TEXT MATTERS: A JOURNAL OF LITERATURE, THEORY AND CULTURE

BASIC PUBLICATION REQUIREMENTS:

1. Articles, interviews and reviews are welcome as contributions.

2. Reviews should be between <u>1200</u> and <u>1600</u> words.

3. Articles should be between <u>4000</u> and <u>7000</u> words (including all in-text citations, footnotes and the Works Cited section). Each article should be preceded by:

   a) an abstract of <u>max. 250</u> words;

   b) <u>3–6</u> keywords;

   c) a full title;

   d) an abbreviated title (<u>max. 65</u> characters, including spaces) to be used as a running header;

   e) a short biographical note (<u>max. 150</u> words) accompanied by an official email address and an ORCID number.

4. Information about the author should be written in the upper left corner of the first page and include the following:

   a) name and surname;

   b) name of the university or any other academic organization.

6. MLA 9 style should be used throughout. Major failure to comply with this requirement will result in an automatic rejection of the submitted article.

7. The number of footnotes should be kept to a minimum. When simply citing the source, use in-text citations.

8. Use italics for titles of larger works (novels, films, paintings, etc.).

9. Use double quotation marks for titles of shorter works (short stories, poems, articles, essays, song titles, etc.).

10. Use single quotation marks exclusively for quotes within quotes. For emphasis, use italics.

11. Use consistently either British or American English spelling throughout.

12. Use the serial comma with "and" and "or."

FONT REQUIREMENTS AND FORMATTING:

1. Submitted texts (and/or abstracts beforehand) should be edited in MS WORD, 1997 edition or later (not PDF files).

2. All margins should be 2,5 cm.

3. Capitalize all the major words in the title (unless it's a quote). If you have a subtitle, use a colon to separate it from the main title.

4. Use Times New Roman, size 12. Double-space and fully justify (flush left and right) your article.

For block quotations and footnotes, use font size 10, flush left and right.

For article titles, size 14, bold, centered.

For section subtitles, size 12, capital letters, flush left and right.

5. Do not indent the first line in these cases: in the article's opening paragraph, in paragraphs that immediately follow section subtitles, in paragraphs that immediately follow a block quotation.

6. Indent the first line of other paragraphs by 10 mm.

7. Dashes should be shown as em-dashes, with no space before or after the dash, e.g.,

This hypothesis, however—Brown argues—is unfounded.

8. Avoid the following formatting tools:

a) soft return (Shift+Enter combination);

b) hard space (Space+Shift combination);

c) page division;

d) footers and headers (except for the sake of page numbers; see next point for details);

e) unnecessary spaces (e.g., multiple spaces for paragraph indenting, double spaces between words, unnecessary spaces at the end of paragraphs).

9. Place page numbers in the footers (TNR, size 12, centered).

IN-TEXT CITATIONS:

1. Provide parenthetical citations that follow the author-page method:

Pullman is described as "a withered little lizard of a man" (McEwan 11).

2. When the author is mentioned in a signal phrase or otherwise known from the context, give only the page number in parentheses:

McEwan describes Pullman as "a withered little lizard of a man" (11).

3. If you cite more than one work by a particular author, include a shortened title (preferably, the main noun or the main nominal phrase), using the following punctuation:

Pullman is described as "a withered little lizard of a man" (McEwan, *Amsterdam* 11).

McEwan describes Pullman as "a withered little lizard of a man" (*Amsterdam* 11).

In *Amsterdam*, McEwan describes Pullman as "a withered little lizard of a man" (11).

4. The rule which requires you to use double quotation marks for titles of shorter works also applies to in-text citations. Example: (McGahern, "High Ground" 13).

5. When there are two or three authors, include all the names (either in the signal phrase or in parentheses):

It is worth noting that "[f]eminist critics have applied this model to portray women writers as *disinherited daughters* who are nonetheless capable of producing literature that contests, distorts and revises the master texts of their literary fathers" (Gilbert and Gubar 46–53, emphasis mine).

It has also been argued that "an important site of conflict within post-colonial literary cultures is generated, as the backward-looking impotence of exile and the forward-looking impetus to indigeneity collide (Ashcroft, Griffiths, and Tiffin 136).

6. With more than three authors, include the name of the first author given, followed by the phrase: et al. Example: (Smith et al. 243).

7. When the name of the author is unknown, use the complete title in the signal phrase or a shortened title in parentheses. Example: ("Sad Encounters" 15).

