

# *Journal of Maritime Literature and Culture*

(JMLC)

## Style Guide for English Manuscripts

### 1. General Guidelines

1.1 JMLC follows the MLA (Modern Language Association) style, 9th edition. Please format your manuscript in strict accordance with this guide before submission.

1.2 English manuscripts should not exceed 8,000 words. Book reviews should be no fewer than 3,000 words. All manuscripts should not exceed 20 pages.

1.3 Use English punctuation throughout the English portions of your manuscript. Ensure proper spacing after all punctuation marks.

1.4 All authors are required to register and provide an **ORCID** (Open Researcher and Contributor ID). Register at: <https://orcid.org>

### 2. Font and Size Specifications

**All English text uses Times New Roman unless otherwise noted:**

(1) **Article Title:** 16pt (San Hao), bold, centered.

(2) **Author Name(s):** 14pt (Si Hao), bold, centered.

(3) **English Abstract and Keywords:** 12pt (Xiao Si), Times New Roman.

(4) **Chinese Abstract and Keywords:** 12pt (Xiao Si), KaiTi (for Chinese text).

(5) **Author Biography:** 12pt (Xiao Si), Times New Roman. Author names in bold.

(6) **Body Text:** 10.5pt (Wu Hao), Times New Roman. First paragraph of each section: no indent. Subsequent paragraphs: indent 2 characters.

(7) **Footnotes:** 9pt (Xiao Wu), KaiTi.

(8) **Block Quotations (over 3 lines):** 10.5pt (Wu Hao), left indent 1 inch (2 characters), separate from body by one blank line above and below.

(9) **Level-1 Headings:** 10.5pt (Wu Hao), bold, centered, numbered 1.0, 2.0, 3.0, etc. One blank line above.

(10) **Level-2 Headings:** 10.5pt (Wu Hao), bold, left indent 2 characters, numbered 1.1, 1.2, etc.

(11) **Level-3 Headings:** 10.5pt (Wu Hao), not bold, left indent 2 characters.

(12) **Notes (Endnotes):** 9pt (Xiao Wu), Times New Roman.

(13) **Works Cited:** 9pt (Xiao Wu), Times New Roman, hanging indent.

### 3. Line Spacing and Page Setup

- 3.1 Line spacing: **Fixed at 19pt** throughout the manuscript.
- 3.2 Page margins: Top 2.5 cm, Bottom 2.27 cm, Left 2.5 cm, Right 2.35 cm.
- 3.3 Microsoft Word is strongly recommended. WPS may cause formatting inconsistencies.

## **4. Manuscript Structure (in order)**

For English manuscripts, arrange sections in the following order:

1. English Title
2. Author Name(s)
3. English Abstract (approx. 300 words)
4. English Keywords (3–5, separated by semicolons)
5. Chinese Title (中文题目)
6. Chinese Abstract (摘要)
7. Chinese Keywords (关键词)
8. Author Biography (English and Chinese)
9. Body Text
10. Funding
11. Conflicts of Interest
12. ORCID
13. Notes (Endnotes)
14. Works Cited

**Note:** For English manuscripts, the English title, abstract, and keywords appear first. The Chinese title, abstract, and keywords follow as a unit with no blank lines between them. Abstracts and keywords are not separated by blank lines. All other sections are separated by one blank line.

## **5. In-Text Citations (MLA 9th Edition)**

JMLC uses MLA parenthetical in-text citations. Place the citation in parentheses within the text.

### **5.1 Basic Format**

Include the author's last name and the page number, with no comma between them:

The ocean functions as a structuring absence in the narrative (Dobrin 45).

### **5.2 Author Named in Text**

If the author's name appears in the sentence, include only the page number:

Dobrin argues that "the oceanic is always already absent" (45).

### **5.3 Two Authors**

(Smith and Jones 78)

### **5.4 Three or More Authors**

(Smith et al. 78)

### **5.5 Indirect Sources**

(qtd. in Author Page)

### **5.6 Multiple Works by the Same Author**

Include a shortened title to distinguish between works:

(Dobrin, *Blue Ecocriticism* 45)

### **5.7 Block Quotations**

Quotations longer than three lines should be set off as a block: indent one inch from the left margin, omit quotation marks, and place the parenthetical citation after the closing punctuation.

### **5.8 Citing Chinese Sources in English Text**

Use the romanized (pinyin) form of the author's name as it appears in the Works Cited entry:

(Zhang 56)

## **6. Notes (Endnotes)**

Notes appear after the ORCID section and before Works Cited.

