

# SUBMISSION GUIDELINES

- papers shall be submitted in .docx format.
- submit together with a separate .docx file providing the following:
  - short biographical note on the author(s) in the third person
  - acknowledge grant funding if necessary

## Page Layout of the submission:

Size: A4, portrait

Margins: left, right, top, bottom – 2.5 cm

Alignment: Justified

Page numbering: None

Font: Times New Roman, normal, 12 points

Spacing: 1,5

## The text should contain the following in the same order:

**Title** – font 14 points, bold, center alignment; do not use italics unless in titles of longer works such as novels, monographs, etc.

**ABSTRACT** – font 12 points, block alignment; not more than 200 words; use italics except for the titles of longer works such as novels, monographs, etc.

**KEYWORDS** – font 12, left alignment; use up to 6 keywords or phrases; do not capitalize initial letters unless they are proper names; separate individual segments with a comma; no period after the last one

## The body of the text:

- use sections if necessary (section headings in bold); avoid numbering them
- use block alignment of paragraphs; indent the first line in each paragraph except in the first paragraph in each section

## **BIBLIOGRAPHY**

- no extra space between entries; block alignment, hanging indent of the first line of each entry

### **Citations**

- use double quotation marks; single quotation marks should be used within double quotation marks when necessary (e.g. quotations marks in the original); use curly quotation marks

- indent quotation longer than 3 lines

- use three dots ... for ellipsis

- use index numbers and footnotes for referencing

- do not shorten the page range, i.e. use 295-297 not 295-97

- for referencing follow the Chicago Manual of Style (footnotes + bibliography); the most common instances are in the following templates; do not use Ibid. for subsequent footnotes

### **Monograph**

Footnote 1<sup>st</sup> use: Charles Johnson, *Being and Race: Black Writing Since 1970* (Bloomington: Indiana University Press, 1988), 22.

Subsequent footnotes: Johnson, *Being and Race*, 22.

Bibliography: Johnson, Charles. *Being and Race: Black Writing Since 1970*. Bloomington: Indiana University Press, 1988.

### **Chapter/part of a book**

Footnote 1<sup>st</sup> use: Jim McWilliams, "An Interview with Charles Johnson," in *Passing the Three Gates: Interviews with Charles Johnson*, ed. Jim McWilliams (Seattle: University of Washington Press, 2004), 275.

Subsequent footnotes: McWilliams, "An Interview," 276.

Bibliography: McWilliams, Jim. "An Interview with Charles Johnson." In *Passing the Three Gates: Interviews with Charles Johnson*, edited by Jim McWilliams, 251-280. Seattle: University of Washington Press, 2004.

### **Journal article**

Footnote 1<sup>st</sup> use: Grazyna Drzazga, and Magda Stroinska, "The Grammatical Gender of Death: A Textual and Discourse Approach," *Text und Diskurs* 5, no. 3 (2012): 218.

Subsequent footnotes: Drzazga and Stroinska, "The Grammatical Gender of Death," 218.

Bibliography: Drzazga, Grazyna, and Magda Stroinska. "The Grammatical Gender of Death: A Textual and Discourse Approach." *Text und Diskurs* 5, no. 3 (2012): 216-225.

## Internet Content

### 1/ Newspapers

Footnote 1<sup>st</sup> use: Sarah Churchwell, "A Visit from the Goon Squad by Jennifer Egan – review," *The Guardian*, March 13, 2011, available at: <https://www.theguardian.com/books/2011/mar/13/jennifer-egan-visit-goon-squad>.

Subsequent footnotes: Churchwell, "A Visit from the Goon Squad."

Bibliography: Churchwell, Sarah. "A Visit from the Goon Squad by Jennifer Egan – Review." *The Guardian* March 13, 2011. Available at <https://www.theguardian.com/books/2011/mar/13/jennifer-egan-visitgoon-squad>.

### 2/ Academic Journals

Footnote 1<sup>st</sup> use: Robert Kastenbaum, and Herman Carol, "Death Personification in the Kevorkian Era," *Death Studies* 21, no. 2 (1997): 115-130, accessed March 25, 2020, DOI: 10.1080/074811897202038.

Subsequent footnotes: Kastenbaum and Carol, "Death Personification," 125.

Bibliography: Kastenbaum, Robert, and Herman Carol. "Death Personification in the Kevorkian Era." *Death Studies* 21, no. 2 (1997): 115-130. Accessed March 25, 2020. DOI: 10.1080/074811897202038.