

## *The Polish Review*

### **Submission Guidelines and Stylesheet**

*updated November 2021*

#### **I. Submission Guidelines**

- 1. Originality.** Only original scholarly work is considered for publication. Submission to *The Polish Review* requires a statement by the author(s) that neither the manuscript nor any substantially similar version of it is under consideration or has appeared elsewhere. However, translations from significant Polish-language scholarship and *annotated* translations of significant Polish-language literary works are considered for publication. When you submit a translation of a literary work, permission to translate this work must accompany the manuscript.
- 2. Recommended length.** Submitted articles should be no longer than 6,000 to 10,000 words plus notes, tables, etc. Manuscripts should be typed double-spaced *throughout*, including block quotes.
- 3. Manuscript preparation.** All articles submitted to *TPR* should be prepared for anonymous evaluation. The author's identity should not be revealed either in the manuscript or in the endnotes. Please write your first and last name on a separate first page. Do not use your name in acknowledgments or running heads. When referencing your own work in the endnotes, do not write: See my article, "New Perspectives on Polish Studies," Journal Title, number, date, page numbers. Instead, write: See Ann Kowalski, "New Perspectives on Polish Studies," Journal Title, number, date, page numbers.
- 4. Abstract.** Articles should include a one-paragraph abstract placed at the beginning of the main text. The abstract should be no longer than 250 words. In addition, provide five keywords.
- 5. Endnotes.** Do not use a bibliography or a reference list. Instead, put your citations in the endnotes. For the format of endnotes, see the section **Endnotes** later in this document. The use of endnotes by contributors facilitates copyediting and helps avoid formatting errors; during the publication process, the endnotes will be converted to footnotes.
- 6. Quotations.** Quotations from primary and secondary sources, originally written and/or published in languages other than English, should be given in the English translation in the main text. The original Polish text may be included in the endnotes. If an ellipsis is part of the quotation, it should remain unchanged. If, however, the ellipsis is being added by the author to show missing text, it should have brackets around it to set it apart from quoted material.
- 7. Titles of works.** In the main text, titles of works should be given in the original language, followed at the first mention by English translations in square brackets, for example: Dom dzienny, dom nocny [House of day, house of night, 1998], with the bracketed title having lower case lettering. Subsequent references will follow the American standard for capitalization: House of Day, House of Night. In the endnotes, it is sufficient to give titles of works in the original language only.

- For *The Polish Review*, please always include “*The*.” This stylesheet overrides *Chicago Manual of Style* that allows authors to drop “the” from titles of periodicals and newspapers, e.g., *New York Times* (instead of *The New York Times*).

## 8. Photograph, line art, and figure specifications

### Photographs

Digital images must be of sufficient quality for print reproduction. Accepted file formats are JPG, TIF, GIF, or EPS. Resolution must be at least 300 dots per inch (dpi). Artwork and film still files should be in grayscale, not color.

Digital files must not be embedded in the text document. These files should be submitted as separate files, and “callouts” should indicate where illustrative materials are to appear within the text, e.g.: <INSERT FIGURE 1 NEAR HERE>.

Callouts should be placed on a separate line at the end of the paragraph closest to where you would like the image to appear.

- Provide a separate list of captions for all illustrative material.
- Make sure that the images you include are either in the public domain, or that you have secured the copyright holder’s permission to reproduce them. Permission to reproduce the images must accompany the manuscript.
- Provide the text for the photo credit. Examples: Photo: author’s own. Photo: XYZ Gallery, used with permission. Photo: courtesy of Martin Smith.

### Graphs, line drawings, and maps

Graphs, line drawings, maps, etc. to be reproduced in articles must be in a form that is suitable for photo reproduction or scanning. Digital images must be of sufficient quality and in black-and-white format. Please submit files in JPG, TIF, GIF, or EPS format at a resolution of 1200 dpi. Do not submit Excel files.

Digital files must not be embedded in the text document. These files should be submitted as separate files, and “callouts” should indicate where illustrative materials are to appear within the text, e.g.: <INSERT FIGURE 1 NEAR HERE> or <INSERT EXAMPLE 1 NEAR HERE>.

Callouts should be placed on a separate line at the end of the paragraph closest to where you would like the figure to appear.

### Tables

All tables will be reformatted to the house style and therefore must be submitted in an editable electronic form (Microsoft Word). Tables should appear in consecutive order at the end of their respective article or grouped in a separate Word file. “Callouts” should indicate where tables are to appear within the text, e.g.: <INSERT TABLE 1 NEAR HERE>. Callouts should be placed on a separate line at the end of the paragraph closest to where you would like the table to appear.

