

# ***Girlhood Studies***

## **SUBMISSION INFORMATION FOR CONTRIBUTORS**

Please send submissions of articles, reviews, and other contributions as email attachments (MS Word is preferred, otherwise in rich text format) to the editors at [girlhood.studies@mcgill.ca](mailto:girlhood.studies@mcgill.ca)

Articles should be from **6,000 - 6,500 words** (including abstract, notes, and references, as well as biographical information and acknowledgments). Book reviews should be approximately 1,500 words. Please consult with the editors concerning appropriate lengths for reviews and review articles.

### **COVER PAGE**

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](#), 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.

### **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. A 12-point standard font such as Times or Times New Roman is required and should be used for all text, including headings, notes, and references. Any unusual characters or diacritical marks should be flagged by placing the entire word in **red type**.

### **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 and proper adjectives should be capitalized.

### **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.

### **RESEARCH FUNDING**

All research funding (often mentioned in the acknowledgments section) must not conflict with our embargo period outlined in the journal copyright transfer agreement. Prior to submission to Berghahn, authors need to establish the requirements of their funding, and if necessary pursue the gold OA option for their article.

### **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. 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. For more details, please see our [Artwork](#) submission webpage.

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

*Girlhood Studies* is a refereed journal committed to inclusive citation and scholarly practice. Submissions are considered on the understanding that the article is not currently under consideration for publication elsewhere. Articles are sent for double blind peer review to at least two scholars with relevant experience and expertise. Referees are asked to advise the editor if an article should be published and, if so, with what recommended changes. The editor responds to the author(s) with a decision and includes the anonymous referees' criticism, comments, and suggestions.

## PUBLICATION

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

**Have other questions about submitting your manuscript? Please refer to Berghahn's [Journal Author FAQs](#) for additional information.**

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## STYLE GUIDE

The *Girlhood Studies* 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*.

## CITATION SYSTEM

*Girlhood Studies* follows the in-text **author-date system**, with full documentation in the reference list.

- Please note that “cf.” is not a synonym of “see.” It means “compare with.”

### Author-Date Examples

(Pickett and White 1985; Smith 1987)  
Jones's research (1977, 1979a, 1979b)  
(Kant n.d.; McGinnis forthcoming)

**Single Author with Multiple Sources:** (Smith 1993: 63; 1998: 124–169; 2001: 104)

**Three or More Authors:** (Jones et al. 2001)

**Authors with Same Last Name:** (D. Smith 1981; G. Smith 1999)

The first mention of an author in the main body text (not in-text citations) should include the first and last name. Multiple sources in a parenthetical note should be listed alphabetically.

Please note that translations of all non-English titles in the reference list are required for indexing/abstracting purposes (see the translated title examples provided below).

## REFERENCE LIST EXAMPLES

### Book with one author/editor

Dreyfuss, Henry. (1955) 2003. *Designing for People*. New York: Allworth Press.

Prose, Francine. 2009. *Anne Frank: The Book, the Life, the Afterlife*. New York: Harper Collins.

### Book with multiple authors/editors (use comma to separate)

Lü, Xiaobo, and Elizabeth J. Perry, eds. 1997. *Danwei: The Changing Chinese Workplace in Historical and Comparative Perspective*. New York: M. E. Sharpe.

### Chapter or other part of a book

Immel, Andrea. 2009. “Children's Books and School-Books.” In *The Cambridge History of the Book in Britain*, vol. 5, 1695–1830, ed. Michael F. Suarez S. J. and Michael Turner, 736–749. Cambridge: Cambridge University Press.

**Journal article (always include the doi)**

Reid-Walsh, Jacqueline, and Claudia Mitchell. 2000. "‘Just a Doll’? ‘Liberating’ Accounts of Barbie-Play." *Review of Education, Pedagogy, and Cultural Studies* 22 (2): 175–190. <https://doi.org/10.1080/1071441000220205>

**Encyclopedia (author)**

Smith, John. *Encyclopaedia Britannica*, 8th ed., s.v. "Internet." 20 vols. Chicago: Encyclopaedia Britannica, 2009.

**Encyclopedia (no author)**

*Encyclopaedia Britannica*, 8th ed., s.v. "Internet." Chicago: Encyclopaedia Britannica, 2009.

**Translations**

Frevert, Ute. 1989. *Women in German History: From Bourgeois Emancipation to Sexual Liberation*. Trans. Stuart McKinnon-Evans. Oxford: Berg.

**Translated titles**

Bernet, Moshe. 2009. *A Nation Like Any Nation: Toward the Establishment of an Israeli Republic*. [In Hebrew.] Jerusalem: Carmel.

