

INTERNATIONAL STUDIES
INTERDISCIPLINARY POLITICAL AND CULTURAL JOURNAL

Instructions for Authors

Please make sure that you consider all of the following points before you submit your article.

We only accept **texts written in English**.

Texts should include:

- the title of the article,
- the author's name,
- institutional identification,
- the address of this institution,
- the author's ORCID number,
- and the author's e-mail address.

In the manuscript the title should precede the author's name, affiliation, full institutional address information, ORCID number and e-mail address (everything bold, centered, an initial capital for each major word capitalized). If the manuscript has more than one author, all should provide this data.

Essays should **not exceed 5.000 words** (20 A4 pages) including tables and references; announcements and reviews should be no longer than 2.500 words (10 A4 pages).

All texts should be edited using **Times New Roman 12 p., line spacing 1.5**.

Articles should be sent in .doc and .pdf format **to the e-mail address of the Editorial Board**

(internationalstudies@uni.lodz.pl) **or submit on Open Journal Systems:**

<https://czasopisma.uni.lodz.pl/international/about/submissions>

Contributors are also expected to supply at the beginning of their article

- an **abstract** (of not more than 100 words),
- maximum 10 **keywords**,
- and (in a separate attachment or file) their **biographical blurb** (150 words).

Illustrations and photographs are welcome. They should be sent in .bmp or .jpeg (.jpg) format, with a minimal resolution of 300 dpi. All tables and illustrations should be titled and numbered. Captions should be attached as a separate .doc file; they must contain the information concerning the source and the copyright as well as the date when the picture was taken. Authors are responsible for the acquiring and possession of reproduction permissions with regard to the pictures used.

Author's explanatory notes should be numbered consecutively and placed underneath as **footnotes**, not at the end of the manuscript (please keep all notes to a minimum).

International Studies Style Sheet

1. **Abbreviations** are expressed without full stops (e.g. USA).
2. **Bold** is restricted to essay titles and subheadings.
3. **Essay subheadings** have an initial capital for each major word and are unnumbered.
4. **Italics** are used for titles of books, journals, newspapers, films, plays, etc. Italics are also used for foreign words also for emphasis where necessary.
5. **Spelling:** British English.
6. **Dashes:** Unspaced em dashes—are used for parenthetical comments.
7. **Dates** in the body of the text: February 18, 2011.
8. **Foreign language** words or phrases: accompanied by a translation in brackets. Book titles and article titles in a foreign language are accompanied by translation in square brackets.
9. **Hyphenation:** we use “worldwide,” “postwar” and “postcolonial” but “socio-political,” “anti-terrorist.”
10. **Numbers** that begin a sentence are spelled out (e.g. eighty percent).
11. **Percent:** written as % but spelled out in the beginning of a sentence.
12. **Numbers of centuries** are spelled out (e.g. twentieth century).
13. **Elision** of numbers: we use 135–36 not 135–136. This does not apply to teens or when the first number ends in zero (40–43 rather than 40–3).
14. **Omission of text:** shown by an ellipsis. The form is . . . with a character space on either side. If a sentence ends before the ellipsis a full stop follows it without a space. . . . Then the rest of the ellipsis is spaced as already stated.
15. **Quotation marks:** we use double curly quotation marks. Single quotation marks only for quotes within quotes. MLA: “By convention, commas and periods that directly follow quotations go inside the closing quotation marks, but a parenthetical reference should intervene between the quotation and the required punctuation. . . . All other punctuation

marks--such as semicolons, colons, question marks, and exclamation points--go outside a closing quotation mark, except when they are part of the quoted material.”

16. **Parenthesis:** The full stop goes inside if the parenthesis forms an independent sentence (and outside if it is part of a sentence).
17. The names of **publishers** are spelled out (Oxford University Press rather than OUP).
18. We use English spelling for foreign geographical names.
19. **Margins:** 2.5 centimeters all around.
20. Leave only **one space** after periods or other punctuation marks.
21. Create a header that **numbers all pages** consecutively (at the bottom, the right-hand corner).
22. **Indent** the first line of paragraphs one 1.5 cm from the left margin.
23. **Works Cited**--the heading centered and in bold.

In-text citations

Publications are referred to in the text in one of the forms shown below.

