

eBook AEDEAN 2015

Please note that proposals must be sent to the coordinator of the corresponding panel. You can check the contact information for the panel coordinators in the webpage of the Association: <http://aedean.org>

Deadline for submission: **February 1, 2016**

FORMAL GUIDELINES

Your contribution must adapt to these formal guidelines:

1. EXTERNAL PRESENTATION

1.1. Abstract: The first page of each article must include a **100-150 word summary**. It should be indented and positioned immediately before the body of the text, after the title. It should consist of one paragraph and should contain no bibliographical reference in parenthetical form.

1.2. Keywords: Right after the abstract, append **a list of up to six keywords** so that your contribution can be accurately classified by international reference indexes.

1.3. Language: Manuscripts are to be submitted **in English or in Spanish**. In the case of using English, authors must consistently follow either British or American spelling conventions.

1.4. Length of contributions: 2,500-3,000 words.

2. GENERAL STYLISTIC, STRUCTURAL AND FORMATTING GUIDELINES

All manuscripts should follow the guidelines of *The Chicago Manual of Style*, 16th edition, unless otherwise specified.

2.1. Titles of contributions. Place them at the top of the page on which the text begins. Capitalize only the first letter of the first word and all other significant words (nouns, adjectives, verbs and adverbs) as well as proper nouns. Always capitalize the last word. Do not use period after titles.

2.2. Textual divisions and headings. Section headings should be used with discretion. They must begin from the left margin, with no period at the end. Headings may be numbered. The

use of Arabic numerals is recommended. If absolutely necessary, further division within a section should follow the same format used for section headings. They must be preceded by Arabic numerals separated by full stop (e.g., 1.1). Do not capitalize headings in full.

2.3. Tables, drawings and graphic items.

Please avoid their proliferation, since it may result in an excessive number of pages. This could affect the eligibility of your work for publication. All tables and figures should be numbered consecutively and referred to by their numbers within the text (e.g., as we see in example/table/figure 1).

2.4. Punctuation

All punctuation marks should be placed before closing quotation marks.

Question marks (?) and exclamation marks (!) should not normally be used in scholarly writing, unless they are part of a quotation.

Do not use commas (,) before “and” and “or” in a series of three or more. Never use a comma and a dash together. A comma can never precede a parenthesis; it must always follow it (such as this), if required by the context.

A dash (—) is not the same as a hyphen (-). The former is used to introduce an explanation (you must arrive on time—not two hours late), and the latter joins words in a compound such as “twenty-four.”

Square brackets ([]) are used for an unavoidable parenthesis within a parenthesis, to enclose interpolations or comments in a quotation or incomplete data and to enclose phonetic transcription. (Slash marks [/] are used to enclose phonemic transcription)

2.5. Numbers

Spell out whole numbers from zero to one hundred and numbers followed by *hundred*, *thousand*, *hundred thousand*, *million* or *billion*. Spell out all numbers beginning a sentence.

2.6. Dates

Centuries are spelled out and lowercased (the twenty-first century). Use either standard dating (April 13, 1990) or new style dating (13 April 1990) but be consistent. No comma is used between month and year when no date is given (May 1990).

2.7. Italics

Use Italics for emphasis, foreign words, technical terms and linguistic forms (words, phrases, letters) cited as examples or as subjects of discussion. Italicize titles of books, plays, periodicals, films, television and radio programmes, paintings, drawings, photographs, statues or other works of art.

2.8. Capitalization

Capitalize the first letter of the first word and of all the principal words—including nouns, adjectives, adverbs and verbs in hyphenated compounds, but not articles, prepositions and conjunctions—in titles of publications, lectures or papers. In mentioning magazines, journals or newspapers (e.g., the *Gentleman's Magazine*), do not treat an initial definite article as a part of the title.

Do not capitalize references to standard parts of a specific work, such as preface, acknowledgements, appendix, chapter, etc. (e.g., as discussed in chapter four).

2.9. Quotation marks

Double quotation marks (“ ”) are used to enclose quoted speech or writing when they are run into the text. For quotations within run-in quotations, use single quotation marks. If there are quotes within an indented quotation, the double quotation marks are used.

Use double quotation marks for: a) scare quotes (nonstandard or ironic sense); b) translation of foreign words (e.g., agua, “water”); c) titles of articles, book chapters and poems.

2.10. Quotations

All quotations should correspond exactly with the originals in wording, spelling, capitalization and internal punctuation. The italicizing of words for emphasis, or the modernizing of spelling should be explicitly indicated. If the source contains a spelling error, insert the italicized word *sic* in square brackets ([*sic*]). Clarifications must be enclosed in brackets (“He [Stephen Spender] is one of the finest poets Britain has ever produced”).

2.11. Run-on and indented quotations

Unless special emphasis is required, prose quotations up to about 75 words should be run in the surrounding text. Longer quotations should be set off, indented and never enclosed in quotation marks. Verse quotations of up to two lines should be run in, with the lines separated with a slash, leaving one space on either side (/). Longer verse quotations must be set off.

2.12. Ellipsis within quotations

Use three spaced periods to delete part of a quotation but do not enclose them in brackets. To indicate the omission of the end of a sentence or ellipsis after the conclusion of a complete sentence, use three spaced periods following the sentence period (e.g., She shared her research with students and colleagues. . . . until her departure in 1977.).

Avoid using spaced periods to open or to close quotations that are obviously complete syntactic fragments.

