

## Guidelines for Authors

### 1. Statement of Policy and General Specifications

*Junctions* is an open access peer-reviewed academic graduate journal that serves as a forum for multi- and interdisciplinary discussions across the Humanities, providing graduate students with the opportunity to disseminate their research to a diverse audience of peers and professionals.

*Junctions* invites submissions from all disciplines within the Humanities. As a multi- and interdisciplinary journal, we particularly welcome research that traverses the boundaries of disciplines. Papers may be theoretical, empirical, or interpretative in nature. All submissions which meet the standards as stated in this document will be considered.

After submission, the editors will read the manuscript and decide whether it can be sent to two anonymous reviewers. If deemed necessary by the editors, the manuscript may be returned to the author with request for corrections and clarifications. If the manuscript is satisfactory, it will be peer reviewed by two anonymous reviewers. The two anonymous peer reviewers can recommend the editors to accept the article (and resubmit it with either minor or major revisions), or to reject the article. In the case of extremely divergent recommendations (e.g. one peer reviewer wants to immediately accept the manuscript whereas the other wants to reject it) the opinion of a third reviewer is asked.

*Junctions* does not consider manuscripts previously published by or simultaneously submitted to other publication venues.

### 2. Structure

- Authors are asked to submit a digital copy of the complete manuscript, using the template provided on the website and observing the conventions of the journal, to [editor@junctionsjournal.org](mailto:editor@junctionsjournal.org). We ask that articles are not submitted as .pdf files, but as .docx or equivalent working files.
- Articles should be between 3500 and 5000 words, including footnotes, excluding reference list. All article submissions should be accompanied by an abstract of no more than 300 words and six keywords.
- Book reviews should be between 750 and 1500 words, no abstract or keywords are required.
- Articles must have an abstract of no more than 300 words appearing at the start of the article. The abstract should be self-contained and understandable by a general reader outside the context of the paper. *Junctions* recommends following [Karen Kelsky's guidelines for writing an abstract](#).
- The article must include a clear introduction, the body of the paper, and a conclusion.
- For the first submission, authors are asked to remove any information about the author from the manuscript. In a **separate file**, the author should submit a short **author biography** of 35-50 words, written in third person and noting the author's name, position, department, institution and research interest. Once the article is accepted, optional acknowledgments at the end of the article can be included.

### 3. Style

All publication titles and non-English words (not in quotation marks) should be written in *italics*.

#### Spelling and Punctuation

Articles must be submitted in American English. The author is expected to be consistent throughout the article. Information about the difference between American English and British English spelling can be found here: <https://en.oxforddictionaries.com/spelling/british-and-spelling>

#### Abbreviations and Acronyms

Abbreviations should be followed by a full point, except in cases where initials are read as words, e.g. USA and EU. Full points should be used for author's initials, e.g. J. G. A. Pocock.

#### Footnotes

Footnotes which are used as additional text will be considered as part of the word count. Footnotes which provide English translations of quotations used in the main text are not considered part of the word count.

#### Quotations

"Double quotation marks" should be used, except in cases where one quotation is contained within another. E.g. "She screamed 'you shouldn't do that to a chicken', and stormed off." Unless the punctuation is an integral part of the quotation, then it should be placed outside of the quotation marks. Titles of articles should be placed in 'single quotation marks'.

Quotations must be exact. If the writer inserts information or changes the tense, then square brackets must be used. E.g. Garber writes: "Juliet [does] not yet know that he [Romeo] has already killed himself" (14). If any part of the quote is left out, no matter how minor, then the writer should use ellipses with square brackets leave out part of a quote, even if only a comma, use ellipses with square brackets. E.g. Garber writes: "Juliet [does] not yet know that he [Romeo] has [...] killed himself" (14).

Quotations can be in original language, but translations should be provided in the footnotes. This will not be part of the word count.

#### Numbers

Numbers up to 10 should be written in full. However, multiple numbers which are included in a single sentence should all be written as numerals regardless of size (e.g. In a regiment of 700 soldiers, 7 were from the Friesland area.). Decimal representation of fractions should use a decimal point (e.g. On average, American families have 3.1 children.). Large numbers can be broken up using commas (5,000).

**Days and months** should be written in full. **Centuries** should also be written in full except when used as adjectives (e.g. twentieth-century Mongolia). **Dates** are expressed using the Common Era system, i.e. BCE and CE. If using the AH (Anno Hijra) dating system, or other non-CE dates, then the CE equivalents should be provided. **Decades** should be written as 1990s, not 1990's.

