Purdue Books in Comparative Cultural Studies Aims & Scope, Procedures of Submission, & Style Guide
<http://docs.lib.purdue.edu/clcweblibrary/purdueccsstyleguide>

see also including list of books published
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1) aims and scope of series 2) procedures of submission and publication 3) series style guide

1) Aims & scope of the Purdue University Press series of Books in Comparative Cultural Studies

Comparative cultural studies is a contextual approach to the study of culture in a global and intercultural context. It works with a plurality of methods and approaches. The theoretical and methodological framework of comparative cultural studies is built on tenets borrowed from the disciplines of comparative literature and cultural studies and from a range of thought traditions including literary and culture theory, (radical) constructivism, communication theories, and systems theories. In comparative cultural studies the focus is on theory and method as well as application. The monograph series of Books in Comparative Cultural Studies publishes single-authored and thematic collected volumes of new scholarship. Manuscripts of books are invited for publication in the series in fields of the study of culture, literature, the arts, media studies, communication studies, the history of ideas, and related disciplines of the humanities and social sciences to the series editor in a word attachment at <ccsbks@purdue.edu>. Manuscripts submitted to the series are peer reviewed followed by the usual standards of editing, copy-editing, marketing, and distribution.

2) Procedures of manuscript submission & procedures of publication of the Purdue University Press series Books in Comparative Cultural Studies

2.1 Manuscripts of 90.000-120.000 words are invited to the editor of the series at <ccsbks@purdue.edu> in a word file in one attachment (single spaced, without headers or footers, and with page numbers); the editing process including correspondence between the series editor, the copy editor, the author(s), and the Press is via e-mail only.
2.2 The submission of a manuscript parallel to two or more publishers is contrary to standards & practices of academic publishing.
2.3 The length of evaluation of a manuscript is up to four months; the series editor evaluates the manuscript's suitability for the series followed by the evaluation of the manuscript by two expert readers selected by the series editor and compensated by Purdue University Press.
2.4 Upon acceptance of a manuscript for publication in the series, the series editor issues preliminary and tentative acceptance of the manuscript for publication followed by submission of the manuscript to the Press for approval by its Editorial Board: volumes in the series are published by final approval of publication by the Editorial Board of the Press.
2.5 After the editing of the text by the series editor in consultation with the author and before the text's copy editing by the Press, the author codes the text for the volume's index (the coding is for a names and subject index); the index is generated after copy editing and typesetting by the copy editor.
2.6 Upon approval of the manuscript for publication by the Board of Purdue University Press, the Press issues a contract of publication to the author(s) of the manuscript
2.7 The author of the manuscript accepted for publication is required to complete—in consultation with the series editor—a marketing questionnaire supplied by the Press.
2.8 Timelines: from the date of submission of the edited manuscript by the series editor to the Press, the length of peer review, editing, copy editing, and typesetting of the manuscript is one to two calendar years; upon completion of the text's copy editing and typesetting the author receives the manuscript in pdf via e-mail in an attachment; publication of volumes in the series is two times per calendar year, in the Spring (first quarter) and in the Fall (second quarter); publication of books in the series is in a print run of 150-200 copies and pending sales followed by a second print run; books in the series are also available in electronic format in Project MUSE at <http://muse.jhu.edu/browse/publishers/purdue_univ_press>.
2.9 With regard to manuscripts based on a Ph.D. dissertation consult "Notes on How to Rework a Ph.D. Dissertation for Publication as a Book." *Library Series*, *CLCWeb: Comparative Literature and Culture* <http://docs.lib.purdue.edu/clcweblibrary/dissertationtobook>
2.10 The Purdue UP print and ebook monograph series of Books in Comparative Cultural Studies is affiliated with *CLCWeb: Comparative Literature and Culture* (ISSN 1481-4373) <http://docs.lib.purdue.edu/clcweb>, the peer-

reviewed, full-text, and open-access quarterly in the humanities and social sciences published by Purdue University Press <http://www.thepress.purdue.edu> ©Purdue University <http://www.purdue.edu> and authors of book-length manuscripts accepted for publication in the series are required to publish in the journal an article based on the text of the accepted manuscript prior to its publication in the series. This facilitates—because the journal is published in open access—global reception of the author's scholarship.

3) Style Guide for the Purdue University Press series of Books in Comparative Cultural Studies

1) Abbreviations

1.1 **Acronyms**: Spell out the full name—for example, United States Air Force (USAF)—in the first instance, followed by the acronym in parentheses and then use the acronym in subsequent mentions.

1.2 **Author names**. When an author or scholar is mentioned for the first time in an article use the first name and surname and thereafter use the surname only unless there are two or more authors with the same surname. Where there is a passing reference to someone like Shakespeare or Goethe, there is no need to include a first name. This rule does not apply to character names.

1.3 **Academic ranks and titles** are not used.

