**Aspasia**

**SUBMISSION INFORMATION FOR CONTRIBUTORS**

The editors welcome contributions. Authors should submit articles as Microsoft Word or Rich Text Format (RTF) files. All submissions should be based on the author's original, unpublished research. *Aspasia* does not accept translations of articles previously published in other languages. Any submissions based on previously published works in any language must be substantially revised from the original version.

Please submit articles and questions about submissions to the *Aspasia* editors at Aspasia.Yearbook@gmail.com.

For book reviews, please contact Krassimira Daskalova at krasi@sclg.uni-sofia.bg.

Articles should be **6,000 to 8,000 words** (including notes), although longer texts may be considered. Reviews essays must review a minimum of three titles be **2,000 to 4,000 words**.

**FORMATTING**

The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes, and references. Unusual characters or diacritics should be retained and flagged by placing the word in red type.

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The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number, and email), biographical data of approximately 100 words for each author (including an ORCID if applicable), a total word count, the number of tables and/or figures included, and any acknowledgments. Affiliations and email addresses will be posted online for indexing/abstracting purposes.

**ABSTRACT/KEYWORDS**

The article must include an abstract of **125 words** and **5 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data, and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order, and separated by commas; only proper nouns should be capitalized.

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**Style Guide**

The *Aspasia* style guide is based on *The Chicago Manual of Style (CMS)*. Please note that the journal uses US punctuation and spelling, following *Merriam-Webster’s Collegiate Dictionary*.

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*Aspasia* uses the endnote system. Endnotes must include full bibliographic information on first citation, including a full page range for the work and the exact page for a quotation. Subsequent citations should provide last name(s) and a short-title form.

**Reference Examples**

**Book**

*First note citation*


*Later citations*


5. Ibid., 145–169.

**Two authors/editors**

*First note citation*


*Later citations*


**Chapter or other part of a book**

*First note citation*


*Later citations*


**Article in a journal (always include the doi)**

*First note citation*


*Later citations*

Translators
First note citation

Later citations

Translated titles
First note citation

Later citations

Reprints and editions
First note citation

Later citations

Article in a newspaper or popular magazine
First note citation

Later citations

Paper presented at a meeting
First note citation

Later citations
38. D’Erasmo, “Craft and Career of Writing.”

Thesis, dissertation or unpublished manuscript
First note citation

Later citations
Archive materials

Materials in archives may be cited according to the particular kind of archival material being cited. Note that public documents might be cited differently than private documents in archives.

First note citations

52. Patrick Scott to Duchess of Atholl, 15 July 1706, Blair Castle Archives Manuscripts 45.(6).73, Blair Atholl, Scotland (hereafter cited as Blair MSS).
53. Claudia Dedyk, Linguistics Memos, Rossiskii Gosudarsvenyi Isoricheskii Arkhiv (RGIA), fond 1129, opis 1, delo 491 (11 February 1933), 74–83.

Later citations from the same collections

54. Duke of Atholl to Duchess of Atholl, 19 October 1706, Blair MSS 45.(6).121.
55. RGIA 1129-1-491: 81.

Websites and blogs

Access dates are only required when no date of publication or revision can be determined from the source.

First note citation


Later citations

58. WHO, ‘Committee on Technical Barriers to Trade’.

Online video

First note citation


Later citation

62. Rubinstein, “Rachmaninoff Piano Concerto No. 2.”
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  - Five to eight keywords in alphabetical order and separated by commas (with only proper nouns capitalized);
  - Complete contact information for each author (mailing address, phone number, and email);
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• Superscript note reference numbers and/or asterisks are not placed on article titles, headings, epigraphs, or the contributor’s name;

• Contributions are referred to as articles (not essays or papers);

• Numbers 0–100 are spelled out (as are large whole numbers, e.g., fourteen hundred), and all number ranges are non-abbreviated;

• Foreign-language words that are not common in US usage are italicized on every instance;

• Double quotation marks are used for all quotations and terms, except for quotes or terms within quotes, and quotations of more than 100 words are indented as extracts with no quotation marks;

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