

# ***Critical Survey***

## **SUBMISSION INFORMATION FOR CONTRIBUTORS**

The editors welcome submissions of articles in the general fields of modern and early modern literature and culture—especially articles that indicate a clear familiarity with current critical and theoretical thinking.

Occasional issues will have a thematic focus, wholly or in part, supervised by a guest editor, an associate editor or an editorial board member. Details of themes and editors will normally be announced at least two issues in advance. All correspondence should be addressed to the editorial office unless otherwise indicated.

Please submit articles, research reports and contributions to the discussion forum to the editors at [bloughrey@mac.com](mailto:bloughrey@mac.com) and [gh@herts.ac.uk](mailto:gh@herts.ac.uk).

Submissions should be **5,000 to 7,000 words**, though exceptionally strong longer pieces will be considered.

Please submit poems for consideration to [criticalsurveypoetry@gmail.com](mailto:criticalsurveypoetry@gmail.com).

### **FORMATTING**

The document must be set at the U.S. 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. Any unusual characters or diacritics should be flagged by placing the entire word in **red type**.

### **COVER PAGE**

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

### **ABSTRACT/KEYWORDS**

The article must include an abstract of no more than **150 words** and **6 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 capitalised.

### **COPYRIGHT/PERMISSIONS**

Upon acceptance, authors are required to submit copyright agreements and all necessary permission letters for reprinting or modifying copyrighted materials, both textual and graphic. The author is fully responsible for obtaining all permissions and clearing any associated fees to reproduce copyrighted materials.

### **ARTWORK**

For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. Additionally, all images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves.

### **PROCESS FOR REFEREEING AND ACCEPTING ARTICLES**

*Critical Survey* is a refereed journal. Submissions are considered on the understanding that the article is not currently under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and, if so, with what recommended changes. The editors respond to the author with their decision and a list of any changes needed for the article to be accepted for publication. They also send the anonymous referees' comments to the author, or a summary thereof.

## PUBLICATION

Manuscripts that have been accepted for publication but do not conform to the style guide may be returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publishers. Authors may not supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

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## STYLE GUIDE

The *Critical Survey* style guide is based on the *New Oxford Style Manual* and *New Hart's Rules*. Please be aware that the journal uses **UK punctuation and spelling**, following *The Oxford English Dictionary*.

## CITATION SYSTEM

*Critical Survey* follows 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. Every quotation must be cited.

## REFERENCE EXAMPLES

### Book with one author/editor

*First note citation*

1. Svetlana Boym, *The Future of Nostalgia* (New York: Basic Books, 2002), xiv–xv.

*Later citations*

4. Boym, *Future of Nostalgia*, 351.
5. *Ibid.*, 57–71.

### Book with multiple authors/editors

*First note citation*

8. Frederique Apffel-Marglin and Stephen A. Marglin, eds, *Decolonizing Knowledge: From Development to Dialogue* (Oxford: Clarendon Press, 1996), 45.

*Later citations*

11. Apffel-Marglin and Marglin, *Decolonizing Knowledge*, 154.

### Chapter or other part of a book

*First note citation*

12. Gerhard L. Weinberg, "'Gray Zones' in Raul Hilberg's Work", in *Gray Zones: Ambiguities and Compromise in the Holocaust and Its Aftermath*, ed. Jonathan Petropoulos and John K. Roth (New York: Berghahn Books, 2005), 70–80, here 51.

*Later citations*

18. Weinberg, "'Gray Zones' in Raul Hilberg's Work", 72.

### Journal article

*First note citation*

19. Elizabeth C. Macknight, 'Archives, Heritage, and Communities', *Historical Reflections* 37, no. 2 (2011): 105–122, here 109.

*First note citation with DOI*

19. Elizabeth C. Macknight, 'Archives, Heritage, and Communities', *Historical Reflections: Réflexions Historiques* 37, no. 2 (2011), 105–122, here 109, doi:10.3167/hrrh.2011.370208.

*Later citations*

21. Macknight, 'Archives, Heritage, and Communities', 113.

## Translations

### *First note citation*

25. Albert Camus, *The Myth of Sisyphus*, trans. Justin O'Brien (New York: Vintage, 1955), 130.

### *Later citations*

28. Camus, *Myth of Sisyphus*, 272.

## Article in a newspaper or magazine

### *First note citation*

29. Eric C. Fontanelle and Valerie Mandible, 'Iron Despair: Postwar Bewilderment', *World Spectator*, 6 April 1951, 12.

### *Later citations*

35. Fontanelle and Mandible, 'Iron Despair', 15.

## Plays

Extracts from plays should be referenced directly in the text by Act/Scene/Line numbers:

(*Hamlet*, 3.4.80–81).

## Thesis, dissertation or unpublished manuscript

### *First note citation*

40. Omar McDoom, 'The Micro-Politics of Mass Violence: Security, Authority, and Opportunity in Rwanda's Genocide' (PhD diss., London School of Economics, 2009).

### *Later citations*

51. McDoom, 'Micro-Politics of Mass Violence,' 156.

## Paper presented at a meeting or conference

### *First note citation*

42. Stacy D'Erasmus, 'The Craft and Career of Writing' (lecture, Northwestern University, Evanston, IL, 26 April 2000).

### *Later citations*

53. D'Erasmus, 'Craft and Career of Writing'.

## Archive materials

*Archive materials 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 citation*

1. Patrick Scott to Duchess of Atholl, 15 July 1706, Blair Castle Archives Manuscripts 45.(6).73, Blair Atholl, Scotland (hereafter cited as Blair MSS).

2. London, The National Archives, Ancient Petitions, SC8/63/3109.

### *Later citations from same collections*

26. Duke of Atholl to Duchess of Atholl, 19 October 1706, Blair MSS 45.(6).121.

27. SC8/63/6270.

## Websites and blogs

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

### *First note citation*

36. Evanston Public Library Board of Trustees, 'Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach', <http://www.epl.org/library/strategic-plan-00.html> (accessed 30 May 2001).

### *Later citations*

38. Evanston Public Library, 'Strategic Plan, 2000–2010'.

## ARTICLE SUBMISSION CHECKLIST

- ❑ **Copyright assignment form** is signed and submitted (*no later than the final revised article submission*);
  - ❑ **Cover sheet** is included and provides:
    - **Title** of the article;
    - An **abstract** that is no more than 150 words, is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text;
    - Six to eight **keywords** that are in alphabetical order and separated by commas (with only proper nouns capitalised);
    - Complete **contact information** for each author (mailing address, phone number and e-mail);
    - A **bio** of approximately 100 words for each author;
    - Total **word count**, the number of tables and/or figures included and any acknowledgements.
  - ❑ For any **figures**, ensure that:
    - **Placement** indicators and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
    - Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions**.
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### PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings, notes and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;
- UK spelling is used throughout and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A head** (a main text heading). Use **bold italic** for a **B-head** (a first-level subheading). Use *non-bold italic* for a *C head*;
- 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 UK usage are italicized on every instance;
- Single quotation marks are used for all quotations and terms, except for quotes or terms within quotes;
- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;
- Contractions and abbreviations such as e.g., i.e., etc. and et al. are not used in the main text (except in parentheses);
- Every quotation is cited.