



## Instructions for Contributors

### Submitting Articles

The journal *AmLit* publishes two issues per year (in April and October), at least one of which will focus on one specific theme.

*AmLit* publishes both solicited and unsolicited articles. The general editors also welcome proposals for themed volumes (to be organized by guest editors).

All submissions should be addressed to the Board of General Editors: Prof. Stefan Brandt (University of Graz, Austria), Prof. Frank Mehring (Radboud Universiteit, The Netherlands), Prof. Tatiani Rapatzikou (Aristotle University of Thessaloniki, Greece), Prof. Donatella Izzo (“L’Orientale” University of Naples, Italy), Prof. Barbara Buchenau (University of Duisburg-Essen, Germany), Prof. Philip McGowan (Queen’s University Belfast, UK), Prof. Michal Peprnik (Palacký University, Olomouc, Czech Republic), and Prof. Irakli Tskhvediani (Akaki Tsereteli State University, Kutaisi, Georgia).

Articles should be submitted in .doc or .rtf format via the Open Journal Systems platform on [amlit.eu](http://amlit.eu). All files shall be completely anonymized and contain no information about the author (for detailed instruction, see [here](#)). Articles may include visual material, providing a file with a minimum resolution of 72dpi is made available as a separate file and the necessary rights have been secured. *AmLit* cannot and will not commit any funds to the securing of reproduction rights. *AmLit* assumes no responsibility for the contributor’s statements of fact or opinion.

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Articles must be written in English. They should have a length between 5,000 and 10,000 words, which includes notes and bibliography. In case of any special arrangements with the editors, this length requirement can be altered. A short abstract of 250 words (+/-10%) should be included *right after* the title of the article, together with 5-7 keywords (including proper names). The bibliographical references and general presentation must follow the current MLA style sheet (see below).

All articles will be anonymized by the contributors. After submission, the editors will transfer them to two reviewers (with an expertise in the given academic field) whose reports will provide the basis for acceptance or rejection. Reports will be provided to authors upon request. In the case of

acceptance of an article, the editorial board reserves the right to ask for changes, both in form and scope.

All contributors should familiarize themselves with the following guidelines. Disregarding these instructions will lead to delays and prolong the reviewing process.

## Guidelines

- Use **minimum formatting** of all documents and avoid macros or functions specific to a particular editing software (e.g., the most recent version of MS Word). Avoid private or customized document templates. Do not use different font types or formatting in different parts of the text.
- The **first page** of the article should only include the **title** of the essay, centered at the top of the page, followed by an **abstract** of approximately 250 words, and **5-7 keywords** (including proper names) listed below the abstract. Keywords should be in alphabetical order, and proper names should be listed sequentially (firstname space lastname). Avoid using book and media titles as keywords.
- Additionally, include the same list of **5-7 keywords** (incl. proper names) in the appropriate fields in the Open Journal Systems platform. Keywords should be in alphabetical order. Proper names should be listed sequentially (firstname space lastname). Avoid using book and media titles as keywords.

Keyword optimization:

- Use field-specific thesauri to find keywords.
- Alternate narrow and broad terms.
- Use the singular, non-declined form of words.
- Take the perspective of a searcher.
- Keywords shall give information about the content, not about the result.
- If needed, use endnotes, not footnotes. They will be converted later. Notes should be numbered using Arabic numerals and inserted automatically using Word functions.
- Upload visual materials as separate files with a minimum resolution of 72dpi and make sure all necessary rights have been secured.
- Preformat your contribution with 1-inch margins and 12-point Times New Roman typeface.
- Hard returns should be used whenever necessary. Indent the beginning of each paragraph 1.25 cm.
- Indent all quotations longer than 4 lines by 1.25 cm. Do not use different typeface for quotations.
- Do not use blank lines to separate paragraphs.

- Do not number pages or use/insert automatic page numbering. Do not use italics for quotations—their formatting is regulated by MLA conventions.
- Use **current MLA citation style** (9th edition).
- Do not use *ibid.* when you cite a source for the second time. Always fully cite your source according to the MLA citation style.
- Do not use highlighting of any kind (underlinings, bold letters, etc.).

All contributions...

... should encompass between 5,000 and 10,000 words (notes included)

... should be written in concordance with the current MLA Citation Style, using in-text citation and the Works Cited system, as shown in the examples below.

