

## Author Guidelines (Reviews and Reports)

*Alphaville* accepts relevant book reviews (of books published or reprinted within the last three years, from the time of first contact), conference, film festival and exhibition reports (that took place within the last six months) for consideration. The reviews/reports sections of *Alphaville* operate on an open-call system.

Reviews and reports submitted to *Alphaville* must be original, unpublished, and not under consideration elsewhere. All reviews and reports should be a minimum of 1,500 words and a maximum of 2,500 words.

Please familiarise yourself with *Alphaville* guidelines and information on peer reviewing and editorial processes, publication rights, and copyright republication, which may be found online [here](#). By submitting your work to *Alphaville*, you automatically agree to our conditions of publication.

### Style

*Alphaville* uses English according to the Oxford English Dictionary. It follows **MLA style 8<sup>th</sup> edition**, except for in a minority of instances. It is the responsibility of the Author to ensure that Oxford English spelling and the rules of MLA style—as well as those set by the Editorial Board—are adhered to meticulously throughout each piece that is submitted for publication consideration.

*Alphaville* style rules may be accessed [here](#).

The *Oxford English Dictionary* is online [here](#).

Rules of the MLA 8<sup>th</sup> edition may also be consulted online via the [OWL](#).

### Formatting

Please set your document to English (UK spelling) and the margins of your document to 2.54 cm (1 inch) on all sides. Use Times New Roman, size 12, double-line spacing. Use Word's endnotes feature (no manually entered notes please). Do not insert manual spaces: use Tabs for paragraphs, and do not add manual indentation to the References. Use a single space after a period.

Please check the latest *Alphaville* issue for examples of titling of articles. Titles should appear at the beginning of the document (left aligned), in bold type, font size 12. Please note the capitalisation rules.

All articles should include a Notes and a References section, where necessary. Please do not provide a separate Filmography; films (and any other audiovisual/musical/literary/art works) must form integral part of your References. Please ensure each work cited in your review/report corresponds to an entry of the References, in MLA 8<sup>th</sup> edition style. The References should include only cited work, no sources consulted and/or further reading.

In the References, please include DOIs for all items that have one (both articles and books). DOIs can also be gleaned in batches by copying and pasting your references in the [Crossref Simple Text Query](#).

### **Proofreading**

Only pieces that are received in a publishable state will be considered.

Please complete a thorough spell-check before submission, ensuring that this feature is set to “English (UK)”.

Ensure that there are no multiple spaces within the documents. To check this, simply use the “find and replace” feature in Word: change all double or triple spaces (etc.) to single spaces.

Contributors who feel that they are not completely fluent in the English language are strongly advised to have the piece proofread before submission.

### **Submission**

When submitting a review/report, send the file as a Word document attachment.

With each submission, please also send a separate Word document containing the following information:

- Review/Report title
- Author’s name
- Author’s affiliation
- Author’s ORCID (if you do not yet have an [ORCID](#) identifier, please consider getting one)
- Author’s email address
- Author’s Twitter handle (if on Twitter)
- Up to five keywords
- A short biographical note (max. 100 words; longer bios will be edited down)

Both documents should be sent to us at [reviews.alphaville@gmail.com](mailto:reviews.alphaville@gmail.com) or to the commissioning Editor, with the subject heading “Book Review Submission” for book reviews, “Report Submission” for event reports.

*Revised 22/04/2019*