1.4 **Common abbreviations**. Abbreviations such as e.g. (for example), i.e. (that is), viz. (namely), or vs. (versus) should be spelled out when used in running text. Abbreviations can be used inside parenthetical comments.

2) Capitalization

2.1 **Emphasis**. Do not use capitalization for emphasis.

2.2 **University**. The word "university" should be capitalized in instances where it stands in place of the full name of a particular university. For example: Several famous astronauts have graduated from the University; but: Purdue is a land-grant university.

2.3 **When referring** to "socialist," "communist," "fascist," "nazi" these terms are not capitalized, but "anti-Semitic," Black, or Indigenous are capitalized.

3) Formatting

3.1 **Acknowledgments**. Acknowledgments, funding statements, citations of previous publications in an earlier version, etc., are written in the Acknowledgment at the beginning of the book.

3.2 **Authors' profiles**. In authors' profiles ranks, honorifics, awards, prizes, etc., are not mentioned. For example: John Fox teaches Spanish-language literature at Harvard University. His interests in scholarship include modern and contemporary Latin American literature and theater. Fox's recent publications include (list two or three of your important and/or recent books or articles with the year of publication only).

3.3 **Block quotes**. Quotes over eight lines long should be formatted as a block quote.

3.4 **Brackets**. Do not use brackets to indicate a letter's change in case at the beginning of a quote, for instance, "[i]s compelled to speak." Use brackets when adding external information to a quote, as in "politicians at the time [in Germany] were referred to negatively" (15).

3.5 **Ellipses and brackets**. Do not follow the MLA style of bracketing ellipses to indicate that you—rather than the original author—have inserted ellipses into a quote. Ellipses are spaced.

3.6 **Footnotes & end notes**. No footnotes or end notes are used in books of the series. Additional discussion or information deemed necessary is placed in parenthesis within the relevant sentence.

3.7 **Hyphenation**

Use a hyphen (not a slash) to join coequal nouns (writer-critic, scholar-athlete).

Do not use a hyphen with these prefixes: anti, co, extra, inter, intra, multi, non, over, post, pre, pro, re, semi, socio, sub, trans, un, under, but hyphenate if two like vowels are juxtaposed (semi-invalid), or readability is in question, or if the second element is a number or is capitalized (post-1960s, anti-Semitic).

Hyphenate compound adjectives when they precede the noun, including those ending with the present or the past participle and those beginning with an adverb such as better, best, ill, lower, little, or well (stench-loving doggie, ill-conceived plan, short-term effect); if a compound adjective follows the noun it modifies, do not hyphenate (The plan is ill conceived).

Use a hyphen in a compound adjective including ordinals (second-semester courses, early-thirteenth-century fashions).

Do not hyphenate a compound made up of an adverb and an adjective—highly developed plan, for instance—and do not hyphenate compounds beginning with too, very, or much—much maligned editorial assistant, for instance.

The hyphenation of the names of ethnic US-American groups is a vexing (and often controversial) issue. "Native American" is never hyphenated even when it appears as a compound adjective as in the phrase "Native American culture." Following this practice, the Press does not hyphenate African American, Asian American, Jewish American, or Latin American even when these group names are used as adjectives.

3.8 **Images**. Images are published in books of the series (black-and-white only in .jpg 300dpi); however images can be published only if the author of the text receives documentation of copyright release from the copyright holder and forwards the copyright release statement to the editor of the series; the Press does not issue payment for the cost of copyright release. For the cover page (color) of a book authors suggest images in .jpg 300dpi.

3.8 **Index**. The index should include subjects or concepts and surnames only. Authors are responsible to code the text for the Index as per contractual agreement between the author and the Press.

3.9 **In-text citations**. Sources in the text are cited by the surname of the author followed by a comma followed by a short title (e.g., *Maven* for *Maven in Blue Jeans*; "A Jewish" for "A Jewish Role in American Life" followed by the page numbers of the quotation or reference, e.g., (Frye, *Educated* 53) or (Frye, "The Code" 25). If the author and/or work are mentioned in-text, only include the missing citation information in the parenthetical citation. Page numbers in hundreds are 112-45 and not 112-145. Use URL-s in in-text citations.

3.10 **In-text translations**

In quotations from non-English sources the English translation is placed first followed by the original text of the quotation; both sources are listed in the Works Cited. Do not follow the MLA style, where the first quote is in double quotes and the translation immediately follows in single quotes. For example: In speaking of the bandit Antônio Silvino, Lins gives the real definition as follows: "The black women thought the bandit a gentleman, a white man" (*My Green Years* 64) ("As negras acharam o bandido um homem de tratamento, homem branco" [*Meus verdes anos* [75]).

Translations longer than eight lines are in block quotes. For translations set off as block quotes no quotation marks are needed. Type out the English version first, then ending punctuation and then the parenthetical citation followed by a line space followed by the original language version with ending punctuation followed by the parenthetical citation.