- After each quotation, indicate the source in brackets, using the format specified below as the In-Text Citation form.
- At the end of the paper, list all the sources used, in alphabetical order, under the title “Works Cited,” using the format specified below.
- Do not include any bibliographical information in your endnotes. Use these only to develop a point crucial to your argument.

## Examples for MLA Citation Style

(Based on the *MLA Handbook, 9th Edition*)

Type of Entry	In-Text Citation	Works Cited
<b>Book by a Single Author</b>	(Wittenberg 101)	Wittenberg, David. <i>Time Travel: The Popular Philosophy of Narrative</i> . Fordham UP, 2013.
<b>Book by Two Authors</b>	(Pulé and Hultman 189-222)	Pulé, Paul M., and Martin Hultman. <i>Ecological Masculinities: Theoretical Foundations and Practical Guidance</i> . Routledge, 2018. Note: Should there be more than two authors/editors, name only the first and then add “et al.”
<b>Two or More Books by the Same Author</b>	(Butler, <i>Gender Trouble</i> 6) and (Butler, <i>Excitable Speech</i> 24)	Butler, Judith. <i>Gender Trouble. Feminism and the Subversion of Identity</i> . Routledge, 1990. ---. <i>Excitable Speech: A Politics of the Performative</i> . Routledge, 1997.
<b>Author's Work in an Anthology</b>	(Carrasco 145)	Carrasco, David. “Magically Flying with Toni Morrison.” <i>Toni Morrison: Memory and Meaning</i> , edited by A.L. Seward and J. Tally, UP of Mississippi, 2014, pp. 144-56.
<b>Article in a Journal</b>	(Morrison 94)	Morrison, Toni. “The Art of Fiction.” <i>Paris Review</i> , vol. 35, 1993, pp. 82-125.

<b>Electronic Source - Document as Part of a Scholarly Online Project</b>	(“Atemporal”)	“Atemporal.” <i>OED. The Free Dictionary</i> , 1 May 2016, <a href="http://www.thefreedictionary.com/atemporality">www.thefreedictionary.com/atemporality</a> . Accessed 18 Aug. 2021. [Make sure you are using active links that are opened automatically when clicking on them.]
<b>Electronic Source</b>	(D’Imperio 6)	D’Imperio, Cristina (2011). “The Pain, Hunger, and Birth of Epiphany in the Novels of Toni Morrison.” PhD Thesis in English Literature. U of Edinburgh, Edinburgh, <a href="http://www.era.lib.ed.ac.uk/handle/1842/7977">www.era.lib.ed.ac.uk/handle/1842/7977</a> . Accessed 12 Aug. 2021.
<b>Indirect Quote</b> [As a general rule, cite from the original wherever possible and avoid indirect quotes.]	(Poe, qtd. in Reynolds 390)	Reynolds, David S. <i>Beneath the American Renaissance</i> . Oxford UP, 2011.

## General notes:

### Authors:

- Use full names at first mention, subsequently use only family names.
- If you quote from sources with the same author last name, differentiate by adding first initial in the in-text citation. ⇨ (N. Baron 194), (S. Baron 16)

### Sources:

- Follow standardized formatting for titles without copying unusual formatting (such as special capitalization or use of numbers as letters). Capitalize citations in titles accordingly. ⇨ “‘I’m Ready for My Close-Up’: Lloyd Webber on Screen”
- Provide a translation for non-English titles in parenthesis ⇨ Allende based her novel *La casa de los espíritus* (*The House of Spirits*) on a letter.

### Citation:

- Commas and periods should precede the final citation mark, following English punctuation rules. e.g. Correct: “....,” as Butler writes. Incorrect: “...”, as Butler writes. Correct: “... the (m)other.” Incorrect: “... the (m)other”.
- If a source uses numbered paragraphs or sections/chapters, use “par.,” “sec.” or “ch.” Use these as location markers for electronic sources such as e-books or websites.
- When a source has no page or section numbers, in-text citation shall only list author(s) or abbreviated title. Do not count unnumbered paragraphs or sections.
- Use **ellipsis points** (three spaced periods = . . .) to refer to *existing omissions* in quotations!
- Use **square-bracketed ellipsis points** (= [ . . . ]) to point to an *added ellipsis* when distinguishing it from an ellipsis in the original source.
- Use square brackets to add or adjust information within the quotation. ⇨ “she would hang on him [Hamlet’s father] / As if increase of appetite had grown”