2.13. Use of publishers' names

Publishing company names are abbreviated in the list of works cited. Remove articles, business abbreviations (Co., Inc.) and descriptive words (Press, Publishers). Any university

press will be abbreviated according to one of these two patterns: U of Miami P, or Toronto UP.

2.14. Footnotes

These should be limited to authorial commentary that cannot be easily accommodated in the body of the text and their use is discouraged. They must not be used to give bibliographical references that can appear in parenthetical form within the text. They should be numbered, superscripted and placed after the closest punctuation mark.

3. DOCUMENTING SOURCES

Two different types of documentation will be used: parenthetical in-text citations and a works cited list. Each source must be documented both ways. Never use Latin reference tags (*op. cit.*, *ibidem*, etc.).

Missing information: Use n.p. for “no publisher” where the publisher’s name would appear in your entry, also for “no place of publication” and “no page”; n.d. for “no date”. If the author or editor is unknown, the entry should begin with the title of the publication.

As a guide in your editing process, please follow these examples both for the list of works cited and their corresponding parenthetical citation. Other cases not included here must also follow *The Chicago Manual of Style* latest edition.

BOOKS WITH SINGLE AUTHOR:

Barnes, Julian. 1984. *Flaubert’s Parrot*. London: Jonathan Cape.

(Barnes 1984, 38)

SEVERAL BOOKS BY THE SAME AUTHOR (AND SAME YEAR OF PUBLICATION):

Samaddar, Ranabir. 1999a. *The Marginal Nation. Transborder Migration from Bangladesh to West Bengal*. Delhi: Sage.

———. 1999b. *Reflections on Partition in the East*. Kolkata: Vikas.

(Samaddar 1999a, 124)

(Samaddar 1999b, 241)

BOOKS WITH TWO OR MORE AUTHORS:

Allan, Keith and Kate Burridge. 1991. *Euphemism and Dysphemism. Language Used as Shield and Weapon*. Oxford and New York: Oxford UP.

(Allan and Burridge 1991, 24)

Burford, Barbara, Gabriela Pearse, Grace Nichols and Jackie Kay. 1988. *A Dangerous Knowing. Four Black Women Poets*. London: Sheba.

(Burford et al. 1988, 45)

BOOK BY A CORPORATE AUTHOR:

American Cancer Society. 1987. *The Dangers of Ultra-Violet Rays*. Washington: ACS.

EDITED BOOKS:

Broadbent, John, ed. 1974. *Poets of the Seventeenth Century*. 2 vols. New York: New American Library.

TRANSLATIONS/EDITIONS:

Bakhtin, Mikhail. 1981. *The Dialogic Imagination: Four Essays*. Translated by Michael Holquist and edited by Caryl Emerson. Austin: U of Texas P.

REPRINTS:

Treharne, Elaine, ed. (2000) 2010. *Old and Middle English c.890-c. 1450. An Anthology*. Reprint, Malden, MA and Oxford: Blackwell.

(Treharne [2000] 2010, 98)

MULTIVOLUME WORK:

Wiles, Rassele, ed. *The Complete Prose of Claus Rassele*. 9 vols. Chicago: U of Chicago P.

Rassele, Claus. 1959-72. *The Eternal Fire*. The Complete Prose of Claus Rassele, edited by Randal Wiles, vol. 3. Chicago: U of Chicago P.

BOOK CHAPTERS OR PARTS OF A BOOK:

Olsen, Tillie. 1977. "Tell Me a Riddle." In *Jewish-American Stories*, edited by Irving Howe, 82-117. New York: Mentor-NAL.

Berger, Samuel. 1983. Introduction to *International Terrorism*, by Morris Provis, xiv-xxii. Champaign: U of Illinois P.

JOURNAL ARTICLES:

Pope, Marcel Cornis. 1990. "Poststructuralist Narratology and Critical Writing: A 'Figure in the Carpet' Textshop." *Journal of Narrative Technique* 20 (2): 245-65.

(Pope 1990, 247)

JOURNALS CONSULTED ONLINE:

Please include a DOI or URL.

Anderson, Jane. 2013. "Intertextual Strategies in Emma Tennant's *The Beautiful Child*." *Journal of Intertextual Studies* 76: 11-33. Doi: 11.1086/ahr.116.8.976.

(Anderson 2013, 30)

Suedfeld, Peter. 1997. "Reactions to Societal Trauma: Distress and / or Eustress." *Political Psychology* 18 (4): 849-61. <http://www.jstor.org/stable/3792213>.

(Suedfeld 1997, 860)

NEWSPAPER ARTICLES/ REVIEWS:

Banks, Sandra. 1986. "The Devil's on Our Radio." *People*, May 7, 72.

Churchwell, Sara. 2012. Review of *Home*, by Toni Morrison. *Guardian*, April 27. <http://www.theguardian.com/books/2012/apr/27/toni-morrison-sarah-churchwell-home>.

Smith, Ali. 2012. "Once upon a Life." *Observer*, May 29. <http://www.theguardian.com/lifeandstyle/2011/may/29/once-upon-life-ali-smith>.

(Smith 2012)

UNPUBLISHED THESIS AND MANUSCRIPTS:

Sandrei, Maria. 1990. "Life and Death in Eighteenth-Century Love Letters." PhD diss., University of Oviedo, 1990.

Klein, Katherine. "Postmodern Literary Theory Revisited." Unpublished manuscript, last modified October 2, 2013, Microsoft Word file.

LECTURES / PAPERS PRESENTED AT CONFERENCES:

Dunker, Patricia. "Salvage: On Writing Neo-Victorian Fiction." Lecture given at the AEDEAN Annual Conference, Málaga, November 2012.