

# explorations



Explorations: A Journal of Language and Literature

## Submission Guidelines

**Electronic essay submissions only:** Acceptable file formats are Word (.doc or .docx) or Rich Text Format (.rtf). We also need complete contact information, including preferred email and office addresses.

The file name should start with your surname followed by your name and the word 'text' (e.g. SmithGeorgeText.doc). Tables and Figures should be saved in a separate file from the rest of the manuscript, also named with your surname and name (e.g. SmithGeorgeFigures.doc).

Please send your essay as an email attachment to **explorations(at)uni.opole.pl**

**Paper length:** Articles should be between 5000 – 7500 words long, including an abstract of 100 – 150 words. Reviews should not exceed 1000 words.

**Key words:** Articles should be accompanied with 5-6 key words referring to key concepts discussed in the paper.

**Contributor's Bio:** On a separate page of your manuscript, please provide a biographical note of fewer than 100 words containing your rank, affiliation, specialization, and most significant publications or current research. Include publication dates for all books. Please specify your current e-mail address following the contributor's bio.

**Style and Audience:** *Explorations* follows the *Chicago Manual of Style*, 16th edition (2010) and is intended for an educated, interdisciplinary readership; avoid writing for a narrowly specialized audience. Language usage should be formal rather than familiar; do not use contractions.

**Quotations and Permissions:** The author is responsible for ensuring that all necessary permissions are obtained for materials that do not fall under the terms of "Fair Use." The author is also responsible for ensuring and verifying the accuracy of all quoted materials (including translations).

**Documentation:** Use Chicago-style author/date documentation system. Avoid discursive notes; instead, place material essential to argument in the text itself. Upon first mention in the text, use an author's full name; thereafter, use the last name only.

**Formatting quotations:** Block or inset prose quotations of eight or more typed lines and poetry of two or more lines. For run-in prose quotations, follow normal practices for initial

capitalization regardless of the original; for run-in poetry, retain the original lettering always (with spaces before and after the slashes that separate lines).

**Copyright:** All work accepted for publication in *Explorations* becomes the property of the journal under a standard copyright agreement. Authors may reprint their own work, but permission must be obtained from *Explorations* prior to publication.

**Margins and Spacing:** Set unjustified margins at 2.5 cm for all sides. Double space the entire manuscript, including notes and block quotes.

**Font:** Times New Roman. The main text should be 12 pt type, long citations should be 10 pt type. Use bold for the title of the article and section headings only. Italics can be used in text for highlighting essential information. Do not underline.

**Page Numbers:** Number pages in lower right corner, beginning with page 2 (suppress 1st page number). Do not use running headers.

**Paragraphs:** Use Tab key to indent paragraphs. Use automatic (soft) return within each paragraph. Use 1 hard return at the end of each paragraph and 2 hard returns between sections (if any).

**Character Spacing:** Use 1 space after periods, colons, commas, and semicolons. For ellipses, type a space between each of the 3 periods (do not allow automatic insertion of graphical ellipses). For an ellipsis following a period, do not put a space between the period and the preceding word.

**Non-English letters/characters:** Use the “Symbols” function to insert foreign language characters.

**Languages:** Please use American rather than British spelling, except in quotations. If your article includes text in any other language, provide authoritative translations (or your own) in brackets and identify the translators in the footnote or text. Non-English book or article titles, if needed, should be followed immediately by English translations in brackets. Adhere strictly to the conventions of any foreign language used; we depend on you for accuracy.

**Notes:** Use the footnote function. Do not use endnotes or insert notes manually. Double space notes.

## The Chicago Manual of Style

[www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)

### Author-Date: Sample Citations

The following examples illustrate citations using the author-date system. Each example of a reference list entry is accompanied by an example of a corresponding parenthetical citation in the text.

#### Book

### **One author**

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.  
(Pollan 2006, 99–100)

### **Two or more authors**

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.  
(Ward and Burns 2007, 52)

For three or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by *et al.* (“and others”):

(Barnes et al. 2010)

### **Editor, translator, or compiler instead of author**

Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.  
(Lattimore 1951, 91–92)

### **Editor, translator, or compiler in addition to author**

García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape.  
(García Márquez 1988, 242–55)

### **Chapter or other part of a book**

Kelly, John D. 2010. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.  
(Kelly 2010, 77)

### **Chapter of an edited volume originally published elsewhere (as in primary sources)**

Cicero, Quintus Tullius. 1986. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).  
(Cicero 1986, 35)

### **Preface, foreword, introduction, or similar part of a book**

Rieger, James. 1982. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press.  
(Rieger 1982, xx–xxi)

## **Book published electronically**

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL and include an access date. If no fixed page numbers are available, you can include a section title or a chapter or other number.

Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle edition.  
Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.  
(Austen 2007)  
(Kurland and Lerner, chap. 10, doc. 19)

## **Journal article**

### **Article in a print journal**

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

Weinstein, Joshua I. 2009. "The Market in Plato's *Republic*." *Classical Philology* 104:439–58.  
(Weinstein 2009, 440)

### **Article in an online journal**

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date.

Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115:405–50. Accessed February 28, 2010. doi:10.1086/599247.  
(Kossinets and Watts 2009, 411)

### **Article in a newspaper or popular magazine**

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010 . . .). If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

Mendelsohn, Daniel. 2010. "But Enough about Me." *New Yorker*, January 25.  
Stolberg, Sheryl Gay, and Robert Pear. 2010. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27. Accessed February 28, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.  
(Mendelsohn 2010, 68)  
(Stolberg and Pear 2010)

## **Book review**

Kamp, David. 2006. "Deconstructing Dinner." Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, Sunday Book Review. <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.  
(Kamp 2006)

### **Thesis or dissertation**

Choi, Mihwa. 2008. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago.  
(Choi 2008)

### **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.  
(Adelman 2009)

### **Website**

A citation to website content can often be limited to a mention in the text ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

Google. 2009. "Google Privacy Policy." Last modified March 11. <http://www.google.com/intl/en/privacypolicy.html>.

McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19. <http://www.mcdonalds.com/corp/about/factsheets.html>.

(Google 2009)

(McDonald's 2008)

### **Blog entry or comment**

Blog entries or comments may be cited in running text ("In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . ."), and they are commonly omitted from a reference list. If a reference list entry is needed, cite the blog post there but mention comments in the text only. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

Posner, Richard. 2010. "Double Exports in Five Years?" *The Becker-Posner Blog*, February 21. <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html>.

(Posner 2010)

### **E-mail or text message**

E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”), and they are rarely listed in a reference list. In parenthetical citations, the term *personal communication* (or *pers. comm.*) can be used.

(John Doe, e-mail message to author, February 28, 2010)

or

(John Doe, pers. comm.)

### **Item in a commercial database**

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.

Choi, Mihwa. 2008. “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago. ProQuest (AAT 3300426).