- Add a translation for any non-English quotation in parenthesis, plus reference for the translation. ⇒ At the opening of Dante's *Inferno*, the poet finds himself in “una selva oscura” (“a dark wood”; 2.1; Ciardi 28).
- Your explanation of how you altered a quotation is separated from the citation by a semicolon. ⇒ (Baron 194; my emphasis)
- Citations of multiple sources within the same parenthesis are separated by semicolons. ⇒ (Baron 194; Jacobs 55)
- Avoid using a comma within bracketed references. e.g. correct: “(Maude 1–9)”, incorrect: “(Maude, 1–9)”. Exceptions: citations of different locations (see next point) and indirect quotes (see MLA examples above).
- Citations of different locations within the same source are separated by commas. ⇒ (Baron 194, 200)

#### Numbers:

- Spell out numbers written in a word or two, otherwise use numerals. ⇒ “eight,” “ninety-nine,” and “two thousand” but “2½,” “101,” “1,275”
- Use numerals with abbreviations, addresses, dates, fractions, and for items in numbered series. ⇒ “4 p.m.,” “3.8,” “vol. 2,” “ch. 1”
- In the main text, do not abbreviate dates, be consistent with month-day-year or day-month-year style.
- Use “nineteenth century” (instead of “19th century”), “twenty-first century” (instead of “21st century”), etc.

#### In the bibliography (according to MLA, 9th ed.), ...

- leave out the location in references.
- add “pp.” for page numbers.
- use “UP” (instead of “University Press”).
- omit business words (Company, Corporation, Limited) from publisher names.
- use “edited by” (instead of “ed.” or “eds.”).
- do not use “np” in cases where no pages are provided.
- consistently use hyphens for page ranges (“pp. 5-8”) and compounds; use em-dashes in all other cases.
- give the second number *in full* in a range of numbers up to ninety-nine (e.g., “pp. 10-12 or “pp. 89-99”).
- give only the last two digits of the second number for *larger numbers*, unless more are necessary for clarity (e.g. “pp. 103-04” and “pp. 275-99” but “pp. 96-101” and “pp. 968-1,006”).
- use day-month-year style with abbreviated months (“Accessed 12 Jan. 2020”).
- provide translations of non-English titles in square brackets.
- copy a URL in full without http:// or https://. Cite DOIs wherever possible.
- do not include a “Accessed DATE” after the DOI.



## Code of Ethics

### ***AmLit* Publication Ethics and Publication Malpractice Statement**

*AmLit* follows the principles of publication ethics and publication malpractice statement based on the Code of Conduct and Best-Practice Guidelines for Journal Editors (Committee on Publication Ethics, 2011).

#### **Responsibilities of the General and Guest Editors**

1. The editors are responsible for the decision as to which papers will be published.
2. The editors shall not consider the authors' race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy as pertinent to the selection of the text for publication.
3. The sole criteria for the selection of a contribution shall include:
  - relevance to the field of study and to the scope of the journal
  - originality and innovative approach
  - quality of language
  - clarity of argument
  - observance of all legal requirements concerning libel, copyright infringement, and plagiarism.

#### **Confidentiality**

Until the moment of admission of the article for publication, the editors and any editorial staff shall not disclose any information about the submitted manuscript to any third party other than:

- corresponding author
- peer referees (via double-blind reviewing)
- members of the editorial team
- the publisher
- copyeditors, proofreaders, typesetters involved in the production of the journal as appropriate.

#### **Disclosure and Conflicts of Interest**

(Please consult the PLoS Policy to identify potential competing interests.)

Unpublished original material submitted to the journal shall never be used by the editors or any party privy to the material prior to its publication (listed in the “Confidentiality” section above) for their own research purposes without the author's explicit written consent.

