for Contributors, *Flannery O’Connor Review***  Rev. 8/16

Generally, the 3rd edition of the *MLA Style Manual and Guide to Scholarly Publishing* is the guide for preparation of manuscripts.

*Flannery O’Connor Review* articles follow a version of MLA style, citing sources parenthetically and providing the reader a Works Cited list on separate pages at the end. Endnotes are used in only a few situations: to offer commentary or detail that will not fit elegantly into the text; to cite several sources at once; or to comment upon the quality of a source.

**Documentation, Works Cited**

\_\_\_\_\_The following abbreviations of O’Connor’s works used and italicized in parenthetical citations and any endnotes Note: Use of *Three by Flannery O’Connor* is discouraged for publication, in part because these editions differ from each other in contents.

*Cartoons Flannery O’Connor: The Cartoons*. Ed. Kelly Gerald. Seattle: Fantagraphics, 2012.

*Conversations Conversations with Flannery O’Connor*. Ed. Rosemary M. Magee. Jackson: UP of Mississippi, 1987.

*Correspondence The Correspondence of Flannery O’Connor and the Brainard*

*Cheneys*. Ed. C. Ralph Stephens. Jackson: UP of Mississippi,

1986.

*CS The Complete Stories.* New York: Farrar, 1962.

*CW Flannery O’Connor: Collected Works.* Ed. Sally Fitzgerald. New

York: Library of America, 1988. (Note: **This edition is**

**preferred** unless one finds a good reason to use a different one.)

*HB The Habit of Being: Letters.* Ed. Sally Fitzgerald. New York:

Farrar, 1979.

*MM Mystery and Manners: Occasional Prose.* Ed. Sally Fitzgerald

and Robert Fitzgerald. New York: Farrar, 1969.

*PG The Presence of Grace and Other Book Reviews.* Comp. Leo

Zuber. Ed. Carter W. Martin. Athens: U of Georgia P, 1983.

*PJ A Prayer Journal.* Ed. W. A. Sessions. New York: Farrar, 2013.

*V The Violent Bear It Away.* New York: Farrar, 1960.

*WB Wise Blood.* New York: Farrar, 1962.

\_\_\_\_\_Abbreviations in documentation and works cited used and checked for accuracy: time (8.2, pp. 262-63); geographical names (8.3, pp.264-69); common scholarly abbreviations (8.4, pp. 269-82; publishers’ names (8.5, pp. 282-85); literary and religious works (8.6, pp. 285-92).

\_\_\_\_\_In parenthetical documentations citing two or more works, each source punctuated

with semicolon(s) and no coordinate conjunction used. (See 7.4.9, pp. 256-58.) Example: (Freiling 117; McFarland 40; Westling 153).

\_\_\_\_\_Notes from secondary sources cited within parentheses or endnotes following MLA style, as follows: page number, no space, n(n) for note(s), no space, note number(s). Example: when citing note 2 on page 251 use the following: 251n2. When citing notes 6 and 7 on the same page: 251nn6-7. See *Manual* 8.4, p. 277. Alternative: You may spell out the word “note”—just be consistent.

\_\_\_\_\_Indirect sources avoided whenever possible. When an indirect source is necessary, one should make clear whether the indirect source provides a quotation or a paraphrase.

\_\_\_\_\_Abbreviation for the word “quoted” (qtd.) used. This abbreviation is followed by the word “in” in citing direct sources. Example: (qtd. in Coles 86). See *Manual* 7.4.7, pp. 253-54.

\_\_\_\_\_American rather than British spelling (“savior,” not “saviour”; “color,” not “colour”). Preferred dictionary: *Webster’s Third New International Dictionary* (1993).

\_\_\_\_\_American rather than British methods of punctuation used (commas and periods inside quotation marks; quotations initially begun and ended with double quotation marks, not single). Example: He saw the stories as “wholly original” and kept from “discussing them in any ‘Catholic’ perspective.” See *Manual* 3.9.7, pp. 132-35.

\_\_\_\_\_In the case of words with more than one acceptable spelling, the simple or short spelling used (“Manichean,” “focusing,” “traveling,” “Judgment” in the title “Judgment Day” as it is printed in the Library of America edition of O’Connor).

\_\_\_\_\_Commas used before coordinate conjunctions (“and,” “or”) that join last two items in a series when the items have no internal punctuation.

\_\_\_\_\_Words that may possibly be capitalized checked in *Webster’s Third New International Dictionary* (1993). Examples: biblical, the Crucifixion, grace, Last Judgment, Savior, Christ. The

*FLOCR* uses the forms “South” and “southern.”

\_\_\_\_\_MLA style followed for the use and spacing of ellipses. If there is a possibility of confusion, add brackets around ellipsis points that one inserts. See *Manual* 3.9.5, pp. 127-31 for illustration of a more stringent requirement.

