

B.A.S. British and American Studies
INSTRUCTIONS TO AUTHORS

Contributors to *B.A.S. British and American Studies* should observe the general instructions provided in the *Editorial policy* and the specific instructions below:

Articles should be submitted to bas.journal@gmail.com.

Deadline: 1st of October, for papers to be considered for publication the following year

Length of article: maximum 5000 words

Article layout:

Left and right margins: 4 cm

Top and bottom margins: 4.8 cm

Font: Times New Roman, 11 pt

Line spacing: 0.9 Multiple

Alignment: justified

Paragraphs: indent all paragraph beginnings 1 cm

Title: bold capitals, centred

One space

Author's name: under title, bold capitals, centred

Affiliation: under author's name, regular, centred

One space

Abstract: (50 - 100 words), Times New Roman, 10 pt, italics, indent 1 cm.

Keywords: (4 – 6) Times New Roman, 10 pt, italics, ordered alphabetically

One space

Body of the article

The body of the article should be divided into:

1. Introduction

2. Heading 1

2.1. Sub-heading 1

2.2. Sub-heading 2

.....

3. Heading 2

3.1. Sub-heading 1

3.2. Sub-heading 2

.....

4. Conclusion

References:

All references used in the article should be given in an alphabetical list of authors' names at the end of the article, under the heading **References** (aligned left, Times New Roman, 10 pt, no numbering).

The second line of each reference should be indented by 1 cm (special, hanging).

Each reference should use the elements and punctuation indicated in the following examples for the different types of published work you may have cited.

A. Reference to a book:

Author's Surname, Initial letter of name. Year of publication (the year of publication of the edition quoted, followed by the year of the initial edition within brackets, if the case). *Title*. Edition (if not the first). Place of publication: Publisher. Number of volume (if more than one).

If the book quoted is an edited volume, Editor's Surname, Initial letter of name should be given, followed by (ed.). If there are two or more books by the same author published in the same year, a lower-case letter should be added after the year (e.g. Roberts, J. 2014a...., Roberts, J. 2014b....).

For multiple authors or editors, follow the models below.

Examples:

Gilmour, D. 2002. *The Long Recessional: The Imperial Life of Rudyard Kipling*. London: John Murray.
Haralambos, M. and M. Holborn. 2008. *Sociology Themes and Perspectives*. 7th edition. London: Harper Collins Publishers Limited.
Nuttall, A.D. 2006 (1983). *A New Mimesis. Shakespeare and the Representation of Reality*. New Haven and London: Yale University Press.

Jefferson, A. and D. Robey (eds.). 1992. *Modern Literary Theory: A Comparative Introduction*. London: B. T. Batsford.
Storey, J. (ed.). 2006. *Cultural Theory and Popular Culture. A Reader*. 3rd edition. Harlow: Pearson Education Limited.

B. Reference to a contribution in a book/anthology/compilation:

Contributing author's Surname, Initial letter of name. Year of publication. Title of contribution in single inverted commas in Initial letter of name. Surname (ed./eds.). *Title of book/anthology/compilation*. Place of publication: Publisher, page number(s) of contribution.

Examples:

Halliday, M.A.K. 1993. 'Spoken and Written Modes of Meaning' in D. Graddol and O. Boyd-Barret (eds.). *Media Texts: Authors and Readers*. Clevedon: Multilingual Matters, pp. 51-73.
Shenn, Y. 2002. 'Cognitive Constraints on Verbal Creativity' in E. Semino and J. Culpeper (eds.). *Cognitive Stylistics: Language and Cognition in Text Analysis*. Amsterdam/Philadelphia: John Benjamins Publishing, pp. 211-230.

C. Reference to an article in a journal:

Author's Surname, Initial letter of name. Year of publication. Title of article in single inverted commas in *Title of journal*, Volume (Issues), page number(s) of contribution.

Examples:

Lakoff, G. 1973. 'Hedges: A Study in Meaning Criteria and the Logic of Fuzzy Concepts' in *Journal of Philosophical Logic*, no. 2 (4), pp. 458-508.

Santaemilia, J. 2008. 'The Translation of Sex-Related Language: The Danger(s) of Self-Censorship(s)' in *TTR: traduction, terminologie, rédaction*, no. 21 (2), pp. 221-252.

D. Reference to an electronic resource:

Author's Surname, Initial letter of name. Year of publication/uploading (if available). Title of article in single inverted commas in *Title of larger publication* (if available) [Online]. Available: website address [date when accessed].

or

Author's Surname, Initial letter of name. Year of publication/uploading (if available). *Title of book*. Edition (if not the first). Place of publication: Publisher. Number of volume (if more than one) [Online]. Available: website address [date when accessed].

Resources not attributed to particular authors should be listed separately, at the end of the References section, in a sub-section entitled Online resources.

Examples:

Corder, S.P. 1981. *Error analysis and interlanguage*. Oxford: Oxford University Press [Online]. Available: <http://www.scribd.com/doc/48273630/Error-Analysis-and-Inter-Language-by-S-P-Corder> [accessed 2014, May 25].

Woodward, R. B. 1992, April 19. 'Cormac McCarthy's Venomous Fiction' in *The New York Times* [Online]. Available: <http://www.nytimes.com/books/98/05/17/specials/mccarthy-venom.html> [accessed 2013, May 31].

Online resources

<http://www.youtube.com/watch?v=emuYwWT7s4A>, the Robert Lowell Memorial Lecture, Boston University, 2010 [accessed 2013, August 12].

<http://www.jstor.org/stable/2928520> for Pierre Nora, *Between Memory and History: Les Lieux de Mémoire* [accessed 2013, June 23].

E. In-text citation:

References in the text should use the following format:

(Cook 1989:35-36)

... as Cook (1989:35-36) states...

AUTHORS ARE SOLELY RESPONSIBLE FOR THE ACCURACY OF THEIR REFERENCES.

Notes on the author:

(50 – 60 words), at the end of the paper

IMPORTANT!

1. **Full stops** are not needed after headings, sub-headings or figure and table captions.
2. **Italics** should be used for book/journal/newspaper titles. They (rather than bold type) may also be used to add emphasis in running text. However, please keep the use of italics to a minimum so as to produce a reader-friendly text.
3. **Bold type** should be restricted to title, subtitles, headings (to be aligned left) and table headings.
4. **Quotation marks**: double quotation marks should be used throughout, with single quotation marks for quotes appearing within quotes; revert to double quotation marks for a third level of quoted material. Any closing quotation mark should:
 - a. follow the punctuation that is part of the quoted material,
 - b. precede the punctuation that is part of your comments
5. **Spacing**: full stops, commas, colons and semi-colons should be followed by one character space only.
6. **Spelling** should be standard British English.
7. Articles should be typed with the corresponding diacritic signs.
8. Quotations should be indented left 1 tab (1 cm) and written in font Times New Roman, 10 pt. They should be separated from the text (one space above and one space below). Inverted commas should not be used at the beginning and end of quotations that are placed outside the main text.
9. Examples should be indented left 1 tab (1 cm) and written in font Times New Roman, 10 pt. They should be separated from the text (one space above and one space below) and numbered within brackets. Inverted commas should not be used.
10. Please do not insert footnotes or endnotes.
11. Tables and charts should be inserted as objects which can be moved with the text. They should be numbered consecutively, with Arabic numbers. They should be referred to by their numbers within the text.

PAPERS WHICH DO NOT OBSERVE THE INSTRUCTIONS IN THE PRESENT STYLE SHEET WILL NOT BE TAKEN INTO CONSIDERATION FOR PUBLICATION.