

ANGLICA STYLE SHEET

LITERATURE AND CULTURE

The paper should be submitted electronically either in a **DOC** or **DOCX format** via our ANGLICA webpage:

<https://anglica-journal.com>. (select **SUBMIT MANSUCRIPT**)

The suggested length of the paper is between **5000 and 9000 words** including reference section and notes (submission of longer texts is subject to negotiating).

The texts should be written consistently in **either British or American English**.

1. FORMAT

The recommended font type is **Times New Roman size 12**, with **1.5 spacing** throughout, **justification** throughout.

The article should be preceded by **an abstract of approximately 100 words** and between **5 to 8 keywords**.

Please use **bold for your article title**, with an initial capital letter for any proper nouns/lexical words.

If you divide your article into sections, make sure the headings appear flush left (i.e. not indented) as separate lines, with no period. The section heading is separated from the text by a blank line. Number the subheadings as 1., 2., 3.

Paragraphs should NOT be separated by a blank line, NO additional spacing above or below, **NO indent in the first line of the section beneath the title of the subsection**. Otherwise, indentation in **the first line of each other paragraph** in the section (**left 1 cm**).

In order to **emphasise words** in the text, please use **italics** only. Emphasis is required for words and phrases in a foreign language (*per se, par excellence, tout court*, etc.) and for work titles.

Please indicate **the titles of journal articles, book chapters, poems**, etc. by using **double quotation marks** in the main text.

If **emphasis** is used within a quote please indicate whether it is an emphasis that appears in the source text (**original emphasis**) or used by the author of the article to underscore an argument (**emphasis mine**).

The following quotation marks should be used **for quotes and quoted concepts**: “...”; in order to emphasise **quotes within quotes**, please use the corresponding **single quotation marks**: ‘...’

Omissions are indicated by **three dots in square brackets**: [...].

Each **change to the original text** of the quote and every **additional text** is put in **square brackets**.

If a **dash** is required, it should look like this: – (**Ctrl + -**). Please do not use the mdash (—).

If an **apostrophe** is required, it should look like this: ’ (neither: ‘ nor: ' nor: ‘).

All **common abbreviations** (e.g., etc., et al., ...) can be used.

Numbers: spell out the entire number (e.g., “A poem counting twenty three lines of verse”) except for: age (“40 years old”), year (“in 1946”) and percentage (“25 per cent”).

Dates and centuries: March 1991, 22 June 2012 (not: June 22, 2012); 16th century (not: sixteenth century or XVI century)

Use **full names of authors** when first mentioned in the text and in the REFERENCES section. Exceptions include commonly abbreviated first names, e.g. T.S. Eliot.

Quotations in other languages should be translated into English. If there exists a translation of the source text, place the translation within double quotation marks and indicate the translator; e.g. [trans. Justyna Fruzińska]. If you are the translator of a text into English, use **square brackets and single inverted commas**, with your initials in the notation, e.g. [trans. M.L.].

Use substantive **endnotes** sparingly for discursive notes only. Please do not use footnotes. Head this section **Notes**. Please use **the automatic endnote management** of your text-processing programme. Endnotes are to be labelled continuously using **Arabic numerals**. Endnote marks succeed punctuation marks.

2. IN-TEXT QUOTATIONS

If you mention the name of the author in the text, include the number of the page without >p.< in parentheses (**223**) or – if the author is not mentioned in the text- author + page number (**Lass 87**).

In the case when two or more works by the same author are mentioned in your paper, use date + page number, e.g. (**Lass 1994, 65**).

Adduce page numbers in full (not *240–1 or *240f., but **240–241**).

If two or more publications by the same author and from the same year of publication are cited, an additional small letter is used, starting with the first, e.g. (**Jakobson 1981a, 18; Jakobson 1981b, 322**)

If immediately after this another quotation from the same source follows, **do NOT use (ibid)**.

Quotations longer than four lines: set off and **indent by 1 cm on the left** only. No quotation marks. They are set in **11pt Times New Roman with 1.5 line spacing and justification**. The source is indicated after the final punctuation mark in the same line.

Quotations shorter than four lines should be **enclosed in your text**. Use **double quotation marks** (“...”). Use single quotation marks (‘...’) only for “quotes ‘within’ quotes”. Please make sure to use the curved type of quotation mark shown here, not the straight ones.

In case there is **no author to the source**, use a short version of the title, e.g. (“**Postmodernism...**” **55**)

For **in-text citations referencing the non-paginated sources** (including non-paginated online sources and e-text) you may provide either chapter numbers (**Austen, ch. 2**) or paragraph numbers

(Smith, para. 6). In case there is **no numeration available** for chapters and/or paragraphs, **use only the name of the author**, or **omit the citation when the name is indicated in the text**.

If you are including **a quote from a source other than the original text** please use the following notation: **(Roper and Tosh; qtd. in Adams 3)**

For **sources with no page numbers**, use **n.p.**

Indirect quotations/paraphrases should include in-text citations.

Punctuation should be placed **inside quotation marks**.

3. REFERENCES

The list of works at the end should contain only those items to which reference is made in the text submitted. Consequently, that section should be named **References**.