**Percentages** should be in figures and use the symbol %, with no space between figure and symbol (e.g. 38%). **Units of measurement** should be given in figures, with a space between the number and the unit (e.g. 80 km). **Percentages** should be in figures and use the symbol %, with no space between figure and symbol (e.g. 38%). **Units of measurement** should be given in figures, with a space between the number and the unit (e.g. 80 km).

#### Glossing

Glossing should be done according to the following conventions (example in Shiwiar taken from Kohlberger (2015)):

- Before anything else, the data should be presented in the original language. This may be written phonetically, as it has been in the example below, or according to the spelling conventions of the language.  
*itjúruk huu hangʃutʃirhãjʃa jusátha*
- Beneath this line, the same data should be represented, this time in italics, with a single line separating a morpheme from the word to which it is attached, and a double line to indicate the link to a clitic, e.g.:  
*itjúruk huu hangʃutʃirhãjʃa jusátha*  
*itiúruk hu haŋkí-utʃi-ru=hãĩ=fa ju-sá-ta-ha*
- The gloss accompanying this should be left-aligned vertically to the line directly above it. In other words, the translation of a word should start where the original word starts. Furthermore, grammatical meanings should be presented using small capitals. These terms themselves should be explained in a separate section following the conclusion of the article:  
*itjúruk huu hangʃutʃirhãjʃa jusátha*  
*itiúruk hu haŋkí-utʃi-ru=hãĩ=fa ju-sá-ta-ha*  
 how PROX mouth-DIM-1SG:POSS=INS=ADD eat-PFV-IFUT-1SG
- Accompanying these three lines, a translation of the constellation of meanings as a whole should be given in single brackets, e.g.:  
*itjúruk huu hangʃutʃirhãjʃa jusátha*  
*itiúruk hu haŋkí-utʃi-ru=hãĩ=fa ju-sá-ta-ha*  
 how PROX mouth-DIM-1SG:POSS=INS=ADD eat-PFV-IFUT-1SG  
 ‘How will I ever eat with this, my small mouth?’
- If an example is given to make a phonological point rather than a grammatical or semantic one, the phonetic transcription should be given in the second line of the gloss, and the phonological gloss should be presented in the line below it. In such cases, it is important to indicate which line is phonetic and which is phonological, using slashes and square brackets respectively. Even if the point is purely phonological, a translation should also be given.

## 4. Citations

All articles should use the **Chicago Author-Date style**. In this system all citations should consist of two parts: the in-text citations, which consists of brief identifying information; and a reference list of all the sources used, placed at the end of the article and containing full bibliographic information.

The in text citation consists of the author’s last name and the year of publication. For direct references and quotations, the page number(s) should also be given.

Examples of in-text citations are given below:

### Single Author

(Hitchcock 2004)

### Multiple Authors

(Hloušek and Kopeček 2010)

### Group or Corporate Author

(Global Environment Coordination 1994)

### Direct Quotations

(Hitchcock 2004, 183)

### **Citations from secondary sources quoting original works**

This should generally be avoided as the writer should attempt to view the original material for themselves. If this is not possible then both the original and secondary work should be cited. The original author and date should be mentioned in the running text, and at the beginning of the reference list entry. The in-text citation should include the phrase 'quoted in'.

(quoted in Hitchcock 2004, 16)

### **Reference list for secondary source quoting original works**

Andreas-Friedrich, Ruth. 1990. *Battleground Berlin: Diaries, 1945-48*, trans. by Anna Boerresen. New York: Paragon. Quoted in Hitchcock, W. I. 2004. *The Struggle For Europe: The Turbulent History of a Divided Continent, 1945 to the Present*. New York: Anchor.

### **Formatting Reference List**

The author's last name should be written first, and the list should be in alphabetical order of author's names. If there are multiple entries for a single author, then they should be listed in the chronological order that they were published. In a reference list the date of publication should be the second element. Publication titles must be in italics.

### **Single Author**

Hitchcock, William. I. 2004. *The Struggle For Europe: The Turbulent History of a Divided Continent, 1945 to the Present*. New York: Anchor.

### **Multiple Authors**

Hloušek, Vít and Lubomír Kopeček. 2010. *Origin, Ideology and Transformation of Political Parties: East-Central and Western Europe Compared*. Farnham: Ashgate.