### **Reviewer's Responsibilities**

1. The peer referee shall provide the author with relevant information allowing him or her to revise their contribution to meet the highest standards of academic quality or to improve their writing in the future.
2. The peer referee shall deliver his or her review promptly or shall notify the editors about any circumstances that prevent him or her from the timely delivery of the review.
3. The peer referee shall be impartial in their evaluation of the submission.
4. The peer referee shall express his or her views clearly and unambiguously.
5. The peer referee shall never use ad-hominem arguments.
6. The peer referee shall not use the reference to strengthen their own academic or professional status.
7. The peer referee shall disclose to the editors any conflict of interest (see Privacy Policy). The peer referee shall decline the reference upon the discovery of any conflict of interest and shall inform the editors about such instances.
8. The peer referee shall treat received documents as confidential.
9. The peer referee is obliged to identify insufficient identification of sources or potential plagiarism, of which cases the referee shall notify the editors.
10. Peer reviewers provide reviews of essays, articles, and books as voluntary service to their discipline and shall receive no financial compensation.

### **Author's Responsibilities and Obligations**

1. Authors shall present original research.
2. Authors shall offer honest and precise descriptions of their research procedures.
3. Authors shall present reliable and verifiable data.
4. Authors shall provide a full and honest list of references, crediting all other researchers and other authors whose work has made the submission possible.
5. Authors shall never submit contributions that include fraudulent data or misrepresented statements.
6. Authors shall offer an impartial, methodologically sound, discussion of the data.
7. Authors shall submit only and exclusively original work, duly quoting and properly crediting work of others, including works belonging to the canon of the discipline that have influenced the overall orientation of the research presented.
8. Authors shall never submit plagiarized work, be it a plagiarism based on uncredited translation, uncredited citation or reference to someone else's unpublished work, or ideas knowingly harvested from others, including students, whose unpublished work remains theirs.
9. Authors shall properly cite their sources, credit their mentors and other authors, and document their data with reliable and verifiable source references.
10. Authors shall not submit material published previously elsewhere, except by explicit invitation of the
11. editors.
12. Submitting the same paper to a number of journals shall be considered unethical, therefore authors shall not submit contributions considered for review in *AmLit* elsewhere.

13. Submitting material to *AmLit*, authors retain the rights to the published material.
14. If their work is accepted and published, authors retain the right to the published material, permitting the use of their work under the provisions of the Creative Commons License 4.0 International (CC-BY).
15. Authorship shall be limited to individuals who made a significant contribution to the study submitted to *AmLit*, whether in terms of data, conception, methodology, or execution of research. All individuals who did perform work substantial to the contribution shall be given proper credit as co-authors irrespective of their status in the academic hierarchy, assistants and students being no exception.
16. No uninvolved individuals shall be listed among the authors or co-authors of the submission.
17. All authors shall disclose instance of the conflict of interest to the editors, especially financial or other substantive interests that might influence the results of research or interpretation of data.
18. Authors shall report any fundamental errors or inaccuracies that could not have been verified by referees or editors to the editors, requesting an erratum.

Based on: Committee on the Ethics of Publication (COPE) (27 March 2011). Code of conduct and best practice guidelines for magazine publishers; Ethics Guidelines of the Review of International American Studies (accessed 15 July 2020).

### **On the Use of Artificial Intelligence (AI) for Authors, Reviewers and Editors**

1. Generative AI tools, such as ChatGPT, do not meet our requirements for authorship as they are unable to be held responsible for the submitted work. Subsequently, they may not be listed as (co-)authors.
2. AI tools may only be used in the following cases: (1) Exploring and modifying ideas, perfecting research inquiries; (2) acquiring general information on the subject (ensure thorough verification of all sources and information); (3) creating an outline to structure thoughts; (4) reviewing grammar and style.
3. Authors employing AI in the creative development of manuscripts are required to disclose their methodology in a succinct separate paragraph of less than 100 words.
4. The procedure must be outlined in this paragraph, including the used tools (incl. version).
5. Authors are fully liable for their manuscript, including the AI-assisted sections, and will be held accountable for breaches to our Code of Ethics.
6. Authors must ensure the accuracy of their manuscript including correct citation (see our guidelines outlined above) and will be held accountable for any misconduct or plagiarism created by AI tools.
7. Reviewers may not use AI in the reviewing process as this would breach the confidentiality of the submission.
8. Editors may reject a submission if AI has been used inappropriately.

Based on: Committee on the Publication Ethics (COPE) (13 February 2023). Authorship and AI tools, <https://publicationethics.org/cope-position-statements/ai-author> (accessed 22 April 2024). AND. Science Journals (n.d.). Science Journals: Editorial Policies. Artificial intelligence (AI), <https://www.science.org/content/page/science-journals-editorial-policies#authorship> (accessed 22 April 2024).