



ESTUDIOS IRLANDESES: STYLE SHEET

PLEASE, NOTE the following:

- From issue 17 (2022) onward, *Estudios Irlandeses* follows an author-date citation System.
- *Estudios Irlandeses* only publishes original manuscripts that have not been published elsewhere and are not under consideration for review by another journal.
- Language and gender policies: Please, bear in mind that this is both an inclusive and a gender-equality journal and that the editorial board might give potential authors specific recommendations as regards their language use. Contributions that fail to meet these language policy requirements will not be published. Additionally, if data is collected in the research, a sex variable will be required, so that gender differences can be identified.
- Ethical guidelines: Potential authors will subscribe to a personal ethical code. If plagiarism is detected during the peer review process, the manuscript will be rejected. If it is detected after publication, it will be corrected or retracted. Plagiarism includes copying text, ideas, images, or data from another source, even from your own publications, without giving credit to the original source.

Basic instructions:

- Please do not to include your name or affiliation in the article. Personal information should only appear in the cover letter.
- Bear in mind that you will send your article using the template of the journal.
- Languages: English (preferably) and Spanish. Please remember to maintain consistent use of British spelling in articles written in English.
- Footnotes should only be used for authorial comments and/or for acknowledgements, not for bibliographical information. If you wish to acknowledge the funding/collaboration of any institution for the research and writing of your contribution, please insert a footnote right after the last word of the title of the article.
- Font and spacing:
 - o Use Times New Roman, 12 pt. for the text, but 10 pt. for footnotes and tables. Use full justification in all margins.
 - o Use single spacing throughout.
 - o Indent the first line of all paragraphs except the first paragraph after each section (indentation should be 1,25 cm, left).
 - o Whenever you use the “ – ” symbol for parenthetical information, always place a space before and after it.

- For page referencing, always use two digits after the hyphen, unless it is a low number: (1676-86; 345-65; 54-98, 9-8).
- Recommended Length: 5,000-7,000 words for articles and 1,500-2,000 words for reviews (including notes and works cited).
- Tables, figures and illustrations: If there are references cited in the legends, they should appear in the list of works cited.
- Abstracts and Keywords: A 100–200-word summary should be included, followed by a list of five to eight key words, both in English and Spanish.

Quotations:

- Use double quotation marks (inverted commas “ ”) for quotes of four lines or less and single quotation marks (‘ ’) for quotes within quotes or for speech within a quotation.
- When a quotation is four lines or more (a block quote), it must be indented and presented as a separate paragraph without quotation marks (indentation 1,25 cm, left). You should add an extra line before and after the block quote. A quote within the block quotation requires double quotation marks.
- Commas and periods must be placed after the quotation marks, but the symbols for interrogation or exclamation intrinsic to the quote’s meaning should be kept within the quotation marks.
- Omissions within quoted text are indicated by a space, three consecutive periods between brackets and another space. [...]
- If you need to quote a source taken from another source, give information about the original source in the running text and include “cited in” in your in-text citation for the secondary source. Include only the secondary source in your reference list.
- If there is an emphasis in the original quote, you should state (original emphasis) in between brackets. Otherwise, you would say (my emphasis).

In-text referencing:

- References must be made within the text and placed within parentheses containing the author’s surname followed by the year of publication and the page(s) from which the quotation is taken: (Morris 2015: 277-83).
- If the text includes the author’s name, that information must not be repeated in the parentheses; the date and page number will be sufficient.
- If there are two or more works by the same author in the Works Cited list, write the date of the work followed by “a”, “b”, “c”, and the page number: (Morris 2015b: 45-64).
- If there are two to three authors, include the last names using commas and “and” (Smith, Lee and Alvarez 2016). Never use “&”. For four or more authors, include the last name of the first author, followed by *et al.* (in italics): (Smith *et al.* 2016)
- When editors, translators, or compilers are used as the author, do not include their role (trans., ed., comp.) in the in-text citation.

- When the reference list has works by authors with same last name, include their first initial in the in-text citation (B. Smith 2016: 4-6), (J. Smith 2009: 89-94).
- If an author has published multiple works in the same year, alphabetize the titles in the reference list and then add “a”, “b”, “c”, etc. to the year (Lee 2015a), (Lee 2015b: 76-87)
- To cite more than one reference in a single in-text citation, separate the references by semicolons. If the works are by the same author, use just the year and separate with a comma (Smith 2016: 98-102, 2013: 45-74; Lee 2015: 56-80; Smith 2009; 100).