### **Edited Book**

Modood, Tariq, Anna Triandafyllidou and Ricard Zapata-Barrero, eds. 2006. *Multiculturalism, Muslims and Citizenship: A European Approach*. Oxon and New York: Routledge.

### **Group or Corporate Author**

Global Environment Coordination. 1994. *Facing the Global Environment Challenge: A Progress Report on World Bank Global Environmental Operations*. Washington, DC: Global Environment Coordination Division, Environment Dept., The World Bank.

### **Chapter or essay in book**

Kastoryano, Riva. 2006. 'French secularism and Islam: France's headscarf affair.' In *Multiculturalism, Muslims and Citizenship: A European Approach*, eds. Tariq Modood, Anna Triandafyllidou and Ricard Zapata-Barrero, 57-69. Oxon and New York: Routledge.

### **Article in journal (one author)**

Hitchcock, Tim. 2013. 'Confronting the Digital. Or: How Academic Writing Lost the Plot.' *Cultural and Social History* 10: 9-23.

#### **Article in journal (multiple authors)**

Moretti, Franco and Dominic Pestre. 2015. 'Bankspeak: The Language of World Bank Reports.' *New Left Review* 92: 75-99.

#### **Article in newspaper**

It is preferable to include the citation in the running text. For example:

In his 25 March 2016 *New York Times* article 'Crazy About Money,' Paul Krugman put the case that...

However if a reference list citation must be added then it should be as follows:

Krugman, Paul. 2016. 'Crazy About Money.' *New York Times*, March 25, sec. A.

#### **Article from a full-text database**

Zellner, Wendy. 2003. 'An Insider's Tale of Enron's Toxic Culture.' *Business Week* March 31, 16. [http://web.lexis-nexis.com/universe/form/academic/s\\_guidednews.html](http://web.lexis-nexis.com/universe/form/academic/s_guidednews.html).

#### **Article in an e-journal collection**

Bernard, Stephen and Shelley J. Correll. 2010. 'Normative Discrimination and the Motherhood Penalty.' *Gender and Society* 24 (5): 616-646. <http://www.jstor.org/stable/25741207>.

#### **Article in free online e-journal**

Ellwood, David. W. 2015. 'A 'Reference Culture' That Divides. America and the Politics of Change in the West From Nietzsche to Soft Power.' *International Journal for History, Culture and Modernity*, December 18. <https://www.history-culture-modernity.org/articles/10.18352/hcm.493/>

#### **Web Page**

Yetman, Norman R. 2001. 'An Introduction to the WPA Slave Narratives.' *Born in Slavery: Slave Narratives from the Federal Writers' Project, 1936-1938*. <http://memory.loc.gov/ammem/snhtml/snhome.html>.

#### **Web Corpus**

Brown, Earl K. 2016. *Corpus of Mexican Spanish in Salinas, California*. <http://itcdland.csumb.edu/~eabrown>

## **5. Tables, figures and illustrations**

We ask that authors, where possible, make an effort to ensure uniformity of design with regard to tables and figures (e.g. if one graph has a border, as with the example below, then all graphs should have borders).

The inclusion of illustrations should always serve to elucidate a point in the article, and therefore actually be referred to in the article itself. Each table, figure and illustration must furthermore be labelled and numbered. This should be done by including a line beneath the object, in which the

type of object is given, and given a number. In this label, “Table” should be written in full, whereas illustrations or figures should be labeled using “Fig.”. The first table would thus be labeled “Table 1”, and the second figure would be labelled “Fig. 2”. Tables do not count toward the number of figures, nor do figures count toward the number of tables. Separated from this label by a hyphen, a brief elucidation of the data represented should be given, e.g.:

**Fig. 3 – Correlation between hours of study and average grade in class 4D**

The reference within the text should ideally also serve to indicate the relevance of the object. For instance, a reference like “as fig. 3 shows, there is no correlation between the hours of study and the average grade: no clear pattern emerges” is preferred over a reference like “fig. 3 shows the correlation between the hours of study and the average grade of the students”.