\_\_\_\_\_Ellipses avoided whenever possible by making incorporating short quotations into your own sentences, by using quotations that do not constitute complete sentences, and/or by placing within brackets a capital letter to indicate that the word beginning a quotation does not begin a sentence in the source. Example: Before her lecture at Notre Dame in March 1957, O’Connor wrote to her friend “A,” in a letter dated 9 Mar. 1957, “[T]hose Jesuits are paying me a hundred bucks and my plane fare” (*CW* 1024). Whenever a quotation appears to be a complete sentence, our inclination is to add ellipsis points if the original does not end or begin where the quotation does. Exception: We do not use ellipsis points at the beginning or end of sentences of scripture.

\_\_\_\_\_Letters (correspondence) documented in MLA style. See *Manual* 6.8.13, pp. 231-32. Dates of letters should be made clear, either on the Works Cited pages or in the text of the article.

\_\_\_\_\_References to “A.,” the “anonymous” correspondent, may make clear that “A.” was Elizabeth (or “Betty”) Hester. If Hester is referred to as “A.” when first mentioned and the author wishes to continue to refer to Hester in that manner, subsequent references should drop quotation marks, thus naming Hester as simply A.

\_\_\_\_\_MLA stylechecked for the use of apostrophes to form the plurals of letters, numbers, and words used as such. Example: 1950s, not 1950’s. Italics used—sparingly—to indicate word used as such. Example: *grace*. Avoid quotation marks used to indicate words used in a special sense.

\_\_\_\_\_MLA style checked for citations of non-print sources. See *Manual* 6.7-9, pp. 211-39. If a source is available in both print and electronic formats, the print format is preferred. It is not necessary to identify print sources as such.

**Style**

\_\_\_\_\_On cover sheet, heading of article (in capital and lower case letters) flush with the left margin and the author’s name (in capital and lower case letters) centered four spaces below the heading: on page one, heading of article (in capital and lower case letters) flush with the left margin of the article and text begun eight spaces below heading. The name of the author not on any page of the text until the article is accepted for publication.

\_\_\_\_\_Typescript, text, end notes, works cited, and inset quotations double spaced.

\_\_\_\_\_The following observed with inset quotations, which are automatically indented one inch: with one paragraph or less, first line not indented; with two or more paragraphs, first line of each paragraph indented three spaces (See *Manual* 3.9.1-4, pp.122-27.) Prose quotations of five lines or more should be inset; shorter quotations may be inset for emphasis.

\_\_\_\_\_No words divided at the end of a line of the text, not even compound words that are hyphenated.

\_\_\_\_\_Initials in names followed by a period and one space: T. S. Eliot.

\_\_\_\_\_Numbers expressed according to MLA style: generally written out if expressed in one or two words; in Arabic numerals if requiring more than two words. See *Manual* 3.10, pp. 136-40.

\_\_\_\_\_*That* used to introduce restrictive adjective clauses: *which*, nonrestrictive.

\_\_\_\_\_Sentences beginning with *there* or *it* (used as expletives) avoided unless idiomatically necessary to avoid awkwardness.

\_\_\_\_\_Passive voice generally avoided whenever possible.

\_\_\_\_\_Complete sentences within parentheses ended with a period inside the final parenthesis.

**Book Reviews**

Note: The Editor reserves the right to reject a review, even one that has been solicited.

Anyone interested in writing a book review appropriate for the *Flannery O’Connor Review* may send a resume to

Marshall Bruce Gentry, Editor

*Flannery O’Connor Review*

English and Rhetoric

Campus Box 44

Georgia College & State University

Milledgeville, GA 31061

\_\_\_\_\_Length generally limited to 1500 words of text.

\_\_\_\_\_Content of review generally balanced between evaluation and description, with some effort made to place the book in relation to previous works of a comparable sort.

\_\_\_\_\_The following style used for book review headings (flush with left margin): name(s) of author(s) in natural order (first, middle, last), a period, one space, title of book in italics, a period, Ed. plus the editor’s or editors’ name(s) in normal order (if there is an editor), period, place(s) of publication (no abbreviations), a colon, one space, name of publisher (no abbreviation), a comma, one space, year, a period, one space, number of pages, one space, pp., one space, cost (in brackets if the price is not listed on the book), one space, cloth or paper, period. When in doubt, include all information that could be relevant, and the staff of the *Review* will delete what is not necessary.

\_\_\_\_\_The following used as possible models for book review headings, which should be submitted flush with the left margins:

Gary M. Ciuba. *Desire, Violence, and Divinity in Modern Southern Fiction: Katherine Anne Porter, Flannery O’Connor, Cormac McCarthy, Walker Percy*. Baton Rouge, Louisiana: Louisiana State University Press, 2007. xi + 287 pp. [$47.50] cloth.

*Inside the Church of Flannery O’Connor: Sacrament, Sacramental, and the Sacred in Her Fiction.* Ed. Joanne Halleran McMullen and Jon Parrish Peede. Macon, Georgia: Mercer University Press, 2007. 231 pp. $38.00 cloth.

Corrections and suggestions for the next version of this document should be e-mailed to [bruce.gentry@gcsu.edu](mailto:bruce.gentry@gcsu.edu)