

# RSAJournal - Editorial Guidelines

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## I. Submission Guidelines

Articles should not exceed 40,000 types (including endnotes and the list of works cited).

Submissions must be sent through the specific online procedure in a single file, including the text, abstract, keywords, and the bibliography, in .doc or .docx format.

Please, make sure to **remove all mentions of your name** both in the text and in the metadata of the word file before uploading it to our website, so that the file can be sent out directly for peer review.

A short bionote should be uploaded as a second, separate submission file.

### Abstract

An abstract of approximately 300 words, in English, must be added in the submission file and to Step 3 of the online submission procedure.

### Keywords

Keywords, also to be added in the submission file and in step 3 of the submission process, must be five, in English, separated by a comma, relating to the topic of the article.

### Author's Bionote

The bionote must be written in the same language of the contribution. It should include a reference to the author's affiliation (if relevant), his/her ORCID number, his/her professional email address, his/her research interests and previous publications. The bionote should not exceed 5 lines and must be submitted in Step 3 of the submission process. It must be attached to the submission as a separate file.

In the bio note, references to articles and volumes published by the author should follow the format: "Title of the Article" (*Journal*, YYYY) or *Title of Volume* (Publisher, YYYY).

## 2. Layout of the Manuscript

**Please, typeset your whole manuscript using the template available on *RSAJournal's* website.**

Typeset abstract, keywords, body in Garamond pt. 11.

Typeset headings, author's bionote/information in Gill Sans MT, various pts.

Use the template to avoid typesetting errors, please.

Indent block citations (longer than three lines) by 1 cm on both sides, reduce the font size to Garamond pt. 10.

Add a hanging indent of 1 cm to the Works Cited list.

## Epigraphs

Epigraphs must be right aligned, in italics. In a new line and not enclosed in the parentheses: name and last name of the author of the epigraph in Roman type, one comma, title in italics (book/artwork) or between quotation marks (essay/short story/poem/song). Please, refer to the template to typeset your epigraph correctly.

## Sections

- Sections must NOT be numbered.
- Please capitalize all and only the lexical terms in titles of sections, including the Works Cited section (“Works Cited”) EX: The Social Life of ‘Woke’.

## Footnotes

Please, limit the use of footnotes in favor of in-text references. If absolutely needed, use footnotes, not endnotes, with progressive numbering in Arabic numerals, typeset in Garamond, pt. 9. Please, refer to the template to typeset your footnotes correctly.

## 3. Graphic Signs

### Quotation Marks

- Quotation marks: do not use French quotation marks (« »), only double quotation marks (“ ”). Within double quotes use single quotation marks (‘ ’). E.g. “Reading Henry James’s essay ‘The Art of Fiction’.”
- Single quotation marks must also be used for neologisms or for metaphorical and unusual usages of a word. E.g. ‘serendipity,’ ‘cross-pollination’
- Punctuation marks must be placed within quotation marks (ex. “ipse dixit,” instead of “ipse dixit”); footnote numbers must **always** be put after quotation marks (ex. “ipse dixit.”<sup>1</sup>)

**Exceptions:** If quotation marks are followed by parentheses containing a bibliographical reference, punctuation must be placed after the parentheses. Footnote numbers must always follow punctuation. Ex. “ipse dixit” (Benjamin 2019, 76).<sup>1</sup>

If the quotation includes a question mark, further punctuation marks must be put after the quotes. Ex: “what’s your name?”.

If the quotation is to be followed by a colon, the colon must be put after the quotation marks. Ex. “ipse dixit”:

### Bullet Lists and Numbered Bullet Lists

- Please apply the standard Word settings
- Please apply the standard Word settings

1. Please apply the standard Word settings
2. Please apply the standard Word settings

## Numbered Examples

Examples should be numbered progressively throughout the text, and differentiated typographically from Numbered bullet lists as seen below.

Add an empty line between multiple example.

- 1) Text Example.
  
- 2) Text Example.

## Images

- Images must be included within the body text in the most appropriate position
- If the image is not as wide as the page, it must be centered
- Please, acknowledge the source of all images not originated from the author of the contribution (through a caption, footnote or a mention in the Works Cited list)
- All issues pertaining to the copyright of the images must be cleared by the author. *RSAJournal* cannot pay royalties on images.