## **II. Stylesheet**

### **Spelling:**

*TPR* uses American standard English. Avoid British English spellings unless directly quoting sources. For example:

- neighbor over neighbour
- favor over favour
- center over centre
- apologize over apologise
- organize over organise
- traveled over travelled
- maneuver over manoeuvre
- defense over defence
- license over licence
- offense over offence

### **Spelling of frequently used terms:**

- *TPR*'s preferred form is: antisemitism. However, the journal still accepts the older spelling: anti-Semitism.
- *TPR*'s preferred forms are: World War I, World War II. The journal also accepts: the First World War, the Second World War. However, WW1 / WW2 and WWI / WWII are not acceptable.

### **Punctuation:**

1. All punctuation is placed **INSIDE** quotation marks (inverted commas):
  - a. As Gayatri Chakravorty Spivak wrote, “All historicizing is narrativizing—putting in the form of a story.”
  - b. The short story “Call of the Wild,” while genius, is also quite clipped.
  - c. The question Sartre asks is “what is existence?”
  - d. Exceptions to this rule are colons, semicolons, and dashes:
    1. He states this in his work “No Exit”; this is probably his most existential play.
    2. While at the end of the play the character says, “Hell is other people”—an obvious statement by this time—he does not yet seem to believe it.
2. *TPR* does **not** use single ‘scare’ quotes. Use only double “quotation marks.”
3. Use single quotation marks only if something is quoted within a quotation:
  - a. Jack London remarked, “My short story ‘Call of the Wild’ was my proudest moment.”
4. Do **NOT** use double commas as quotation marks: „Call of the Wild”

5. Do **NOT** use double arrows as quotation marks: <<Call of the Wild>>
6. The **SERIAL** or **OXFORD** comma **must** be used unless quoting a source that does not use it:
  - a. We saw x, y, and z.

### **Numbers:**

Spell out numbers “one” to “ninety-nine”; use digits for 100 and above. Note the following exceptions:

- At the beginning of sentences spell out all numbers: “One hundred years ago...”
- Before percent: 2 percent
- Years and ranges: 1998, 1918-1920
- Decades: 1960s or the sixties
- Centuries: “In the fifteenth century...”
- Money: \$50, 70 PLN
- Spell out **ROUND** numbers: fifteen hundred, six thousand (but 91,000 and 100,000)
- Hyphenate fractions: one-half
- Ages: She is fifteen years old.
- Use digits for chapters in texts: chapter 5

### **Dating System:**

*TPR* uses the American system for dates: Month Day, Year. For example, “March 3, 2020.” Do not use ordinal superscripts (<sup>th rd</sup>) after days.

### **Cities:**

*TPR* has certain preferences for some city names. In general, use the native version of the city name:

- Kraków over Cracow
- Lviv or L’viv over Lwów (if you need to make an important historical distinction, use, for example: “known at the time as ‘Lwów.’”)

However, there are several exceptions:

- Warsaw over Warszawa
- Moscow over Moskva or Moskwa

These are the most common preferred city names. Your copyeditor will make necessary changes to other examples.

## Citations:

**ibid:** The abbreviation **ibid** usually refers to a single work cited in the note immediately preceding. In a departure from previous editions, *The Chicago Manual of Style*, 17th ed., **discourages** the use of **ibid** in favor of shortened citations. To avoid repetition, the title of a work just cited may be omitted. Examples below.

**“See” and “cf.”:** Keep in mind the distinction between “see” and “cf.” Only use “cf.” to mean “compare” or “see, by way of comparison.” “cf.” should only be used in this very specific situation. Do not italicize either term.

<sup>1</sup> See Jones, Conflict, 49, for further discussion of this problem.

<sup>1</sup> Others disagree with my position here; cf. Fisher and Ury, Getting to Yes, 101-103.

**“ff.” and “passim”:** Both “ff.” and “passim.” are discouraged. “ff.” should only be resorted to (“and the following pages”) **when no final page number can usefully be given**. Instead of the singular “f.” the subsequent page number should be given:

- 140-141, **NOT** 140f.

Similarly, “passim” should only be used **if it follows a range of pages** within which there are more than three or four precise references:

- 324-332 passim.

## Endnotes:

*TPR* does not use bibliographies. Do not add one. Instead, use endnotes with a complete citation for the first time a work is referenced.

## 1: Books

### --Single-Author Books:

<sup>1</sup> **Firstname Lastname**, **Title of Book: Subtitle of Book**, **edition**, **trans./ed. Firstname Lastname (Place of Publication: Publisher, Year of Publication)**, **page numbers**.

<sup>1</sup> Cheryl Strayed, Wild: From Lost to Found on the Pacific Crest Trail (New York: Alfred A. Knopf, 2012), 87-88.