List of works cited

- Entries are arranged alphabetically by the last name of the first author, and they should appear hanging indented. Do not do it manually, use the option provided in Word.
- If there is no author, use the first word of the title of the work (excluding The, A, An).
- Single-author entries precede multi-author entries beginning with the same name.
- When you are using a more recent edition of a text originally published earlier, place the original date in between brackets and quote in the text from the edition used. (1993 [1950])
- All references to webpages, DOI numbers, blogs or other internet sites should appear marked in blue (as in the following examples).
- Multiple works by the same author(s) are arranged chronologically. The 6-underline keyboard symbol _____ replaces the name for the second and subsequent entries:
 Du Bois, W. E. B. (1940 [1898]). “The Study of the Negro Problems.” *Annals of the American Academy of Political and Social Science* 11 (January): 1-23. <http://www.jstor.org/stable/1009474>.
 _____ (1947). *The World and Africa: An Inquiry into the Part Which Africa Has Played in World History*. New York: Viking.
- Multiple works by same author in same year are arranged alphabetically by title, and then a, b, c, etc. is added to the year to help make each entry unique for the in-text citation.
 Olney, William W. (2015a). “Impact of Corruption on Firm-Level Export Decisions.” *Economic Inquiry* 54 (2): 1105–27.
- For e-books, include the provider of the book, the URL, or e-book application/device at the end of the citation.
 Feder, Ellen K. (2007). *Family Bonds: Genealogies of Race and Gender*. Oxford: Oxford University Press. ProQuest ebrary.
- For edited books, place “ed” after the author’s first name:
 Dmytryshyn, Basil, ed. (1999). *Imperial Russia: A Source Book, 1700-1917*. New York: Academic International Press.
- Chapter or essay in a book:
 Roell, Craig (1994). “The Piano in the American Home.” *The Arts and the American Home, 1890-1930*, edited by Jessica H. Foy and Karal Ann Marling. Knoxville: University of Tennessee Press. 193-204.
- For journal articles and magazines consulted online, use a URL based on a DOI (begins with <https://doi.org/>). Otherwise, use the URL provided with the article.

Hunter, Margaret (2016). "Colorism in the Classroom: How Skin Tone Stratifies African American and Latina/o Students." *Theory into Practice* 55 (1): 54-61. <https://doi.org/10.1080/00405841.2016.1119019>.

Eligon, John (2015). "One Slogan, Many Methods: Black Lives Matter Enters Politics." *New York Times* (November 18). <http://www.nytimes.com/2015/11/19/us/one-slogan-many-methods-black-lives-matter-enters-politics.html>.

Erlanger, Steve (1998). "Pact on Israeli Pullback Hinges on Defining Army's Role." *New York Times* (May 8), sec. A.

- For blog posts

Stewart, Jenell (2016). "Natural Hair Creates a More Inclusive Standard." *My Natural Hair Journey* (blog), *Huffington Post* (July 12). https://www.huffpost.com/entry/natural-hair-creates-a-more-inclusive-beauty-standard_b_10949874

- For Social Media: Citations for social media content can often be incorporated into the text. For instance: Reacting to the *Obergefell v. Hodges* decision, Obama tweeted, "Today is a big step in our march toward equality. Gay and lesbian couples now have the right to marry, just like anyone else. #LoveWins" (@POTUS44, June 26, 2015).

If you cite an account frequently or an extensive thread, use the format below for the reference list. Direct or private messages shared through social media are treated as personal communication.

Obama, Barack (@POTUS) (2015). "Today is a big step in our march toward equality. Gay and lesbian couples now have the right to marry, just like anyone else. #LoveWins." *Twitter* (June 26). <http://twitter.com/POTUS/status/614435467120001024>.

When some of the information is missing:

Author

- If no personal author is listed, determine whether an organization is responsible for the content. If so, use that organization's name as the author in the reference list and in-text citation.

(World Bank 2011)

World Bank (2011). *Poverty and Social Exclusion in India*. Washington, DC: World Bank.

- If a newspaper article is unsigned, use the newspaper title as the author:

(*New York Times* 1912)

New York Times (1912). "Titanic Sails To-Day." April 10.

- If the author is unknown, start the reference list entry with the title. For the in-text citation, use the title, which can be shortened as long as the first word matches the reference list entry

Date

- If there is no publication or last modified date, use n.d.

(Human Rights Campaign, n.d.)

Human Rights Campaign. n.d. "Maps of State Laws and Policies." Accessed April 25, 2019. http://www.hrc.org/state_maps

Page numbers

- For unpaginated works, such as online resources, include a descriptive phrase using one of the divisions used in the work (chapter, paragraph number, section heading, etc.) in the in-text citation. If the work is short, such locators may not be necessary. (Library of Congress, n.d., under "Slave Narratives and the New Debate about Slavery")

Library of Congress. n.d. "Slave Narratives from Slavery to the Great Depression." An Introduction to the WPA Slave Narratives. Accessed June 27, 2019. <https://www.loc.gov/collections/slave-narratives-from-the-federal-writers-project-1936-to-1938/articles-and-essays/introduction-to-the-wpa-slave-narratives/slave-narratives-from-slavery-to-the-great-depression/>

Place

- Use n.p. if it is unknown. If it can be surmised, put in brackets with a question mark.

Publisher

- If not listed on the title page or copyright page, use "self-published" or "printed by author".