

## NOTES FOR CONTRIBUTORS

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The major scope of *The Grove* is literatures in English, critical theory, English language and linguistics, translation, English as a foreign language and cultural studies.

The Editor kindly invites submissions in English or Spanish of original unpublished articles and book reviews within the domain of the above topics, as well as unpublished poems or short literary contributions.

Editorial correspondence and submission of articles and book reviews for publication should be addressed to:

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**Contributions should be unpublished and not considered for publication elsewhere.**

## Reviewing process

The submitted papers will be considered for publication if they receive favourable reports from specialists in the author's research field. At least two anonymous referees (at least one of them from a university other than that of Jaén) will evaluate the unsigned manuscripts submitted for publication to *The Grove*.

Decisions on articles and book reviews submitted are normally made within one month and those accepted will be published within one year. If the paper has not been accepted or needs revision, the author will be provided with a report indicating the reasons for non-acceptance, or the changes required to be made for its publication.

## Selection of contributions

Given that *The Grove* receives more submissions (articles, reviews and fiction/poetry) than it can publish, our peer-reviewers are asked to consider the

quality and originality of each paper accepted for publication. In general terms, to be acceptable a paper must: deal with one of the fields of study covered by our journal, be original, provide substantial evidence for its conclusions, and prove relevant for the specific field. Additionally, we will be looking for methodological rigour, theoretical consistency and innovation, stylistic merit and academic seriousness. Typically, an unsolicited paper will be sent to two peer-reviewers and may be approved, rejected, or approved with modifications, in which case detailed reports will be sent to the author(s) for its potential consideration; the paper will be evaluated again unless the editors consider the modification of minor importance. Modifications suggested to the author(s) may include (among others) requests to revise the style of the paper, reorganize the material, provide additional evidence or reinforce/clarify either the initial hypothesis or the conclusions. Author(s) will be requested to include all title, abstract and keywords in Spanish and English. The final publication of the papers, and the section where they will appear, will be determined by the editorial board.

## **PUBLICATION GUIDELINES FOR CONTRIBUTORS**

The suggested length of articles is 3000 to 6000 words and book reviews from 1500 to 2500. All articles should be accompanied by a 100–150 word abstract and by the title of the work both in English and in Spanish. Below the abstract should appear the key words which the author/s would like to include also in the two languages. Manuscripts should be sent in Word format to grove@ujaen.es in a separate attachment to a covering letter. All details of the author —title of the text, name of author, institution, academic / professional post, telephone numbers, postal and email address, as well as a brief résumé in English of 50 words maximum— should be included in a separate attachment as a cover sheet, never on the manuscript itself. The author should never write in first person in the text or notes if these references help to identify the author. Submissions should be prepared according to the *MLA Style Manual and Guide to Scholarly Publishing* (latest edition) throughout.

- Contributors must not write their names on the article, but on a separate cover sheet, together with their affiliation(s), mailing and email addresses and telephone number(s) as well as the title of the article. Only if the article has been accepted for publication must they write their names and institution in the final version of the article, between the title and the abstract.
- All submissions must be the author's own, original work.
- Articles and book reviews may be written in either Spanish or English.
- Articles should not normally exceed 10–20 pages (3000–6000 words)
- Articles must be accompanied by a 5 to 10 line long abstract in English followed by 5–10 key words. The abstract and key words should be translated into Spanish.
- Book reviews should be between 1500 and 2500 words in length.

- The style should conform to the *MLA Style Manual and Guide to Scholarly Publishing* 2005.
- Manuscripts must be submitted in digital form in Word format as a file attachment to their submission through email.
- The contributor should specify that the article submitted is not being considered for publication elsewhere.

After a positive evaluation, manuscripts not conforming to the guidelines provided will be returned to the authors for further revision.

### Citations

Double quotation marks should be used for text quotations, while single quotes should emphasise a word or phrase or highlight its figurative meaning. Only foreign words and titles of monographs may appear in italics. If exceeding four lines, block quotes should be separated from the main text and the whole quotation indented 2,54 cm (1") on its left margin.

References should include the page numbers or, if the author is not mentioned earlier in the paragraph, the surname(s) of the author(s) plus the page numbers. Examples:

References embedded within the main text (four lines maximum):

In his work, "Fiedler focused on Shakespeare only, and he included women and 'Indians' ...", while in my analysis I will include a wider corpus of early modern English texts (10) or (López-Peláez 10).\*

\*If more than one work by the same author is included in the bibliography, the citation should include the first word(s) of the title of the book/article: (*Strangers* 10) or (López-Peláez, *Strangers* 10).