<sup>1</sup> Cheryl Strayed, Wild: From Lost to Found on the Pacific Crest Trail, 2nd ed. (New York: Alfred A. Knopf, 2012), 87-88.

<sup>1</sup> Cheryl Strayed, Wild: From Lost to Found on the Pacific Crest Trail, trans. John Smith (New York: Alfred A. Knopf, 2012), 87-88.

<sup>1</sup> Cheryl Strayed, Wild: From Lost to Found on the Pacific Crest Trail, ed. John Smith (New York: Alfred A. Knopf, 2012), 87-88.

**--Books as a Certain Volume from a Series:**

<sup>1</sup> Cheryl Strayed, Wild: From Lost to Found on the Pacific Crest Trail, Vol. 3 (New York: Alfred A. Knopf, 2012), 87-88.

**--Books with multiple authors, translators, editors:**

<sup>1</sup> Cheryl Strayed and John Adams, Wild: From Lost to Found on the Pacific Crest Trail, 2nd ed., trans. John Smith and Jon Smythe, ed. Adam Smith and Adom Smyth (New York: Alfred A. Knopf, 2012), 87-88.

- (Note that “trans.” means “translated by,” and “ed.” means “edited by,” and not “translators” or “editors.” Do not use “eds.” for “editors.”)

**--In the case of more than three authors, translators, or editors list only the first name followed by “et al.”**

<sup>1</sup> Cheryl Strayed et al., Wild: From Lost to Found on the Pacific Crest Trail, 2nd ed., trans. John Smith et al., ed. Adam Smith et al. (New York: Alfred A. Knopf, 2012), 87-88.

**--Book with editor as reference:**

<sup>1</sup> Cheryl Strayed, ed., Wild: From Lost to Found on the Pacific Crest Trail, 2nd ed., trans. John Smith and Jon Smythe (New York: Alfred A. Knopf, 2012), 87-88.

**--Multiple editors as reference:**

<sup>1</sup> Cheryl Strayed and John Adams, eds., Wild: From Lost to Found on the Pacific Crest Trail, 2nd ed., trans. John Smith and Jon Smythe (New York: Alfred A. Knopf, 2012), 87-88.

**--Shortened references after work has already been cited:**

<sup>1</sup> Strayed, Wild: From Lost to Found on the Pacific Crest Trail, 87-88.

**--Immediately followed repeated reference instead of “ibid.”:**

<sup>1</sup> Strayed, 87-88.

**2: Journal articles**

<sup>1</sup> **Firstname Lastname, “Title of Article,” Title of Journal volume#, no. issue# (Date of Publication); page numbers, URL if found online.**

<sup>1</sup> Benjamin Bagley, “Loving Someone in Particular,” Ethics 125, no. 2 (2015): 484-485.

<sup>1</sup> Jio-Ch'I Liu and John Smith, "Beholding the Feminine Sublime: Lee Miller's War Photography," Signs 40, no. 2 (2015): 311, <https://doi.org/10.1086/678242>.

**--Shortened reference after work has already been cited:**

<sup>1</sup> Bagley, "Loving Someone in Particular," 484.

**--Immediately followed repeated reference instead of "ibid.":**

<sup>1</sup> Bagley, 485.

**3: Chapter in an Edited Anthology:**

<sup>1</sup> **Firstname Lastname, "Title of Chapter," in Title of Collection, ed. Firstname Lastname (Place of Publication: Publisher, Year of Publication), Pages.**

<sup>1</sup> Bruce Mazlish, "Global History and World History," in The Global History Reader, ed. John Smith and Akira Iriye (London: Routledge, 2005), 18-20.

<sup>1</sup> Mazlish, "Global History and World History," 18.

<sup>1</sup> Mazlish, 19.

**4: Magazine Articles**

<sup>1</sup> **Firstname Lastname, "Title of Article," Title of Magazine, Date of Publication, page numbers, URL if found online.**

<sup>1</sup> Beth Saulnier, "From Vine to Wine," Cornell Alumni Magazine, September/October 2008, 48.

<sup>1</sup> Karl Vick, "Cuba on the Cusp," Time, March 26, 2015, <http://time.com/3759629/cuba-us-policy/>.

<sup>1</sup> Vick, "Cuba on the Cusp."

<sup>1</sup> Vick.

**5: Newspaper Articles**

<sup>1</sup> **Firstname Lastname, "Title of Article," Title of Newspaper, Date of Publication, edition or section if applicable, URL if found online.**

<sup>1</sup> Mike Royko, "Next Time, Dan, Take Aim at Arnold," Chicago Tribune, September 23, 1992.

