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# Edited by Sibylle Baumbach, Olav Krämer and Simone Winko

Assistant Editor: Jan Borkowski

University of Goettingen German Department Kaete-Hamburger-Weg 3 37073 Goettingen, Germany

phone ++49 (0) 551 - 39 7516 fax ++49 (0) 551 - 39 19556 email JLT@phil.uni-goettingen.de

# **Guidelines for the Submission of Articles**

(1 March 2022)

Please observe the guidelines in this document. If you have any questions, please contact the editorial office (<JLT@phil.uni-goettingen.de>).

### **General Information**

- Thematic focus of the journal: The Journal of Literary Theory publishes articles that focus on theoretical and methodological issues. This includes articles on questions of literary theory, on the methodology of literary studies and the study of literary texts, and on the history of literary studies as a discipline. Articles in which an established literary theory is merely applied to a given text or corpus of texts (e.g. case studies) cannot be considered for publication.
- *Submission deadlines:* The submission deadlines for articles intended for the thematic focus of an issue are 1 September (issue 1 of the volume) and 1 March (issue 2 of the volume). Articles not intended for a thematic focus can be submitted anytime.
- *Anonymisation:* Please submit an anonymised text: delete your name from the text, use >Author< in references and footnotes, instead of your name, the article title, etc., and do not include information indicative of the author, e.g. acknowledgements.
- Review process: Article submissions will be reviewed anonymously by two members of the advisory board (double blind peer review). On the basis of the reviews, the editors will decide on whether or not the article can be accepted for publication. The review process will take six weeks at least. In case the article is accepted only on condition of a revision, authors will be given four weeks to revise the article. Prior to printing, the contributors will receive a galley of their article for proofreading. As a rule, only errors that have occurred in the process of setting the article can be corrected at this stage.
- *Copyright:* If and when the article is accepted for publication, the *Copyright Transfer Agreement* of the publisher is effective. You will receive a hard copy of the issue your article appears in and have access to a digitalized version of your article via De Gruyter.

<sup>1</sup> Cf. https://www.degruyter.com/dg/page/308/copyright-agreement

## **Formatting**

- *Language:* Please indicate whether the article has been written in British English or American English.
- *Length:* As a rule, articles should not exceed 8,000 words in length, including footnotes and references.
- Abstract: Please submit an abstract of roughly 800 words along with your article.
- *Keywords:* Please include about five keywords. The keywords should describe the theoretical or methodological substance of the article.
- Formatting should be kept to a minimum in order to facilitate the layout process.
- File format: Please submit your article in a common file format (\*.docx or \*.rtf).
- Side edges of the page: 2.0 cm (at the bottom of the page), 2.5 cm (all others).
- Please do not use page headers or automatic hyphenation.
- *Headings and subheadings*: numbered Arabic, following this pattern: 1, 2, 3, etc. (no full stop), 2.1, 2.2, 3.1, etc. They are set flush left and highlighted in bold. Please use Title Capitalisation.
- Text body: 12pt Times New Roman, 1.5 line spacing, justification.
- *Paragraphs*: separated by a blank line, no additional spacing above or below, no indent in the first line.
- In order to *emphasise* words in the text, please use italics only. Emphasis is required for words and phrases in a foreign language (*per se*, *par excellence*, *tout court*, etc.) and for work titles. Please indicate the titles of journal articles etc. by using single quotation marks in the main text.
- Please use the *automatic footnote management* of your text-processing programme. Footnotes are labelled continuously using Arabic numerals. Footnote marks succeed punctuation marks. Please use as few footnotes as possible and avoid extensively long footnotes.
- Text in footnotes: 10pt Times New Roman, single line spacing, justification, no indent.
- The following *quotation marks* should be used for quotes: » «.<sup>2</sup>
- In order to emphasise concepts and for quotes within quotes, please use the corresponding single quotation marks: > <.3
- If a *dash* is required, it should look like this: (Ctrl + -). Please do not use the mdash (—).
- If an *apostrophe* is required, it should look like this: ' (neither: ' nor: ' nor: ').
- All common abbreviations (e.g., etc., et al., ...) can be used.
- In the *References* section please use: ed./eds., Vol., et al. Please do not use >p.< for page numbers.
- Please make sure that the required special characters are used, e.g. in cases like Føllesdal, Mukařovský, Ricœur.

#### Citation

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- References should be given in the main text body and *not within footnotes*. Please include the name of the author, the year of publication and the page numbers in parentheses, e.g. »quotation« (Greenblatt 1988, 1).