8. If you need to quote someone cited in a text written by another author, begin the in-text citation with the following: qtd. in.

Example:

William Trevor describes himself as "Irish . . . to the last vein in [his] body" (qtd. in Core 373).

9. For interviews, use the name of the person interviewed, not that of the interviewer.

10. When you use a source with no page numbers (e.g., Internet sources, personal interviews, private correspondence and other unpublished texts), include the name of the author only or, if this is also unknown, the shortened title. Examples: (Smithson) or ("Sad Encounters").

11. When providing page ranges, give the last two digits of the second page number whenever available, e.g., 1–3, 11–13 (not 11–3), 23–25, 42–59, 178–99 (not 178–199). When necessary, more digits should be used, e.g., 178–205.

12. Use a semicolon to separate the citations when you cite multiple sources in the same parenthetical reference: (Botting 17; Mulvey-Roberts 134; Punter 34–35).

13. For other rules, consult the MLA 9 Handbook.

QUOTATIONS:

1. Quotations from prose:

1a. Quotations shorter than 50 words should be incorporated in the text and placed inside double quotation marks. Single quotation marks should only be used for quotes within quotes. In both cases, typographic quotation marks should be used instead of straight marks.

1b. If the quoted material exceeds 50 words, block quotations should be used. They should be indented by 10 mm from both sides and separated with a one-line space before and after. (Unlike

with short quotations, place the full stop, or any other closing punctuation mark, before the parenthetical citation.)

2. Quotations from poetry:

2a. Short quotations from poetry (up to three lines) should be incorporated in the text and placed inside double quotation marks. Each separate line should be indicated with a slash (with a space before and after). If there is a stanza break in the quotation, use a double slash (//) (with a space before and after).

2b. If the quoted material exceeds three lines, block quotations should be used. (For punctuation and indentation, see the section above.)

3. Omissions from quotations:

3a. For an omission within a sentence, use three periods with a space before and after each period (without parentheses):

> Her soul becomes the object of what one reviewer has described as "a battle . . . waged between the forces of good and evil" (McGrath 1).

3b. An omission of a whole sentence or more should be indicated with four periods, with no space before the first:

> "On the thick sheet ice of the streets walking has to be relearned. The jungle of houses is so impenetrable that only brilliance strikes the eye. . . . Every step one takes here is on the named ground" (Benjamin 99).

WORKS CITED SECTION:

All texts cited should be listed alphabetically in the WORKS CITED section at the end of your article, for which the format is as follows:

1. Book with one author:

Spark, Muriel. *The Public Image*. Penguin, 1990.

2. Book with one editor:

Gunn, Giles, editor. *Literature and Religion*. Harper, 1971.

3. Books with more than one author/editor:

a) with up to three authors:

Ashcroft, Bill, Gareth Griffiths, and Helen Tiffin, editors. *The Post-Colonial Studies Reader*. Routledge, 1995.

b) with more than three authors:

Quirk, Randolph, et al. *A Comprehensive Grammar of the English Language*. Longman, 1985.

4. Work (short story, poem, essay) in a collection (by the author themselves):

García Márquez, Gabriel. "A Very Old Man with Enormous Wings." *"Leaf Storm" and Other Stories*, translated by Gregory Rabassa, Harper, 1972, pp. 105–12.

5. Work/chapter in an edited collection/anthology/book:

O'Connor, Flannery. "The Life You Save May Be Your Own." *The Realm of Fiction: Seventy-Four Stories*, edited by James B. Hall and Elizabeth C. Hall, McGraw, 1977, pp. 479–88.

6. Preface, introduction, foreword, afterword:

Byatt, A. S. Introduction. *The Mill on the Floss*, by George Eliot, Penguin, 1985, pp. xi–xlii.

7. Articles in journals:

Howey, Ann F. "Reading Elaine: Marjorie Richardson's and L. M. Montgomery's Red-Haired Lily Maids." *Children's Literature Association Quarterly*, vol. 32, no. 2, 2007, pp. 86–109.

Burgess, Anthony. "Politics in the Novels of Graham Greene." *Literature and Society*, special issue of *Journal of Contemporary History*, vol. 2, no. 2, 1967, pp. 93–99.

8. Articles in newspapers and magazines:

Banville, John. "Erin Go Bust." *New York Times*, 16 Oct. 2008, p. 39.