<sup>1</sup> David G. Savage, "Stanford Student Goes to Supreme Court to Fight for Her Moms," Los Angeles Times, April 27, 2015, <http://www.latimes.com/nation/la-na-gay-marriage-children-20150424-story.html>.

<sup>1</sup> Savage, “Stanford Student.”

<sup>1</sup> Savage.

## **6: Archival Material**

Citations of archival material should be structured in consultation with the specific archive; many have preferred methods of being cited. Below are general guidelines that can be flexible. The citation should be clear enough for the reader to find the necessary information. *TPR* is an English-language journal; as much information as possible should be in English.

<sup>1</sup> **Author if available, Specific archival record, date (day, month, year), identifier (box/folder/item number), name of collection, name and location of repository.**

<sup>1</sup> Julian Strykowski, Letter to Mr. and Mrs. Paul Eufel, February 1972, Warsaw, Poland. Records of International Writing Program, collection number RG06.0012.009, Box # 20 [STEL – TART]. Iowa City, Iowa: IWP Archives, University of Iowa.

<sup>1</sup> Correspondence from Henry Davies Hicks to the Annapolis County electorate, October 24, 1956, MS-2-511, Box 15, Folder 9, Henry Davies Hicks fonds, Dalhousie University Archives, Halifax, Nova Scotia, Canada.

<sup>1</sup> Typescript of short story “Brothers and Sisters” by Budge Wilson, 2000, MS-2-650.2013-070, Box 3, Folder 9, Budge Wilson fonds, Dalhousie University Archives, Halifax, Nova Scotia, Canada.

<sup>1</sup> Photograph of Andy McKay’s installation as Dalhousie president, February 1981, MS-4-250, Box 74, Folder 7, Wamboldt-Waterfield Photographic Collection, Dalhousie University Archives, Halifax, Nova Scotia, Canada.

<sup>1</sup> Watercolour painting, 197-, MS-2-656, Box 12, Folder 6, Catherine Creighton and family fonds, Dalhousie University Archives, Halifax, Nova Scotia, Canada.

<sup>1</sup> Poster for Dalhousie Student Union event, “In Search of the Supernatural,” 1986, MS-1-Ref, Box 16, Folder 27, Dalhousie University Reference Collection, Dalhousie University Archives, Halifax, Nova Scotia, Canada.

<sup>1</sup> Poster for Dalhousie Student Union.

## **7: Forthcoming or Unpublished Material**

<sup>1</sup> John J. Winter, Sands of Time (New York: Heard, forthcoming), 345-356.

<sup>1</sup> Ilya Vedrashko, “Advertising in Computer Game” (master’s thesis, MIT, 2006), 59.

<sup>1</sup> Melanie Subacus, “Duae Patriae: Cicero and Political Cosmopolitanism in Rome” (PhD diss., New York University, 2015), 201-205.

<sup>1</sup> Lane Redburn, “Touch-Sensitive Interiors: A Behavioral Analysis” (unpublished manuscript, May 5, 2017), LaTeX and Gif files, 67.



<sup>1</sup> Viviana Hong, “Censorship in Children’s Literature during Argentina’s Dirty War (1976-1983)” (lecture, University of Chicago, Chicago, IL, April 30, 2015).

<sup>1</sup> Hong, “Censorship in Children’s Literature.”

<sup>1</sup> Hong.

## **8: Websites, Blogs, and Social Media**

**<sup>1</sup> “Title of Web Page” or Description of Web Page (website), Title or Description of the Site as a Whole, Owner or Sponsor of the Site, updated/last modified/accessed date, URL.**

<sup>1</sup> “Apps for Office Sample Pack,” Office Dev Center, Microsoft Corporation, updated October 20, 2015, [https://code.msdn.microsoft.com/office/Apps-for-Office-code-d\)4762b7](https://code.msdn.microsoft.com/office/Apps-for-Office-code-d)4762b7).

<sup>1</sup> City of Ithaca, New York (website), CivicPlus Content Management System, accessed April 6, 2016, <http://www.cityofithaca.org/>.

<sup>1</sup> Conan O’Brien (@ConanOBrien), “In honor of Earth Day, I’m recycling my tweets,” Twitter, April 22, 2015, 11:10 a.m., <https://twitter.com/ConanOBrien/status/590940792967016448>.

<sup>1</sup> Junot Díaz, “Always surprises my students when I tell them that the ‘real’ medieval was more diverse than the fake ones most of us consume,” Facebook, February 24, 2016, <http://www.facebook.com/junotdiaz.writer/posts/972495572815454>.

For problems of documentation not covered in the stylesheet, please refer to *The Chicago Manual of Style*, 17th edition.