**KPR Style Sheet for Critical Essays**

**Please take pity on your editor and check the following things before submitting your essay:**

Essays should be 10-12 pages maximum, double-spaced, in Times New Roman 12 font in WORD. They should be pretty much the same as what you read at the KPA, with a bit of wiggle room for extra information and a written, rather than oral, style.

**All critical essays and works cited pages** **must be in MLA 9 style**. If you don’t have an MLA handbook, go to the Owl at Purdue, which has almost all the same information on its online site: <https://owl.purdue.edu/owl/purdue_owl.html>

Notes should not exceed 1 page double-spaced. Consider incorporating them into the body of your essay if possible so as to reduce distraction for the reader (no-one likes to have to flip to the end of an essay multiple times while reading).

Remove any headers or footers from your work before submitting, as well as any extra spacing (such as between paragraphs or sections).

Please only space ONE TIME after periods, exclamation points and question marks. I know using two spaces is near and dear to the hearts of some, but we are an MLA-indexed journal and one space is their required format.

When you first mention an author or critic in the body of your essay, use the person’s full name the first time, and thereafter only use the last name.

Do not include full book or article titles in the text of your essay: the Works Cited page is the place for this info.

Check that every critic, author, and critical work that you refer to in your essay and notes appears in your Works Cited page.   
  
Date when you accessed the material is no longer needed for online sources in the Works Cited page (see MLA 9).

Online sources need a complete URL (see MLA 9).  
  
Place of publication now needs to be omitted from Works Cited entries in almost all cases (see MLA 9).

Remove any hyperlinks from your essay AND works cited page (it’s very simple to Google how to do this).

Avoid scare quotes, parentheses, and asides. If extra info is needed, put it in a footnote.