6.1 Mark notes with superscript Arabic numerals in the text, numbered sequentially.

6.2 Use notes for supplementary explanations, clarifications, or additional materials—not for bibliographic citations (use in-text parenthetical citations for those).

6.3 Citations of theses and dissertations should be placed in notes rather than in Works Cited (either Chinese or English is acceptable).

6.4 Web-based references should appear in notes rather than in Works Cited.

## **7. Works Cited**

7.1 The Works Cited list appears at the end of the manuscript. Entries are not numbered and use hanging indentation.

**7.2 Chinese and English entries are integrated in a single list, sorted alphabetically by the author's surname.**

**7.3 All Chinese entries must include an English translation** on the following line, enclosed in square brackets.

7.4 Author names should not be abbreviated; write out full names.

7.5 Per MLA style, do not include the city of publication.

7.6 Journal articles must include page ranges.

7.7 Article titles appear in quotation marks; book titles, journal names, and film titles appear in italics.

7.8 Avoid citing textbooks, theses, newspaper articles, and online-only sources when possible. Book reviews should include at least 5 entries.

7.9 Append the DOI at the end of each journal article entry in the format DOI: <https://doi.org/...> Do not add any punctuation after the DOI, as it may invalidate the link. For Chinese-language references, the DOI is added only at the end of the English translation line, not the Chinese line. Monographs do not have DOIs and should be left without one.

### **Format Examples:**

#### **(1) Monograph:**

Dobrin, Sidney I. *Blue Ecocriticism and the Oceanic Imperative*. Routledge, 2021.

#### **(2) Journal Article:**

Smith, John. "Maritime Memory in Postcolonial Fiction." *PMLA*, vol. 136, no. 2, 2021, pp. 234-250.

DOI: xxxx

#### **(3) Edited Volume / Chapter:**

Jones, Mary. "Ocean as Archive." *The Cambridge Companion to Maritime Studies*, edited by Alan Lee, Cambridge UP, 2020, pp. 45-67.

#### **(4) Translation:**

Levinas, Emmanuel. *Totality and Infinity: An Essay on Exteriority*. Translated by Alphonso Lingis, Duquesne UP, 1969.

#### **(5) Chinese Source (with English translation):**

张三: 《海洋叙事研究》。商务印书馆, 2020年。

[Zhang, San. *Studies on Ocean Narratives*. The Commercial Press, 2020.]

## **8. End Matter**

After the body text, include the following three sections before Notes and Works Cited:

### **8.1 Funding**

English manuscripts use English. If no external funding was received:

Funding: This research received no external funding.

### **8.2 Conflicts of Interest**

For one author:

Conflicts of Interest: The author declares no conflict of interest.

For two or more authors:

Conflicts of Interest: The authors declare no conflict of interest.

### **8.3 ORCID**

All authors must provide their ORCID, listed in order of authorship:

#### **ORCID**

Zhang Tiantian ID <https://orcid.org/0000-0005-0335-2800>

## **9. Figures and Tables**

9.1 Captions appear below the figure or table and must be bilingual (Chinese and English).

9.2 Figures/tables and their captions form a unit, separated from the body text by one blank line above and below.

9.3 Photographs must credit the photographer (e.g., "Fig. 1. Photo by Zhang Tiantian"). Uncredited photographs will not be retained.

## **10. Book Review Titles**

Use *A Review of* (not *Reviews of*) in the title.

Book titles, film titles, and work titles in English must be in italics.

# Manuscript Template

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## English Title (16pt, Bold, Centered)

### Author Name (14pt, Bold, Centered)

**Abstract:** (12pt Times New Roman, approx. 300 words)

**Keywords:** (3–5, separated by semicolons)

中文题目: (小四宋体加粗)

摘要: (小四楷体)

关键词: (小四楷体)

**Author Biography:** (Name, title, affiliation, research interests, email. Designate corresponding author if 2+ authors.)

作者简介: (中文翻译)

### 1.0 Level-1 Heading (Centered, Bold, One Blank Line Above)

Body text. 10.5pt Times New Roman, fixed line spacing at 19pt. First paragraph: no indent. Subsequent paragraphs: indent 2 characters.

### 1.1 Level-2 Heading (Bold, Indent 2 Characters)

Body text.

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**Funding:** This research received no external funding. (Or specify funding details.)

**Conflicts of Interest:** The author declares no conflict of interest.

(Use "authors" for two or more authors.)

**ORCID**

Author Name ID <https://orcid.org/xxxx-xxxx-xxxx-xxxx>

## Notes

1. ...
2. ...

## Works Cited

(9pt Times New Roman, hanging indent, Chinese and English entries integrated alphabetically. Chinese entries must include English translation in brackets.)