## Years and Numbers

- Years and centuries must be written as follows:
  - twenty-first century (not 21st century, not XXI century)
  - 1960s (not Sixties)
- Numbers must be written with the following format:
  - Data (results, percentages etc.) are always expressed in numbers. E.g. 90%, 2,000 copies....
  - Numbers greater than 100 are always expressed in numbers (103, 1,280, 15,756), except for multiples of a hundred and a thousand
  - Numbers between 0 and 100 (both included) must be expressed in letters (zero, one, two, twenty-three, eighty-seven, a hundred etc.)
- Roman numerals that indicate a book page must be written in lowercase (e.g. xvii; xix; xi)

## Abbreviations, Acronyms, Use of Capitals, Lowercase, Italics

- *Emphasis* is expressed in italics
- Abbreviations and acronyms do not need full stops, e.g. ANAACP, US, CIA, FBI
- Names of associations/organizations are not italicized, e.g. Federal Bureau of Investigation

- For historical events, all letters of the name must be capitalized:
  - World War II
  - The French Revolution
  - Civil War

*EXCEPTION: in Italian, only the first letter is capitalized: ex. “Prima guerra mondiale”*

- Names of newspapers, journals, blogs, must be put in italics without inverted commas
- Fields of study are not italicized. In English they carry capitals, e.g. American Studies, Queer Studies. In Italian, only the first letter is capitalized, e.g. Studi americani, Studi di genere
- Foreign words tend to be italicized unless commonly adopted in plain language. Common foreign expressions do not need to be italicized (ad hoc, vis-à-vis).
- The names of court cases are italicized: i.e. *Marbury v. Madison*. When you cite laws, acts, and political documents, capitalize their names like titles and set them in roman font. i.e. Law of the Sea Treaty, Civil Rights Act Code of Federal Regulations.
- Conference, symposium, forum, seminar, Special Section titles in italics (e.g. *Books Erased: Printed Word Censorship and US National Identity*)

## Hyperlinks

- When adding a web link or URL, please remove the hyperlink, which is often generated automatically, and add a full stop at the end of the URL (e.g. [rsa.aisna.net.](http://rsa.aisna.net))

## Dashes, Hyphens, Slashes

- For asides, please use the en dash, preceded and followed by a space
 

**Example:** According to Bercovitch – notoriously an expert of the field – the US...
- Compounded words and number ranges are joined by hyphens
 

**Example:** global-local dichotomy, 12-40.
- Before and after the slash there is no need to add blank spaces
 

**Example:** Positive/Negative

**Exception:** For poetry or song verses, add a space before and after the slash

## 4. Quotations

*RSAJournal* employs a two-part documentation system for citing sources: an in-text parenthetical reference (not in the footnotes) that directs readers to the alphabetical “Works Cited” list at the end of the paper (see below for guidelines on how to format the Works Cited list). The in-text citation follows the standard format (Author, Page). For specific cases, refer to the chart below:

|  |   |
|--|---|
| <b>Author's name in text</b>   | As Smith stated, ... (112-36). [Do NOT use Ibid. Cfr. or similar other abbreviations]   |
| <b>Author's name in reference</b>  | Such a statement has long been disproved (Smith 23-40).   |
| <b>Works with multiple authors</b>   | As shown by others (Smith and Jones 43), the concept is now surpassed. Scholars argue for the contrary (Smith, Jones and Rossi 21). These four authors dissent (Smith et al. 90).   |
| <b>Two locations within the same source</b>  | As repeatedly stated, ... (Smith 120-29; 149).  |
| <b>Two works cited</b>   | (Smith 132; Jones 350)  |
| <b>Multiple works by same author</b><br>Book titles are italicized and article titles are in quotation marks   | (Melville, <i>Moby-Dick</i> 105; Melville, "Bartleby" 33)   |
| <b>Works with no author</b><br>For sources that have no author, use the complete or shortened title. Book titles are italicized and article titles are in quotation marks. If the source has no title either, use a descriptive paraphrase | As stated by the presidential commission (Report 4).<br>In the unauthored painting, one can see... (Painting of San Diego Presidio ruins)<br>In the uncredited draft of the movie.... (Screenplay of <i>Movie Title</i> )   |
| <b>Film and TV series</b>  | In <i>Taxi Driver</i> ... (09:25).<br>As featured in the movie, .... ( <i>Taxi Driver</i> 09:25)<br>In the TV series <i>The Simpsons</i> , .... ("The Tell-Tale Head" 15:20)<br>As evidenced in the episode, .... ("The Tell-Tale Head" 15:20)  |
| <b>General mention to a whole work</b>   | This has been noticed by several authors (Jones; Smith; Nash).<br>[no "see", no "e.g."]   |
| <b>Digital works with no page number</b>   | As Smith points out in "Title": "Quote Quote." [Do not add a parenthetical reference]<br>As Smith points out: "Quote Quote." [Do not add a parenthetical reference unless you have more than one source by the same author]<br>As written in "Title": "Quote quote" (Smith). [Use author] |
| <b>Legal Works</b>   | As stated in the Supreme Court decision, ... ( <i>Roe v. Wade</i> ).  |