Please do not use >p.< for page numbers.

Please make sure that the **required special characters** are used, e.g. in cases like Føllesdal, Mukařovský, Ricœur, Słowacki.

SAMPLE REFERENCES

One author (book)

Poe, Edgar Allan. 1984. *Poetry and Tales*. New York: The Library of America.

Remarque, Erich Maria. 1986 [1929]. *Im Westen nichts Neues*. Frankfurt am Main and Berlin: Ullstein.

Campbell, John Francis. 1984. *Popular Tales of the West Highlands*. Vol. 4. Middlesex: Wildwood House.

More than one book/article by the same author (type in the author's name for each entry):

White, Kenneth. 1987. *Le Poète cosmographe. Entretien*. Ed. Michèle Duclos. Bordeaux: Presses universitaires de Bordeaux.

White, Kenneth. 1990a. *Handbook for the Diamond Country. Collected Shorter Poems 1960–1990*. Edinburgh: Mainstream Publishing.

White, Kenneth. 1990b. *Travels in the Drifting Dawn*. London: Penguin Books.

Two or more authors (book)

Bartsch, Renate, and Theo Vennemann. 1972. *An Introduction to Historical and Comparative Linguistics*. New York: Macmillan.

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. 2003 [1995]. *The Craft of Research*. Chicago: University of Chicago Press.

Editor, translator, or compiler instead of author (book)

Benson, Larry D., ed. 1987. *The Riverside Chaucer*. Boston: Houghton Mifflin Co.

Douglass, Ana, and Thomas Vogler, ed. 2003. *Witness and Memory: The Discourse of Trauma*. London and New York: Routledge.

Knauer, Lisa M., and Walkowitz, Daniel J. 2004. "Introduction." *Memory and the Impact of Political Transformation in Public Space*. Ed. Daniel J. Walkowitz and Lisa M. Knauer. Durham: Duke University Press. 1–18.

Bashō, Matsuo. 1966. *The Narrow Road to the Deep North and Other Travel Sketches*. Trans. Nobuyuki Yuasa. London: Penguin Books.

Chapter of a book

Kelly, John D. 2010. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." *Anthropology and Global Counterinsurgency*. Ed. John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton. Chicago: University of Chicago Press. 67–83.

Journal article

Greenberg, Joseph H. 1987. "Reply." *Current Anthropology* 28.2: 664–666.

Newspaper article (print and online)

Hague, William. 2012. "Why We Still Want to Work with Argentina." *Daily Telegraph* (2 April): 22.

Niles, Christine. 2016. "French Film Looks at Soviet Barbarism Against Polish Nuns in WWII." *Church Militant* (10 February).
<https://www.churchmilitant.com/news/article/french-film-looks-at-soviet-persecution-of-polish-nuns-in-wwii>

Interview

Urquhart, Jane. 2001. "Interview" by Linda L. Richards. *January Magazine*.
<http://www.januarymagazine.com/profiles/urquhart.html>

Poem/poems

Blake, William 1988. "The Tyger." *The Complete Poetry and Prose of William Blake*. Ed. David V. Erdman. New York: Random House. 63-65.

If all poems quoted in the article come from the same source:

Owen, Wilfred. 1965 [1963]. *The Collected Poems of Wilfred Owen*. Ed. C. Day Lewis. New York: A New Directions Book.

No author

"A Special Anniversary." 2012. *Daily Telegraph* (2 April).

"Epithet." 2010. *Oxford Dictionary of English*. Ed. Angus Stevenson. Oxford: Oxford University Press. 590.

Women's Caucus for Gender Justice

<http://www.iccwomen.org/wigjdraft1/Archives/oldWCGJ/icc/iccpc/iccindex.html>

Unpublished thesis or dissertation

Krajewska, Marta. 2012. "Cross-linguistic Analysis of Affricates with Special Reference to English and Polish." PhD diss., University of Warsaw.

Paper presented at a meeting or conference

Adelman, Rachel. 2009. "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24.

Internet source

Benedictow, Ole J. "The Black Death: The Greatest Catastrophe Ever."

<http://www.historytoday.com/ole-j-benedictow/black-death-greatest-catastrophe-ever>

Corpus of Middle English Prose and Verse.

<http://quod.lib.umich.edu/c/cme/browse.html>

E-book

Cohen, Daniel. 2013. *Our Modern Times: The New Nature of Capitalism in the Information Age.*

MIT Press. *eBook Collection (EBSCOhost).*

[https://akin.css.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk
&AN=694388&site=eds-live&scope=site](https://akin.css.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=694388&site=eds-live&scope=site)

Kindle

Doerr, Anthony. 2014. *All the Light We Cannot See.* Kindle ed., Scribner.

Please include **separate sections** for **Filmography** and/or **Computer Games** beneath the REFERENCES section

Filmography

The Godfather. 1972. Dir. Francis Ford Coppola. Prod. Alfran Productions.

“Listen.” *Doctor Who.* 2014 (13 September). BBC America. BBKA, New York.

Computer Games

Pac-Man. 2009. Windows PC version, Namco Networks.