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## INSTRUCTIONS FOR CONTRIBUTORS

### *Submitting Articles*

The journal AmLit (<https://amlit.eu/>) 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 electronically in a message sent to the editors ([amlit-journal@uni-graz.at](mailto:amlit-journal@uni-graz.at)) as an attachment in .doc or rtf format. The documents should be completely anonymized and contain no information about the author (for detailed instruction, see link). Articles may include visual material, providing it has been pre-formatted into the text of the article by the author and the necessary rights have been secured. *AmLit* cannot and will not commit any funds for the securing of reproduction rights. *AmLit* assumes no responsibility for the contributor's statements of fact or opinion. Once published on this site, the articles may not be republished anywhere else without permission.

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Articles must be in English. Contributions should be between 5,000 and 10,000 words (including notes and bibliography), unless previous arrangements have been made with the editors. The article shall be preceded by a short abstract (max. 150 words). Bibliographical references and general presentation should follow the MLA style sheet (see below). In-text references should be indicated between parentheses, by giving the author's surname followed by the source title and a page reference if necessary.

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.

Send your document in .doc or rtf format. Please do not use .docx or .odt file formats.

- Use minimum formatting of all documents and avoid macros or functions limited to only one specific editing software (e.g., the most recent version of MS Word). Do not use private or customized document templates. Do not use different font types in different parts of the text (or different formatting).
- On a separate page, list your name (with academic affiliation), your e-mail address, the title of your essay, and an abstract (max. 150 words).
- The first page of the article should only include the title of the essay, centered at the top of the page.
- Please add a list of 3-6 keywords as well as a list of proper names at the end of the article. Keywords should be listed in alphabetical order, separated by a comma and a space. Proper names should also be listed sequentially (firstname space lastname).
- If needed, use endnotes, not footnotes. They will be converted later. Notes should be numbered using Arabic numerals and inserted automatically using Word functions.
- Preformat visual materials into the text 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 0.25 cm.
- Indent all quotations longer than 4 lines. Do not use a 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 (8<sup>th</sup> edition).
- Do not use highlighting of any kind (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 works 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*, 8th Edition):

Type of Entry	In-Text Citation	Works Cited
Book by a Single Author	(Wittenberg 101).	Wittenberg, David. <i>Time Travel: The Popular Philosophy of Narrative</i> . New York, NY: Fordham UP, 2013.
Book by Two Authors	(Pulé and Hultman 189-222).	Pulé, Paul M. and Martin Hultman. <i>Ecological Masculinities: Theoretical Foundations and Practical Guidance</i> . London: Routledge, 2018. <i>Note: Should there be more than two authors, name only the first and then add "et al."</i>
Author's Work in an Anthology	(Carrasco 145).	Carrasco, David (2014). "Magically Flying with Toni Morrison." <i>Toni Morrison: Memory and Meaning</i> . Eds. A.L. Seward and J. Tally. Jackson, MS: UP of Mississippi, 2014. 144-156.
Article in a Journal	(Morrison, 94).	Morrison, Toni. "The Art of Fiction." <i>Paris Review</i> 35 (1993): 82-125.
Electronic Source - Document as Part of a Scholarly Online Project	("Atemporal").	"Atemporal." <i>OED. The Free Dictionary</i> . 1 May 2016. < <a href="http://www.thefreedictionary.com/atemporality">http://www.thefreedictionary.com/atemporality</a> >.
Electronic Source	(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. The University of Edinburgh. < <a href="https://www.era.lib.ed.ac.uk/handle/1842/7977">https://www.era.lib.ed.ac.uk/handle/1842/7977</a> >.

## 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.

#### **Referee's responsibilities**

1. The peer referee shall provide the author with relevant information allowing him or her to revise her 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 editors.
11. 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.
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13. 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).
14. 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.
15. No uninvolved individuals shall be listed among the authors or co-authors of the submission.
16. 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.
17. 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).