9. Reviews:

DeZelar-Tiedman, Christine. Review of *A Map of Glass*, by Jane Urquhart. *Library Journal*, 15 Feb. 2006, p. 112.

McGrath, Patrick. "Never Did Spider More Hungrily Wait." Review of *Felicia's Journey*, by William Trevor. *New York Times Book Review*, 8 Jan. 1995, p. 1.

Tayler, Christopher. "The Emotional Housekeeping of the World." Review of *Too Much Happiness*, by Alice Munro. *The Guardian*, 15 Aug. 2009, https://www.theguardian.com/books/2009/aug/15/alice-munro-too-much-happiness, accessed 20 Sept. 2009.

10. Interviews:

Martin, Valerie. Interview by Rob Smith. *Contemporary Literature*, vol. 34, no. 1, 1993, pp. 1–17.

Harrison, Tony. Personal interview. 19 Apr. 2014.

Heller, Zoë. "I Loathe Myself by the End of Each Week." Interview by Christina Patterson. *The Independent*, 24 Oct. 2013, https://www.independent.co.uk/arts-entertainment/interviews/zo-235-heller-i-loathe-myself-by-the-end-of-each-week-1702699.html, accessed 19 Feb. 2017.

11. Manuscripts, typescripts, unpublished letters, emails, personal communication, unpublished dissertations:

Chaucer, Geoffrey. *The Canterbury Tales*. 1400–10. MS Harley 7334. British Museum, London.

Urquhart, Jane. Letter to the author. 17 May 2001.

Swift, Graham. "Re: *Last Orders*." Email to the author. 22 Aug. 2001.

Roberts, Michèle. Personal communication with the author. 18 Sept. 2017.

Nowak, Marek. "The Uncanny in the Works of Angela Carter." 2004. University of Lodz, MA thesis.

12. Published letters (add the number if it is assigned):

Woolf, Virginia. "To T. S. Eliot." 28 July 1920. Letter 1138 of *The Letters of Virginia Woolf, Volume 2*, edited by Nigel Nicolson and Joanne Trautmann, Harcourt, 1976, pp. 437–38.

 13. Two or more works by the same author:

Heller, Zoë. *Notes on a Scandal*. Penguin, 2007.

Heller, Zoë. "Writers Writing: Zoë Heller in Conversation with Catherine Robson." Interview by Catherine Robson. *YouTube*, uploaded by NYU Center for the Humanities, 4 Dec. 2013, https://www.youtube.com/watch?v=xAfGYGIuK-I, accessed 20 July 2018.

14. Online material:

Give the date of publication, as well as the date of access (examples included in specific sections above) and the URL.

15. Anonymous texts/texts by organizations:

Start the entry with the title of the work or the name of the organization. Alphabetize the entry by the first word of the title.

PUBLICATION DETAILS FOR THE WORKS CITED SECTION:

1. Give the publisher's name and the year of publication (see examples above).

2. If more than one publisher is listed, give all of them, separating them with a forward slash (e.g., Benn/Barnes).

3. Shorten the publisher's name, omitting articles (a/an/the), business abbreviations (Inc., Ltd.) and descriptive words (Books, Press, Publishing, Publishers, House). However, in case of surname/s, give a full name (e.g., "W. W. Norton," "Peter Lang," "Faber & Faber").

4. Use "U" and "P" when citing university presses, e.g., Oxford UP, U of Michigan P.

5. In biographical notes and in the body of the text, however, use the publisher's full name (e.g., "Oxford University Press and Penguin Books published her two recent collections of short texts").

6. If there are more works by one author, list them alphabetically (first, their individual works, then collaborations). Do not ignore articles (a/an/the).

7. Add DOI whenever applicable—use this free tool to complete it successfully: https://doi.crossref.org/simpleTextQuery

To find DOI, paste the whole bibliography and press "enter" at the end of each position. As a result, a bibliography with a suggested DOI appears. Verify each DOI and then copy and paste them into your article. Do not put a full stop after DOI. See example below.

Vernallis, Carol. *Unruly Media: YouTube, Music Video, and the New Digital Cinema*. Oxford UP, 2013. https://doi.org/10.1093/acprof:oso/9780199766994.001.0001

8. For films, use the following format:

Under the Skin. Directed by Jonathan Glazer, performances by Scarlett Johansson and Jeremy McWilliams, Film4/British Film Institute (BFI), 2013.

9. The Bible:

The Bible. Authorized King James Version, Oxford UP, 1998.