 $<sup>^2\</sup> Easily\ inserted\ in\ Microsoft\ Word\ by\ pressing\ ALT\ and\ entering\ the\ number\ combination\ >0187\ \langle\ resp.\ >0171\ \langle\ .$ 

<sup>&</sup>lt;sup>3</sup> ALT and >0155< resp. >0139<.

- If immediately after this another quotation from the same source follows, please use >ibid.< and, if necessary, the different page number, e.g. (ibid.) or (ibid., 2).
- If the quote goes beyond a single page, please use >sq.<, e.g. (ibid., 2sq.).
- Indirect quotations are marked with >cf.<. In case the indirect quotation references more than two pages, please do not use >sqq.<, but provide the exact page numbers, e.g. (cf. Greenblatt 1988, 1–3).
- Quotations that exceed four manuscript lines are indented (1.25 cm on the left) and do not require quotation marks. They are set in 10pt Times New Roman with single line spacing and justification. The source is indicated after the final punctuation mark in the same line.
- Omissions are indicated by three dots in square brackets: [...]. Each change to the original text of the quote and every additional text is put in square brackets, too.
- If two or more publications by the same author and from the same year of publication are cited, an additional small letter is used, starting with the first, e.g. (cf. Jakobson 1981a, 18sq.; Jakobson 1981b, 322sq.)

#### • List of References

- Please give all referenced sources in a list at the end of your article.
- Please do not include research literature in this list that has not been referenced in the text.
- The heading for this section is: References
- The items in the list are in alphabetical order.
- Publications by the same author are listed in chronological order.
- Please italicise only work titles and journal titles, all other information, including titles of articles, does not need to be specifically marked.
- Please use title capitalisation.
- Online publications are not listed separately; please indicate the date of last access.
- For discographies, filmographies, etc., please create a separate list.
- The names of up to three authors or editors of a publication are given. If there are more than three, only the first is mentioned along with >et al.<.
- When quoting journal articles, please do not only give the number of the volume, but also the number of the issue.
- Please mind additions to places of publication, e.g. Cambridge, MA; Ithaca, NY.

## ➤ A sample list for your guidance can be found below (Appendix 1).

### **Submission**

- Please use our online submission process (Open Journal Systems OJS) to submit vour article.
- It is available on our webpage (<a href="http://www.jltonline.de/index.php/articles">http://www.jltonline.de/index.php/articles</a>).
- Should you be unable to submit the article in this way, you can send it directly to the editorial office (<JLT@phil.uni-goettingen.de>).

## ➤ A short instruction can be found below (Appendix 2).

# **Appendix 1: Sample List for References**

#### References

Adajian, Thomas, The Definition of Art, in: *Stanford Encyclopedia of Philosophy* [2007], https://plato.stanford.edu/entries/art-definition/ (08.09.2019).

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Tsur, Reuven, The Nature of Cognitive Poetics, in: R.T., *Toward a Theory of Cognitive Poetics* [1992], Brighton/Sussex <sup>2</sup>2008, 1–27.

# **Appendix 2: Submitting an Article via OJS**

- Please use our online submission process to submit your article, if possible.
- Please proceed as follows:
  - (1) Enter http://www.jltonline.de
  - (2) The website of the Journal of Literary Theory consist of four independent sections: ARTICLES REVIEWS CONFERENCE PROCEEDINGS CALLS FOR PAPERS. Please select the section ARTICLES.

Should you already be registered as an author for this section, please proceed with step (4). If not, please register with JLTonline as described under (3).

- (3) Register with JLTonline: Choose the section ARTICLES, click on >Register< und fill in the information marked with \*. Under >Register as< please choose >Author< and finish the process by clicking on >Register<.
- (4) Submitting an article: In the section ARTICLES, click on >Log in < and enter your data. On your >User Home < page, choose the role of >Author <, click on >Start a New Submission < and follow through with the five-step submission process.
  - <u>Step 1:</u> Under >Journal Section<, please indicate whether you want to submit your article for the thematic focus of an upcoming issue (choose the section >Focus< and indicate the topic below in the field >Comments for the Editor<), or not (choose section >Articles<).
  - <u>Step 2:</u> Please check your personal information and fill in everything that is marked with \* as well as your academic affiliation. At this step, please enter the abstract of your article and about five keywords (at >Indexing<).
  - Step 3: Upload the article. Please upload documents in a common file format only (\*.docx or \*.rtf). For ensuring a blind review, please make sure that the document does not identify you as author and that no document metadata in the uploaded file contain your name.
  - <u>Step 4:</u> You can upload additional supplementary files, like source material, charts, illustrations, etc.
- Once you have finished the online submission, you will receive a confirmation via email. The editorial office will automatically be informed of your submission.