

KinoKultura Style Sheet

Please use **American spelling** and punctuation.

Please use **double inverted commas** for quotations. "Punctuation marks go inside the quotation marks."

Please use a minimum of **endnotes**: always bear in mind that endnotes are more difficult to navigate on line than in print.

Please use the **Harvard system** for references (Shakespeare 2008: 23) and provide a list of works cited at the end (again, keep this to a minimum: the works cited, not everything you've read).

When giving URL references please make sure you have an author, a title, a publication and date or issue number for your reference before giving the URL.

Please help us by observing the following **formatting** (because it matters in the html transfer):

- Use only one space after a full stop, not two
- Use a double line break for a new paragraph and do not indent paragraphs
- Do not use different font sizes
- Use the m-dash—without spaces (rather than n-dash – which looks like this).

If you wish to select your own **images**, please do NOT paste them into the text but send them as jpg files separately, with film title (e.g. *Birds*) and number (birds1, birds2, etc.), and indicate where these images should be placed in the text. Images should be 300 pixels wide.

When you submit your text (by email to kinokultura@hotmail.co.uk), please also post the **Copyright Form** to the address on the form. The Copyright Form and guidelines can be downloaded from the *kinokultura* website (www.kinokultura.com/guide.html).

Thank you!