*Tables*

Tables are best used to represent numerical data. More specifically, this type of representation should be used when the values within the table are relevant on their own, rather than a pattern shown by a set of values (which may be represented more clearly by using a graph). Each column and row containing numerical values should be labeled, e.g.:

	Team Red	Team Blue	Team Yellow
Team Red	x	1 – 1	2 – 0
Team Blue	0 – 5	x	3 – 1
Team Yellow	3 – 3	0 – 0	x

Table 1 – Final scores of the tournament played on 27 October 1956

As the table above shows, the relevance of the data is given in the description following the label. It is, therefore, not given in the upper left corner of the table itself. Naturally, it will sometimes be necessary to include additional categorisation. In such cases, the table as a whole will become more complex. For this reason, it is advised to apply this only when it is absolutely required. In that case, it is advisable to include additional information in the top left corner of the table as well, e.g.:

Groups	Teams	Group 1		Group 2		Total:
		Red	Yellow	Green	Purple	
Group 3	Orange	1-2	2-2	3-1	1-0	16
	Grey	5-3	1-4	1-1	2-1	
Group 4	Pink	1-0	2-1	3-3	4-2	18
	Blue	1-3	0-7	5-5	2-2	
Total:		22		15		71

Table 2 – Final scores of the tournament played on 27 October 1958 divided in groups

*Figures and illustrations*

Figures and illustrations can be represented in colour. Illustrations and photographs should be provided in as high a definition as possible. Concerning figures that are used to combine different datasets: a legend should be included within the figure. In the case of graphs, both the x-axis and the

y-axis should be labelled within the figure itself. To distinguish datasets from one another, at least the colour or the type of line or filling (e.g. dotted, full) should be differentiated, e.g.:

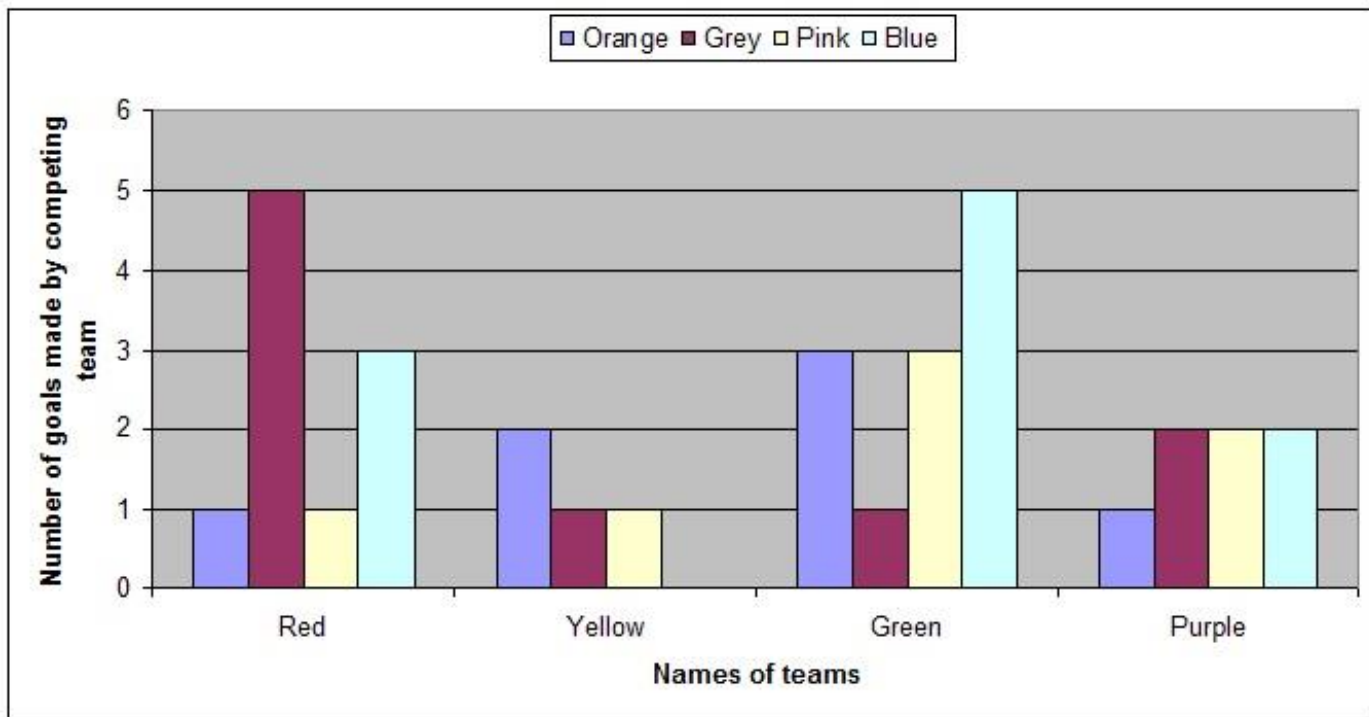


Fig. 2 – Number of goals made against teams from groups 1 and 2