For translations in block quotes no quotation marks are used unless quotations are in the block quotation, in which case use double quotation marks.

Texts including quotations in non-Latin alphabets are in the original language.

3.11 **In-text author references**. References to authors are made with full first and surname when first referred to and by surname only in subsequent mentions. Academic ranks and titles are not used. With regard to languages including Chinese, etc. in which the sequence of names is Surname Firstname, the Purdue book series of Books in Comparative Cultural Studies—and the humanities and social sciences quarterly *CLCWeb: Comparative Literature and Culture* <http://docs.lib.purdue.edu/clcweb> the series is affiliated with—follows in-text the Western sequence of Firstname Surname unless aka names, historical names, or established names.

3.12 **Italics**

Do not italicize, bold, or underline words for emphasis. When referring to a concept or word of your own, use double quotation marks.

Do not italicize common foreign abbreviations (vice versa, realpolitik, a priori). Do italicize less often used foreign words and concepts, for example: *Weltanschauung*, the *citoyen(ne)*, in nineteenth-century Hungary the essentialist concept of *Magyarság* (Hungarianness)…

Italicize the titles of books, the introduction of new terms and labels (the first time only), words and phrases used as linguistic examples, and letters used as statistical symbols.

3.13 **Paragraph indents**. The first paragraph of a chapter, article, or section is not indented; subsequent paragraphs are indented.

3.14 **Poetry**. Unless longer than eight lines, poetry is quoted in running text with lines separated by / and verses separated by //.

3.15 **Section numbering**. Do not number chapter or article sections and subsections. Use descriptive titles without subtitles.

3.16 **Spacing**. Use single space between sentences.

3.17 **Table of Contents**. The table contents is termed Contents. Do not list subsections of chapters in Contents.

3.18 **US-American**. When using the adjectival form for someone or something from the United States, use "US-American" or U.S. and not "American."

4) Language & punctuation

4.1 **Gendered pronouns**. Avoid using "they" as a singular pronoun in place of "he or she." Use "he/she" or "she/he" or "he" and "she" alternately throughout the text or change singulars to plurals. For example: A wise person doesn't count their chickens before they're hatched. Change to: Wise people do not count their chickens before they are hatched.

4.2 **Quotations, epigraphs, mottos**. Epigraphs, mottos, or quotations at the beginning of books or chapters are not used.

4.3 **Text references in present tense**. Generally, discuss quotes or information from other texts in the present tense. For example: In *Deerbrook* Harriet Martineau writes that "Maria Young lost her nankins" (15). George Orwell argues in *Road to Wigan Pier* that…. In some cases you will need to follow the tense of nearby verbs, as in: Whitman was just a clerk in the Attorney General's office, but he said, "I celebrate myself."

4.4 **Titles**. The title of the book and chapters and titles of articles in collected books should be self-explanatory: metaphorical titles and subtitles are not used; the clarity of the title with regard to the content of the book is to optimize searches on the internet and hence the finding and relevance of the work.

4.5 **Apostrophes & possessives**. Add 's to the singular form of the word, even if it ends in -s: James's hat. Add 's to the plural forms that do not end in -s: the geese's honking. Add ' to the end of plural nouns that end in -s: three friends' letters. Add 's to the last noun to show joint possession of an object: Tim and Andrae's apartment. Add 's to both nouns to show that each possesses a distinct version or part: Kymlicka's and Appiah's approaches to cosmopolitanism.

4.6 **Commas**. Always use the serial comma in a list, that is, the comma preceding the "and" before the last element. For example: Life in medieval times was nasty, brutish, and short. Where possible use commas sparingly.

4.7 **Dashes**. Always use an em — dash with no spaces on either side, not an en dash or double hyphens. For example: Transnational exchanges of feminist narratives produce "boundary work"—work "on the edge"—that posits the witch as…

4.8 **Exclamation points**. Avoid using exclamation points even if the book or article is written in an informal style.

4.9 **Quotations**. Quotations are formatted with the period or comma inside the quotation: "He said that the show was wonderful." Colons and semicolons are outside: "After passing her exams in Chemistry";

4.10 **Scare quotes**. Avoid the use of scare quotes which indicate that a word or phrase is being used ironically or in a nonstandard sense.

4.11 **Spelling**. Spelling should be US-American. Use the *Merriam-Webster's Collegiate Dictionary* <http://www.merriam-webster.com/> and use preferred (first-listed) spellings.

5) Works Cited

5.1 **All names**. Do not use *et al.* for three or more authors but list the names of all authors or editors.

5.2 **Authors' names**. In the case where multiple works by one author are listed, spell out the author's name in each instance. Do not use three dashes in place of the authors' names. Alphabetize by author and by title of work.