1. If the author's name occurs in the sentence only the page number is given in parentheses e.g.
In a popular study Brown (55) argued that...
2. If the name does not occur naturally in the sentence, both the author's surname and page number are given in parentheses e.g. (Austin 17).
3. If you refer to two several books by the same author, please use the author's surname followed by coma, then the title of the work you are referring to and page number e.g. (Austin, *Sense and Sensibility* 17).
Similarly, if you are using more than one essay or article by the same author, give the surname, the title of article indicated by quotation marks and the page numbers e.g. (Sewerynski, "Legal Countermeasures..." 34).
4. If there are two or three authors, all author surnames should be given e.g. (Brown and Thompson 136) (Johns, Craig and Davies 273).
5. If there are more than three authors the surname of the first author only should be given, followed by *et al.* (Williams *et al.* 19).
6. If there is no author, the title of a book/article and the page number should be given e.g. (*The Political History...* 7) ("Geopolitics of Central European..." 14).
7. If you cite from a work in a multiple volume, identify the volume and the page number e.g. (Runciman 3: 124).
8. If you cite from a newspaper or a magazine article, give the author if available, otherwise use the title of the article and page number e.g. (Flanagan 15) ("The Shocking Legacy...").
9. In case of encyclopedia use author's name (if given) or the editor's name and the page number. If neither author's nor editor's name is given, use the title e.g. (McMillan 16) (*Encyclopedia of Philosophy* 14).

10. Web documents should be cited using the author (if there is one) or title in parenthesis e.g. (Lee) (“The World Bank In Malaysia”).
If the source includes fixed page numbers (not page numbers of a printout) or section numbering (e.g. paragraphs), the relevant numbers should be cited. Give the appropriate abbreviation before the numbers (Moulthrop, pars. 19–20).
11. In case of personal communications and other non-recoverable data, give name and surname of the communicator and provide as exact a date as possible e.g. (personal communication, 2 March 2023).
12. Diagrams should be referenced as though they were a quotation with the author and date given alongside and full details in the list of works cited.
13. If the author refers to a source quoted in another work, he/she should provide information on secondary source by using the abbreviation “qtd. in” and list the work used in the works cited e.g. (qtd. in Brown 24). You need to list the work you have used, i.e. Brown, in the works cited.
14. A short quotation of less than 4 lines may be included in the body of the text in quotation marks, but if it is longer block quotations indented from the left margin (use Tab) should be used instead.

Works Cited (examples)

Works cited should be included after the main body of the manuscript in alphabetical order of authors' names.

- **Books**

Austen, Jane. *Sense and Sensibility*. Ed. Claudia Johnson. New York: Norton, 2001.

Bourdieu, Pierre, and Jean-Claude Passeron. *Reproduction in Education, Society and Culture*. London: Sage, 1977.

Dostoevsky, Feodor. *Crime and Punishment*. Trans. Jessie Coulson. Ed. George Gibian. New York: Norton, 1964.

Encyclopedia of Virginia. New York: Somerset, 1993.

Friedman, T.L. *The World Is Flat: A Brief History of the Twenty-First Century*. New York: Farrar Straus & Giroux, 2005.

Follett, Ken. *Lie Down with Lions*. New York: Signet, 1986.

Follett, Ken. *The Pillars of the Earth*. New York: Signet, 1990.

The MLA Handbook for Writers of Research Papers. 7th ed. New York: Modern Language Association of America, 2009.

- **Edited books**

Lilburn, Tim, ed. *Poetry and Knowing: Speculative Essays and Interviews*. Kingston, Ontario: Quarry Press, 1995.

- **Books in series**

Zamora, Margarita. *Reading Columbus*. Latin American Literature and Culture 9. Berkeley: University of California Press, 1993.

- **Multivolume works**

Plato. *Dialogues of Plato*. Ed. and trans. Benjamin Jowett. 4 vols. Oxford: Clarendon, 1871.

Plato. *Complete Works*. Ed. John M. Cooper, and D. S. Hutchinson. Vol. 1. Indianapolis: Hackett, 1997.

- **Republished books**

Atwood, Margaret. *Surfacing*. 1972. New York: Doubleday, 1998.

- **Books/publications by a corporate body**

UNESCO. *General information programme and UNISIST*. Paris: Unesco, 1993. PGI- 93/WS/22.

- **Chapters form books, contributions in a book / an anthology or compilation**

Scholte, J.A. "The Globalization of World Politics." *The Globalization of World Politics. An Introduction to International Relations*. Eds. J. Baylis, S. Smith, Oxford: Oxford University Press, 1997: 7–15.

Foucault, Michel. What is an Author? *Language, Counter-Memory, Practice*. Trans. Donald F. Bouchard and Sherry Simon. Ed. Donald F. Bouchard. Ithaca, New York: Cornell University Press, 1977: 124–127.