Block quotes (five or more lines):

... the Spanish monarchs Isabel and Fernando were simultaneously campaigning to defeat the last Iberian stronghold of Islam, the kingdom of Granada. The year they succeeded, 1492, was also the year in which they obliged Spain's remaining Jews to convert to Christianity or emigrate. Ten years later Muslims were given the same choice. After another century of tensions Philip III moved to expel all Moriscos in 1609. (Burns 188–89)

If part of the original text is omitted, three dots without brackets should be included.

### **Bibliographical References. Examples:**

Author's surname(s), Author's name(s), and 2nd Author's name(s) 2nd Author's surname(s). *Title*. Original publication date. Edition. Volumes. Place: Publisher, Year.

#### ***Monographs:***

Duiker, William J., and Jackson J. Spielvogel. *The Essential World History, Volume 2*. 2005. 6th. ed. 2 vols. Boston: Wadsworth, 2011.

#### ***Multiple works:***

Follett, Ken. *Lie Down with Lions*. New York: Signet, 1986.

---. *The Pillars of the Earth*. New York: Signet, 1990.

Citations: (*Lie Down* 123) or (Follett, *Lie Down* 123); (*Pillars* 123) or (Follett, *Pillars* 123)

#### ***Edited book / Chapter:***

Kavanagh, James H. "Shakespeare in Ideology." *Alternative Shakespeares*. 1985. 2nd ed. Ed. John Drakakis. London: Routledge, 2002. 147–69.

López-Peláez, Jesús. Foreword. *Strangers in Early Modern English Texts*. Ed. Jesús López-Peláez. Frankfurt: Peter Lang, 2011.

#### ***Translated book:***

Eco, Umberto. *The Name of the Rose*. Trans. William Weaver. New York: Harcourt, 1983.

#### ***Two or more authors:***

Greer, Margaret R., Walter D. Mignolo, and Maureen Quilligan. *Rereading the Black Legend. Discourses of Religious and Racial Difference in the Renaissance Empires*. Chicago: University of Chicago Press, 2007.

Rivara, Frederick P., et al. "Prevention of Bicycle-Related Injuries: Helmets, Education, and Legislation." *Annual Review of Public Health* 19 (1998): 293–318.

#### ***Article:***

Solé, Yolanda. "Valores aspectuales en español." *Hispanic Linguistics* 4.1 (1990): 57–85.

#### ***Reviews:***

Camhi, Leslie. "Art of the City." Rev. of *New York Modern: The Arts and the City*, by William B. Scott and Peter M. Rutkoff. *Village Voice* 15 June 1999: 154.

#### ***Online Journal:***

Barry, John M. "The Site of Origin of the 1918 Influenza Pandemic and Its Public Health Implications." Commentary. *Journal of Translational Medicine* 2.3 (20 Jan. 2004): 1–4. Web. 18 Nov. 2005. <<http://www.translational-medicine.com/content/2/1/3>>.

#### ***Websites:***

*Research Project: Muslims, Spaniards and Jews in Early Modern English Texts: The Construction of the 'Other'*. Ed. Jesús López-Peláez. University of Jaén. Web. 21 Oct. 2011.

<<http://www.ujaen.es/investiga/strangers/index.php>>.

**Further guidelines:**

- The font Times New Roman should be used in the whole manuscript.
- The first line (only) of each paragraph should be indented 1,27 cm (0,5").
- Footnotes should be kept to a minimum, and bibliographic references should be avoided.
- Double inverted commas should be used for “Titles of articles” or “Quotes embedded within running text”; simple inverted commas for ‘Emphasis’; and italics for *Book Titles* and *Foreign Words*.
- Bold font should be used for headings and subheadings only.
- Abbreviations such as pp., i.e., e.g., etc., should be avoided. Use instead: that is; for example; and so on.
- When page numbers are used for citation, they should be included within parenthesis and without abbreviations such as p. or pp. The format 100–08 is preferred instead of 100–108 or 100–8.
- Style should be coherent throughout the whole text: British or American English.
- Long dashes should be used for additional comments, and the spaces between dash and comment should be removed.