5.3 **Do not list type of media**. Do not use the Print, Web, DVD, etc. notations at the end of entries.

5.4 **Do not separate Works Cited**. Do not list primary texts separately.

5.5 **Foreign titles**. Titles of books and articles other than English, French, German, Portuguese, and Spanish are translated in brackets after the title of the book in the original. Do not use italics if the text is unpublished in English. If the text is published in English, use italics, and list the translated English version. When referring to foreign texts always refer—if available—to the translated English version of the text and list it in the Works Cited.

5.6 **Location and publisher**. Do not list multiple locations of publisher, but first location only. Do not list multiple publishers, but first publisher only.

5.7 **No states or provinces**. Do not write state or province as in Cambridge, MA but Cambridge only.

5.8 **Spell out title acronyms**. For publications with acronyms, such as *PMLA* the full name is listed: *PMLA: Publications of the Modern Language Association of America*

5.9 **Treatment of URLs**

As you do with printed resources, you must weigh the authority of electronic sources you choose to cite. Electronic content presented without formal ties to a publisher or sponsoring body has the authority equivalent to that of unpublished or self-published material in other media.

Do not use a URL that was the result of an online search, e.g., <http://scholar.google.com>; instead, go to the specific page of article and provide the URL that goes straight to the text you cite, for example, Tötösy de Zepetnek, Steven. "From Comparative Literature Today toward Comparative Cultural Studies." *CLCWeb: Comparative Literature and Culture* 1.3 (1999): <http://docs.lib.purdue.edu/clcweb/vol1/iss3/2> or DOI: Digital Object Identifier e.g., <http://dx.doi.org/10.7771/1481-4374.1041>.

Do not use a URL that will work only for a person who has subscribed to or has registered at the website; instead, provide the full bibliography of publication and then try to find the article's site as an unsubscribed or unregistered user: if this cannot be done, then provide the main URL for the source, for example, Bouchardon, Serge, and Vincent Volckaert. *Loss of Grasp* (2010): <http://lossofgrasp.com>. Please note that it is never sufficient simply to provide a URL: the full facts of publication should always be recorded.

Do not provide the date of access for online sources.

Sources on the world wide web are listed e.g., Ako, Edward O. "From Commonwealth to Postcolonial Literature." *CLCWeb: Comparative Literature and Culture* 6.2 (2004): <http://docs.lib.purdue.edu/clcweb/vol6/iss2/1/>; in quotations the world wide web source of the text is placed in the main text, e.g., (Smith <http://…>) and the source is listed in the Works Cited, e.g., Cirugeda, Santiago. *Recetas Urbanas / Urban Prescriptions* (1998): <http://www.recetasurbanas.net/>.

When listing a URL for an online work, use the DOI: Digital Object Identifier whenever provided. A DOI is a unique and permanent name assigned to a piece of intellectual property which includes a prefix assigned by a registration agency such as CrossRef, followed by a forward slash and ending with a name assigned by the publisher, for example 10.1086/529076. Please append the prefix <http://dx.doi.org/> to the DOI, thus e.g., <http://dx.doi.org/10.1086/529076>.

5.10 **UP**. Do not write University Press but UP.

5.11 **Books**. single-authored books: Johnson, Roberta. *Gender and Nation in the Spanish Modernist Novel*. Nashville: Vanderbilt UP, 2003.; non-Latin script names and titles of books: Wang, Ning (王宁). *比较文学与当代文化批评* (Comparative Literature and Contemporary Cultural Criticism). Beijing: People's Literature Publishing, 2000.; multiple authors: Gilman, Sander, Helen King, Roy Porter, George Rousseau, and Elaine Showalter. *Hysteria beyond Freud*. Berkeley: U of California P, 1993.; edited volume: Shell, Marc, ed. *American Babel: Literatures of the United States from Abnaki to Zuni*. Cambridge: Harvard UP, 2002.; re-published book: Fox, John. *Philology Today*. 1880. Cambridge: Harvard UP, 1999.; translated book: Homer. *The Odyssey*. Trans. Robert Fagles. New York: Viking, 1996.

5.12 **Film**. *Like Water for Chocolate* (*Como agua para chocolate*). Dir. Alfonso Arau. New York: Miramax, 1993.; *Rashomon*. Dir. Akira Kurosawa. 1950. New York: Home Vision, 2001.

5.13 **Journal article**: Hernández-Reguant, Ariana. "Copyrighting Che: Art and Authorship under Cuban Late Socialism." *Public Culture* 16.1 (2004): 1-29.

5.14 **Online scholarly journal article**. Saramago, José. "Between Omniscient Narrator and Interior Monologue." *CLCWeb: Comparative Literature and Culture* 2.3 (2000): <http://docs.lib.purdue.edu/clcweb/vol2/iss3/1/> OR if the journal has DOI e.g., <http://dx.doi.org/10.7771/1481-4374.1074>.