- **Chapter/article in an edited volume**

Steffler, John. "Language as Matter." *Poetry and Knowing: Speculative Essays and Interviews*. Ed. Tim Lilburn. Kingston, Ontario: Quarry Press, 1995: 45–51.

- **Introduction, Preface, Foreword or Afterword in a book**

Greetham, David C. Foreword. *A Critique of Modern Textual Criticism*. By Jerome McGann. Charlottesville: University of Virginia Press, 1992: ix–xix.

- **Conference papers**

Halio, Jay L. New Trends in Shakespeare Editing: King Lear. *Proceedings of the Fifth International Conference New Trends in English and American Studies*, 2–7 April 1990, Cracow. Eds. Marta Gibińska and Zygmunt Mazur. Kraków: Universitas, 1992: 35–44.

- **Reference works**

Bergman, Peter G. “Relativity.” *Encyclopedia Britannica*. Vol. 26. 15th ed. Chicago: Encyclopedia Britannica, 1998: 501–508.

- **Articles in a reference book**

Culture. *Compact Oxford English Dictionary*. 3rd ed. 1989.

- **Journal articles**

Sewerynski, M. “Legal Countermeasures Against Unemployment in Poland During Political System Transformation.” *International Studies: Interdisciplinary Political and Cultural Journal* 1 (2000): 51–62.

Kelley, Klara and Harris Francis. “Traditional Navajo Maps and Wayfinding.” *American Indian Culture and Research Journal* 29.2 (2005): 85–111.

- **Articles from a magazine / weekly periodical**

Single, Peter. English Theatre of the Past. *New Republic* 12 June 1999: 27–36.

Heilpern, John. Full of Sound and Fury, Signifying Nothing. *The New York Observer* 17 Jan. 2000: 19.

- **Articles in a newspaper**

Waiting for the Fall. *The New Yorker* 27 June 1988: n.p.

Brantley, Ben. The Prince In Us All. *The New York Times* 1 June 2001: E1+.

- **Unpublished dissertations**

Aguter, Alan. The Idea of Story and Discourse. Diss. Texas University at Austin, 1993.

- **Articles from e-journals**

Kaplan, N. “E-Literacies: Politexts, Hypertexts, and Other Cultural Formations in the Late Age of Print.” *Computer-Mediated Communication Magazine* 2.3 (15 March 1995): 1–4. Web. 14 May 2004, <http://www.december.com/cm/mag/1995/mar/kaplan.html>

- **Individual work / document from Internet Site**

“Tiger’s winning streak ends at Doral”. ESPNET SportsZone. Web. 24 March 2008,
<http://www.espn.com/gen/top/0108716001.html>

Tapper, Jake. “Fighting for the White Male Voter”. ABC News (11 March 2000). Web. 28 March 2008, <http://abcnews.go.com/GMA/Vote2008/story?id=4511882&page=1>

- **Entire Internet Site / General Web site**

Internet Shakespeare Editions. Ed. Michael Best. 2005. University of Victoria. 22 June 2004,
<http://ise.uvic.ca/>

- **TV programs, series**

Blair, Tony. Interview. *Six O'clock News*. BBC1. 29 Feb. 1997.

- **Films, video**

Macbeth. Dir. Orson Welles. Film. Republic Pictures, 1948.

Birds in the Garden. Video. London: Harper Videos, 1998.

- **Personal electronic communications (e-mail)**

Boyle, Anthony T. Re: Utopia. E-mail to Smith, Richard. 21 June 2003.

If there is doubt about the standard to be used, please note that we will be using the 2009 edition of MLA Handbook for Writers of Research Papers.

Submissions that do not conform to the MLA style sheet requirements will not be considered for publication.

IS publishing policy:

- **Manuscripts submitted must not be under simultaneous consideration by any other journal.**
- The authors must submit a statement about the originality of his/her article, which must be signed and send to the e-mail address of the Editorial Board. Our goal is to eliminate **ghostwriting** and **guest authorship** practices i.e. situations, in which the real author/major contributor has not been acknowledged, or, conversely, there are, among the contributors, people whose involvement was minimal or none. We consider such practices unethical, as they undermine the credibility of the entire publication system. All cases of ghostwriting and

guest authorship will be disclosed and reported to the institutions, where the suspect authors are affiliated. Upon acceptance of an article, author(s) will be asked to transfer the copyright. All manuscripts submitted to “International Studies” are checked via **Similarity Check** tool to detect plagiarism.

- **The journal does not have article processing charges (APCs) nor article submission charges.**