

## Submission Guidelines

### ➤ Overall Presentation and Spelling

Manuscripts should be no fewer than 5,000 words and should not exceed 10,000 words, including footnotes and Bibliography.

Please use Microsoft Word for Windows or any comparable, compatible office software to produce your document, which should be A4 (210x297 mm) formatted, setting all margins (Top, Bottom, Left, Right) at 30 mm.

The text, formatted in Times New Roman (TNR) and single-spaced, will include the following parts:

- Title; TNR 18 Bold, Centred, press Enter once after.
- Surname(s) and Name(s) of the author(s); TNR 14 Normal. Centred, press Enter once after.
- The word 'Abstract'; TNR 14 Bold, Left, press Enter once after.
- Abstract contents (100-150 words); TNR 11 Normal, Left, press Enter once after.
- The word 'Keywords'; TNR 11 Bold Left, followed by 5 to 10 keywords (TNR 11 Italics), no full stop at the end, press Enter once after.

Headings are in TNR 14 Bold, Left, space once after, not numbered. Subheadings, also unnumbered, are in TNR 13 Bold.

The main text is in TNR 12 Normal, Justified. Start a new paragraph by indenting it 1 cm from the left margin.

For articles in English, use the 'z' alternative; e.g. realize, systematize (but excise, exercise, supervise, etc. where no alternative exists or when the -ise variant is the first, preferred spelling in the *OED*: 'analyse'). Do not put accents on capital letters or assimilated words such as elite, role, etc. Italicize foreign words.

### ➤ Quotations

These should be written between single quotation marks as follows: in English 'quotation', in Romanian „citată”, in French « citation ». Quotations within quotations will use double quotation marks (“...”), as in ‘with a whole theory of “I am’s”’.

Omissions within quotations should be indicated thus: [...].

Quotations longer than four lines should be indented by 2 cm, without quotation marks, using TNR 10. In such cases, double quotation marks in the original text will be replaced by single quotation marks.

Punctuation marks are written outside the closing quotation mark unless it is a full stop which is part of the quoted extract. Likewise, if your sentence ends with a quotation, the full stop goes before the closing quotation mark only if you are quoting a complete sentence, such that the full stop is in effect quoted from the original text. This rule also applies to footnoted and bibliographic references for those titles that occasionally end with a full stop.

It is the author's responsibility to seek permission to reproduce extracts whose length is in excess of what is allowed for fair deal usage (generally, quotations longer than 5 lines). Permission must be sought for ALL images and manuscript material.

## ➤ Referencing

Use footnotes, not endnotes. Superscript numbers in the text referring to footnotes come after any punctuation mark.

Essays should also have a section titled 'Bibliography' (word in TNR 14 Bold; references in TNR 11, with automatic numbering) at the end.

Use the following formats, loosely adapted from *The Chicago Manual of Style* (17<sup>th</sup> ed.):

### Page range

Use the following patterns: 100-101, 100-14, 110-11, 120-4, 120-34.

### Book – single author

Footnote form (first footnote)

Chris Holmlund, *Impossible Bodies: Femininity and Masculinity at the Movies* (New York: Routledge, 2002), 159.

Bibliographic form

Holmlund, Chris. *Impossible Bodies: Femininity and Masculinity at the Movies*. New York: Routledge, 2002.

### Book – more than one author

Footnote form (first footnote)

Michael Craton and Gail Saunders, *Islanders in the Stream: A History of the Bahamian People* (Athens, GA: University of Georgia Press, 1992), 24.

Bibliographic form

Craton, Michael, and Gail Saunders. *Islanders in the Stream: A History of the Bahamian People*. Athens, GA: University of Georgia Press, 1992.

**NB: use two-letter state abbreviations (here, GA for Georgia) for cities in North America to avoid confusion with place names in Europe and for lesser known locations.**

### Books – edited

Footnote form (first footnote)

*Postmodernism: A Reader*, ed. and intr. Thomas Docherty (New York: Harvester Wheatsheaf, 1993).

Bibliographic form

Docherty, Thomas (ed.). *Postmodernism: A Reader*. Introduced by Thomas Docherty. New York: Harvester Wheatsheaf, 1993.