**Please note that:**

- Quotations within the body text should be enclosed in double quotation marks (“ ”).
- When a quotation comes from the same source as the previous one (with the same page number), do not use abbreviations like *ibidem*, *ibid*, *ivi*, or *op. cit.* Instead, repeat the parenthetical reference in round brackets, following the examples in the chart above.
- The use of “*CP*” or “*cfr.*” before the last name is not required.
- For a range of page numbers, provide the last two digits of the second number, unless more are necessary for clarity. Examples: 223-27, 1056-64, 98-105, 2398-405.
- To indicate an open range of pages, use *ff.* Example: (1 and *ff.*)
- Quotations longer than three lines should be formatted as a block quote: separated from the main text with one blank line above and below, indented 1 cm on both sides, and no quotation marks. The bibliographic reference should appear in brackets, with the full stop placed before the reference. See the template to typeset block quotes correctly.
- Omissions or other alterations within quotations, whether in-text or in footnotes, should be enclosed in square brackets [...].
- Quotations within round brackets should include the reference in square brackets (e.g., in the famous quote “*bla bla*” [James 3]).

When multiple authors share the same last name, include their first initials in the in-text citations: (A. Anderson 33); (B. Anderson 244); (C. Anderson 65).

For other cases not mentioned, see the MLA General Format stylesheet available at the following website: [https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html)

## 5. Final Bibliography

### General Rules

- The section must be entitled “Works Cited”
- List only the works cited within the text, in alphabetical order, by author’s surname
- Apply a hanging indent of 1 cm
- Titles are separated from subtitles by a colon. Titles in English carry capitalized lexical words (**ex:** *Title: Long Subtitle of Essay*). Titles in Italian do NOT carry capitalized lexical words. (**ex:** *Titolo: Sottotitolo lungo*)
- Use the conjunction “and” instead of “&” to indicate various authors of the same work
- Do not use abbreviations such as *p.* or *pp.* for the number of pages
- For a University Press write UP or U of XXX P.
- Just mention the consulted edition of the source. Do not provide information on the original edition for reprints, translations etc. For translations of **literary works** keep the name of the translator:

**Example:** Mann, Thomas. *Death in Venice and Other Stories*. Trans. David Luke. Vintage, 2008.

- To highlight the original year of publication for a source that has been republished, add the year after the title, followed by a full stop

**Example:** Alexie, Sherman. "Reservation Drive-In." 1993. *The Western Reader*. Eds. Jim Kitses and Gregg Rickman. Limelight, 1998. 255-258.

## Books

**Last Name, Name. *Title of the Book: Subtitle*. Publisher, Year of Publication.**

Johnson, George M. *All Boys Aren't Blue: A Memoir Manifesto about Growing up Black and Queer*. Penguin, 2021.

### ***Another work by the same author***

—. *We Are Not Broken*. Blackstone Publishing, 2021.

N.B. works of the same author must be listed in alphabetical order by title.

### ***Another work by the same author with a co-author***

Johnson, George M. and Mario Rossi. *Title: Subtitle*. Publisher, Year.

Johnson, Gorge M. and Paul Verdi. *Title: Subtitle*. Publisher, Year.

### ***Two authors/editors***

Lewis, Thabiti and Toni Cade Bambara, eds. *Conversations with Toni Cade Bambara*. UP of Mississippi, 2012.

### ***Three authors***

Smith, John, Mary Johnson and Robert Brown. *The History of Modern Art*. Oxford UP, 2020.

### ***More than three authors***

Smith, John et al. *The Evolution of Contemporary Literature*. Cambridge UP, 2021.

### ***Anonymous works***

*Lucy in the Sky*. Simon and Schuster, 2012.

### ***Edited Work***

Pochmara, Anna and Raphaël Lambert, eds. *The African American Novel in the Early Twenty-First Century*. Brill, 2024.



## Essays/Chapters/Articles/Interviews/Archival Material

### *Journal articles*

Last Name, Name. "Title of the Article: Subtitle." *Journal* vol n. (year): page range.

Stroshane, Eric. "Censorship Dateline." *Journal of Intellectual Freedom and Privacy* 6 (2021): 123-42.

### *Essays or chapters in a volume (editorship or monograph)*

Last Name, Name. "Title of the Essay/Chapter: Subtitle." *Title of Volume*. Ed/Eds. Name Surname. Publisher, Year of Publication. Page range.

Russo, John Paul. "Solitude in Italian American Literature." *American Solitudes: Individual, National, Transnational*. Eds. Donatella Izzo, Giorgio Mariani and Paola Zaccaria. Carocci, 2007. 125-36.

### *Newspaper/Magazine article (in print)*

Last Name, Name. "Title of the Article: Subtitle." *Title of Newspaper* DD Month (abbreviated with 3 letters) YYYY: page range.

Bajaj, Vikas. "The Double-Edged Rupee." *The New York Times* 27 Jan 2010: 16-17.

