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# RIAS Editorial Policy

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Artykuł został opracowany do udostępnienia w internecie przez Muzeum Historii Polski w ramach prac podejmowanych na rzecz zapewnienia otwartego, powszechnego i trwałego dostępu do polskiego dorobku naukowego i kulturalnego. Artykuł jest umieszczony w kolekcji cyfrowej [bazhum.muzhp.pl](http://bazhum.muzhp.pl), gromadzącej zawartość polskich czasopism humanistycznych i społecznych.

Tekst jest udostępniony do wykorzystania w ramach dozwolonego użytku.

# RIAS EDITORIAL POLICY / RIAS STYLE

## RIAS EDITORIAL POLICY

Special Issue  
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- *RIAS* is an electronic, print-on-demand, open-access, peer-reviewed journal.
- *RIAS* appears three times a year, in Fall, Winter and Spring. Copy deadlines for unsolicited submissions are mid-July, mid-November, and mid-February respectively. While calls for papers are not always disseminated for upcoming issues, when made, such calls will be announced at least 9 months prior to the scheduled publication date for each issue.
- *RIAS* welcomes submissions from all disciplines and approaches and from all parts of the world, provided that they pertain to the study of 'America' in the broadest implications of that term.
- Submissions can be sent to the editor-in-chief, Cyraina Johnson-Roullier, at [johnson.64@nd.edu](mailto:johnson.64@nd.edu)
- *RIAS* seeks articles (up to 5,000 words) of general interest to the international American Studies community. If you have a proposal for an article, please contact the editor-in-chief with a brief synopsis (200 words). Suggestions for special issues, position papers, or similar initiatives should also be addressed to the editor-in-chief.
- Every submission should be accompanied by the author's name, institutional affiliation, and brief author bio, in addition to an abstract of up to 200 words.

- In principle, we accept contributions in all 'American' languages (i.e., English, French, Spanish, Portuguese, etc.). Accompanying abstracts should be in English (and, if appropriate, in the language of the article's composition).
- *RIAS* will publish short position papers (approximately 1,000 to 2,000 words) that deal with topical issues in the international arena of American Studies. Only four or more position papers, submitted together, will be considered. These papers will typically be derived from conference panels, colloquia or other kinds of scholarly activity. They should be gathered and edited by one contributor, who will arrange for them to be peer-reviewed prior to submission. The submitting contributor will obtain and submit all author information, and will submit along with the papers a brief explanation or synopsis of the debate that is treated, for the purposes of orienting the reader with regard to the questions or problems to be discussed. The submitting contributor will also obtain and provide a brief (100 words) abstract for each paper submitted.
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Please observe the following editorial guidelines when sending in a text for publication in *RIAS*:

- Send your document in RTF format.
- Start with your name, followed by your affiliation between brackets, and the full title on the next line.
- Pre-format your text in Times New Roman or Unicode font typeface, 12 point and 1.5 line spacing.
- For emphasis, use italics only. Do *not* underline words, do *not* use boldface.
- All text should be justified with last line aligned left, without kerning or any special text formatting.
- For page setup, use borders of 2.5 cm or one inch at all sides, format A4.
- Minimum resolution for images is 300 dpi.
- Keep titles, subtitles and section headers as short as possible to conform to the technical requirements of the new *RIAS* template.
- Keep in mind that many readers will want to read your text from the screen. Write economically, and use indents, not blank lines between paragraphs.
- Those writing in English should use American spelling (but quotations should remain as they are in the original spelling).
- Those writing in languages other than English should observe the stylistic conventions (capitalization, alphabetical listing of personal names, etc.) linked to these languages.
- Quotations from other languages should be either in translation or appear both in the original and in translation.
- Cited publications are referred to in parenthetical references in the text as follows: '...' (Surname, date: page reference).

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- Use single quotation marks. Use double quotation marks for quotations within quotations.
- Longer quotations exceeding three lines should be indented and single-spaced.
- Use single quotation marks around words used in a special sense.
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- As to abbreviations, use neither periods nor spaces after and between letters (the US), except for initials of personal names (T. S. Eliot).
- Use em dashes without spaces before and after.
- Footnotes should be numbered automatically 1, 2, 3, etc.
- List your references in alphabetical order of authors' names (type: Works Cited) at the end of your document and format them as follows:

#### BOOK

Surname, Initials and Surname, Initials (year) *Title: Subtitle*.  
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Surname, Initials (year) 'Title of Chapter', in Initials Surname and Initials Surname (eds) *Title of Book*. Place: Publisher, page number(s) of contribution.

#### ARTICLE IN JOURNAL

Surname, Initials (year) 'Title of Article', *Title of Journal* volume number (issue number): page number(s) of contribution.

#### WEBSITE

Surname, Initials (year) *Title*. Place of publication, Publisher (if ascertainable).<http://xxx.xxx/xxx>, mailbox and retrieval date.

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