**NB: Mention Introductions, Prefaces, and Forewords as part of the title when those are indicated on the title page.**

**If a specific or revised (corrected) edition has been used, indicate so, as follows:**

**Footnote form: 2<sup>nd</sup> ed.; rev. ed.; corrected ed.; etc.**

**Bibliographic form: Second Edition; Revised Edition; Corrected Edition; etc.**

**Chapter from book** (also for titles of individual poems, articles, short stories, etc.)

Footnote form (first footnote)

Jacques Derrida, 'Ulysses Gramophone: Hear Say Yes in Joyce', trans. François Raffoul, in *Derrida and Joyce: Texts and Contexts*, ed. Andrew J. Mitchell and Sam Slote (Albany: SUNY Press, 2013), 51.

**Bibliographic form**

Derrida, Jacques. 'Ulysses Gramophone: Hear Say Yes in Joyce'. Translated by François Raffoul. In *Derrida and Joyce: Texts and Contexts*. Edited by Andrew J. Mitchell and Sam Slote. Albany: SUNY Press, 2013. 41-86.

**NB: Indicate translator(s) where appropriate, i.e. after a single essay (as in the example above) or after a whole volume.**

**Article from journal**

**Footnote form (first footnote)**

Francesco Vitale, 'Jacques Derrida and the Politics of Architecture', *Serbian Architectural Journal* 2.3 (2010): 221.

**Bibliographic form**

Vitale, Francesco. 'Jacques Derrida and the Politics of Architecture'. *Serbian Architectural Journal* 2.3 (2010): 215-26.

**Article from an electronic journal**

**Footnote form (first footnote)**

Nicholas Royle, 'Clipping', *Forum: University of Edinburgh Postgraduate Journal of Culture and the Arts* 7 (2008): 2; available at <http://www.forumjournal.org/site/issue/07> [accessed 3 March 2013].

**Bibliographic form**

Royle, Nicholas. 'Clipping'. *Forum: University of Edinburgh Postgraduate Journal of Culture and the Arts* 7 (2008): 2. Available at <http://www.forumjournal.org/site/issue/07>. Accessed 3 March 2013.

**NB: Note the dd mm yy format in the date for last accession.**

**Newspaper article - no author**

**Footnote form (first footnote)**

'Gun Injuries Take Financial Toll on Hospitals', sec. 1, *Chicago Tribune*, 24 February 1994.

**Bibliographic form**

'Gun Injuries Take Financial Toll on Hospitals'. *Chicago Tribune*, 24 February 1994.

**Newspaper article – from an electronic database**

**Footnote form (first footnote)**

Sally Satel, 'Oxy-Contin Half-truths Can Cause Suffering', *USA Today*, 27 October 2003, final ed., Lexis-Nexis, via Galileo, <http://www.galileo.usg.edu>.

**Bibliographic form**

Satel, Sally. 'Oxy-Contin Half-truths Can Cause Suffering'. *USA Today*, 27 October 2003, Final Edition. Lexis-Nexis, via Galileo, <http://www.galileo.usg.edu>.

**Encyclopaedia article**

**Footnote form (first footnote)**

*The New Encyclopaedia Britannica*, 15th ed., s. v. 'dress and adornment', 715.

**Bibliographic form**

No entry: well-known reference books, such as major dictionaries and encyclopaedias, are normally cited only in notes and not in bibliographies.

### **Website (or part of a website)**

Footnote form (first footnote)

University of Georgia, 'Points of Pride'; <http://www.uga.edu/profile/pride.html> [accessed 30 October 2003].

Bibliographic form

University of Georgia. 'Points of Pride'. <http://www.uga.edu/profile/pride.html>. Accessed 30 October 2003.

### **Films**

Footnote form (first footnote)

*Adaptation.*, dir. Spike Jonze, 2002 (Burbank, CA: Colombia Pictures, 2010), DVD.

Bibliographic form

*Adaptation.* Directed by Spike Jonze. 2002. Burbank, CA: Colombia Pictures, 2010. DVD.

**NB: The full stop is part of the film's title and therefore should still be followed by a comma in the footnote form. The first year refers to the year of production, the second to the date when the referenced DVD was released.**

### **TV programmes**

Footnote form (first footnote)

*Newsnight*, BBC2, 2 May 2013.

Bibliographic form

*Newsnight*. BBC2. 2 May 2013.

### **Works of art (paintings, sculptures, etc.)**

Footnote form (first footnote)

Edward Hopper, *Nighthawks* (1947), The Art Institute of Chicago, Chicago.

Bibliographic form

Hopper, Edward. *Nighthawks* (1947). The Art Institute of Chicago, Chicago.

### **Form for Additional Footnote References**

Use this form after the first complete reference if only one work by this author is used:

Kelly, 256.

Use this form for additional references when more than one work by this author is used:

Kelly, 'Double Vision', 81.

**NB: use a comma, not a colon, in such cases.**