### *Newspaper/Magazine/Blog article (online)*

Last Name, Name. "Title of the Article: Subtitle." *Title of Newspaper* DD Month (abbreviated with 3 letters) YYYY. <URL>.

Lepore, Jill. "A Golden Age for Dystopian Fiction." *The New Yorker* 29 May 2017. <<https://www.newyorker.com/magazine/2017/06/05/a-golden-age-for-dystopian-fiction>>.

Vrbin, Tess. "17 Plaintiffs Plan to Challenge Arkansas' Library Obscenity Law." *Arkansas Advocate* 25 May 2023. <<https://arkansasadvocate.com/2023/05/25/17-plaintiffs-plan-to-challengearkansas-library-obscenity-law/>>.

### *Interview*

Interviewer's surname, name. "Title: Subtitle." [if necessary, clarify between square brackets "Interview with Name Surname"]. *Title of Publication Containing the Article and relevant information per the cases above*.

Hainey, Michael. "Quentin Tarantino, Brad Pitt, and Leonardo DiCaprio Take You Inside *Once Upon a Time... In Hollywood*." *Esquire* 21 May 2019. <<https://www.esquire.com/entertainment/movies/a27458589/>>. Last visited 05/02/2024>.

Jones, Michael. "Let's Explore the Stars!" [Interview with Stephen Hawkins.] *Skyrocket – A Podcast* 35 (2021). <LINK>.

N.B. If the interview has no title (e.g. for unpublished interviews), write: "Interview with Name and Last name of the interviewed" always after the interviewer's surname, name. e.g. Ross, James. "Personal Interview with Michael Jackson." Los Angeles, 22 January 2003.

### ***Archival Material***

**Author's Surname, Name. Title or description of material. Day month year. Collection Name. Collection identifier (Box number, Folder number). Name of repository. Location of repository. <URL if applicable>.**

Most archival material will contain the following elements:

1. **Author(s).** [Last Name, First Name Middle Name]  
*If the author is unknown skip the author element and start with the title.*
2. **Title.** *If untitled, provide a description of the item without quotations or italics. Capitalize the first word of the description as well as any proper nouns in it.*
3. **Date.** Add a date to the middle optional-element slot using this format: Day month year. *If the date is uncertain, add a question mark at the end of the date. If the date is unknown add "Date unknown" as the date.*
4. **Title of container.** [Collection title]
5. **Location.** [Collection number or identifier, Box number, Folder number. Name of repository, Location of repository]
6. **URL** *for digital collection material only*

### ***Document***

Weatherwax, John M. Typescript of short story Red Shoes. Date unknown. John M. Weatherwax collection. SPC.2015.005, Box 2, Folder 5. Gerth Archives and Special Collections. California State University. Dominguez Hills, Carson.

### ***Letter***

Terada, Emiko [Amy]. Letter to Laura Thomas. 30 Aug 1942. James H. Osborne Nisei collection. SPC.2017.001, Box 1, Folder 3. Gerth Archives and Special Collections. California State University. Dominguez Hills, Carson. <<http://digitalcollections.archives.csudh.edu/digital/collection/p16855coll4/id/9951/rec/1>>.

### ***Institutions or Organizations as Authors of Documents***

United States Cong. House. Oversight and Reform Subcommittee on Civil Rights and Civil Liberties. "Free Speech Under Attack: Book Bans and Academic Censorship." 7 Apr 2022. Hearings. 117th Congress. 2<sup>nd</sup> sess. Washington: Government Publishing Office. <<https://www.congress.gov/event/117th-congress/house-event/114616>>.

### **Dissertations**

Author's Surname, Name. *Title of Dissertation*. University, Publication year. PhD/MA/BA dissertation. <URL>.

Njus, Jesse. *Performing the Passion: A Study on the Nature of Medieval Acting*. Northwestern U, 2010. PhD dissertation. <<https://search.proquest.com/docview/305212264?accountid=7432>>.

### **Films and TV Series**

#### ***Film***

Chu, Jon M., dir. *Wicked*. 2024.

#### ***TV Series or Podcasts***

Groening, Matt, creator. *The Simpsons*. 1989-.

"The Tell-Tale Head." *The Simpsons*. Created by Matt Groening. 1994.

#### ***Online Videos***

Video's creator. "Title." *Website or platform in italics*. The upload date. <URL>.

Newsom, Joanna. "Sapokanikan." *YouTube*. 10 Aug 2015. <[www.youtube.com/watch?v=ky9Ro9pP2gc](http://www.youtube.com/watch?v=ky9Ro9pP2gc)>.

For other cases not mentioned, see the MLA General Format, 9<sup>th</sup> edition at:

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_works\\_cited\\_page\\_basic\\_format.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html).