Toiviainen, Sakari. 2009. *Kadonnutta paratiisia etsimässä: Markku Lehmuskallion ja Anastasia Lapsuin elokuvat* [Searching for paradise lost: The films of Markku Lehmuskallio and Anastasia Lapsui]. Helsinki: Suomalaisen Kirjallisuuden Seura.

**Article in a newspaper or magazine**

Frostrup, Mariella. 2007. "Girl Power? Don't Make Me Laugh." *The Guardian*, 23 December.

**Paper presented at a meeting or conference**

Szebehely, Marta. 2007. "Carework in Scandinavia: Organisational Trends and Everyday Realities." Paper presented at the 5th Annual ESPAnet Conference, Vienna, 20–22 September.

**Media Interview**

Downey, Robert, Jr. Interview by Graham Norton. *The Graham Norton Show*. BBC America, 14 December, 2009.

**Print Interview**

Oates, Joyce Carol. "The Terms of the Experiment: An Interview with Joyce Carol Oates." Interview by Catherine Lasota. *Electric Lit.*, 23 January, 2016.

**Archive materials**

*Individual items in archives are usually best cited in endnotes and may be cited according to the conventions of the particular archive or kind of material being cited. A collection as a whole may be cited in the reference list.*

Dedyk, Claudia. 1933. Linguistics Memos, Rossiskii Gosudarsvenyi Isoricheskii Arkhiv [RGIA], fond 1129, opis 1, delo 491, 11 February, 74–83, 116–119. Russian State Historical Archives, St. Petersburg.

Egmont Manuscripts. n.d. Phillips Collection. University of Georgia Library, Athens.

**Websites and blogs**

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

Peterson, Latoya. 2010. "Nicki Minaj and the Issue of Female MCs." *Jezebel*, 24 February. <http://jezebel.com/5478800/nicki-minaj-and-the-issue-of-female-mcs>

WHO (World Health Organisation). 2000. "Committee on Technical Barriers to Trade—Notification—Mexico—

Tequila." <http://docsonline.eto.org/TBT/Notif.00/168> (accessed 9 April 2000).

#### **Tweet**

O'Brien, Conan (@ConanOBrien). 2015. "In honor of Earth Day, I'm recycling my tweets." Twitter, 22 April, 2015, 11:10 a.m. <https://twitter.com/ConanOBrien/status/590940792967016448>

Referenced in-text as **(O'Brien 2015)**.

#### **Online video**

Rubinstein, Arthur. 2011. "Rachmaninoff Piano Concerto No. 2, Op. 18, I Moderato." Video, 10:16. Uploaded 8 November. <http://www.youtube.com/watch?v=0Vv0Sy9FJrc&list=PLDB11C4F39E09047F>

Where appropriate, a **filmography** may be included at the end of the reference list.

#### **Film**

Besson, Luc, dir. 1994. *Leon: The Professional*. USA

#### **TV series**

Kripke, Eric. 2012–2014. *Revolution*. USA.

#### **Episode of a TV series**

*House, M.D.* "Simple Explanation." Directed by Greg Yaitanes. Written by Leonard Dick. Fox Broadcasting, April 6, 2009.

#### **Radio Show**

Nelson, Larry. 1995. "A Cup of Christmas Tea." KOMO News Radio. Seattle, WA: KOMO, 22 December.

## 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** of 125 words that is a summary or overview of the entire article and does not duplicate verbatim sections of the main text;
  - 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);
  - A **bio** of approximately 100 words for each author (including an ORCID if applicable);
  - Total **word count**, the number of tables and/or figures included, and any acknowledgments.
- 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**.
  - **Examples of source/credit lines in captions:**
    - AUTHOR IMAGES**
      - Figure 1: A coffee farm near Sasaima, Colombia, 2013. Photo by author.
    - PUBLIC DOMAIN AND CC BY IMAGES**
      - Figure 2.2. James Joyce. Photograph by Alex Ehrenzweig, 1915. Wikimedia Commons, public domain.
      - Figure 4.2. Left: BioShock’s Big Daddy (image 2K Games). Screen capture by author. Right: Cosplay at MCM London Comic Con 2015. Photo by Pete Sheffield, CC BY-SA 2.0.
    - IMAGES FROM A MUSEUM/GALLERY/ARCHIVE**
      - Figure 4. Francios Perrier, Orpheus before Pluto and Persephone, 1647–50. Oil on canvas. Paris, Musée du Louvre. Photo: © RMN-Grand Palais (Musée du Louvre)/Michel Urtado.

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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;
- US 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 less than 10 are spelled out (as are large whole numbers, e.g., nine 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;
- 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;
- Abbreviations such as e.g., i.e., etc., and et al. are not used in the main text except within parentheses;
- Every author mentioned in the reference list is cited in the main text or notes, and every author cited in the main text and notes is listed in the reference list.