

Guidelines on Publishing Articles in *Romance Philology*

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A. Initial inquiry. Before submitting an article for publication in *Romance Philology*, the author should first contact the editor. The initial inquiry should include the title of the proposed submission, a brief abstract, and the author's present affiliation. If the author is not already known to the editor or members of the editorial board, the author may be asked to provide some background details of the Ph.D. (what, when, and where) and the name of the dissertation director or other mentor(s).

B. Requirements. There are two requirements for submitting articles: (1) the author must already have the Ph.D. in hand *before* submitting the article; (2) at the time of submission, the author must be a subscriber to *RPh*.

C. Formal submission. If the article is to be considered for publication in *RPh*, the author will be asked to send two printed copies and an electronic version. The electronic version will consist of two files: one file containing the text and the list of works cited, the other file containing only the notes. The author will also be required to convey the explicit assurance that the work has not been submitted for publication elsewhere, whether as an article or as part of a larger study.

D. Appropriate topics. *RPh* publishes articles on medieval Romance literatures, editions of medieval Romance texts, and articles on the linguistic development of the Romance languages. *RPh* does not publish translations (and only rarely publishes reviews of modern translations of medieval works). *RPh* does not publish articles on English Romantic literature or linguistic studies that deal exclusively with the history of the English language. *RPh* does not publish poetry or fiction, no matter how romantic.

E. Previous versions of the work. If an article expands on a conference presentation, details of that presentation are to be given in a first unnumbered footnote. If the article is a further re-working of the author's dissertation, those details are given in a first unnumbered footnote. In each case, such articles are considered for publication in *RPh* only if they have not already been published elsewhere or promised for publication elsewhere. In each case, the language and approach of the article must be thoroughly revised for publication in *RPh*, which is quite a different venue from the original presentation.

An article that is excerpted from a book that has already been published, or is to be published, will not be considered for publication in *RPh*.

F. Evaluation. Once an article has been accepted for consideration, it is sent to readers who judge not only the relevance of the subject matter, but also the style and suitability of its presentation in *RPh*. Readers are asked to submit their evaluations within two months of receipt of the article; however, so optimistic a time line is not always reasonable, and especially since, it must be stressed, these readers offer their services as a professional courtesy to the author and to the journal.

G. Language. For *RPh*, the article may be written in English, German, or any of the major Romance languages. Translation of an article into English is not required and is, in fact, discouraged by editorial policy. It is expected that an article may make use of phonetic or phonemic transcriptions, but if an article makes extensive use of special characters, a subvention may be required from the author.

H. Length. The final length of an article is a matter that is settled between the author and editor. If the first version of an article is longer than fifty double-spaced pages (approximately 10,000 words), the author should make this clear to the editor *before* sending printed copies.

I. Charges for changes made in proofs. Any article submitted to *RPh* is carefully edited; revisions are almost always required. Pre-publication versions are submitted to the author for final approval *before* the article is sent to the typesetters, that is, prior to the author's receiving proofs. Great care is taken to arrive at a definitive version of an article before it is sent to the typesetters; this policy is intended to render unnecessary the expensive practice of making changes in the proofs.

Author's changes made at proofs are subject to the following charges: \$10.00 for every line affected, with a minimum charge of \$100.00. At the editor's discretion, if the changes entail the re-setting of entire pages, the author may be given the choice of (1) paying for changes, at a rate of no less than \$100/page affected, or (2) resubmitting the revised version of the article for publication at a later date.

J. Requirements of style. *RPh* is printed professionally by skilled and experienced typesetters. Authors of articles in *RPh* are not asked to submit camera-ready copy, and are furthermore asked *not* to introduce extraneous formatting codes. Files that contain extraneous codes will be returned to the author for reformatting. Articles that require special formatting may, at the discretion of the editor, entail a surcharge.

The basic formatting requirements are these:

- author's name and affiliation appear at the beginning of the text;
- the entire text (including notes and the list of works cited) is double-spaced, with 1" margins throughout, using left (*not* full) justification;
- do not use headers or footers; use only automatic page numbering;
- do not change the typeface or the type size (only special characters may require such a change);
- do not introduce automatic first line indents, automatic paragraph style, or any other codes that complicate the formatting.

K. Charts, Graphs, Tables. Quite often the information presented in charts, graphs, and tables is better presented as clearly written prose in the text proper. If the editor agrees to the inclusion of charts, graphs, or tables, they are set in a file separate from the text proper. A subvention for including charts, graphs, and tables may be levied, at the editor's discretion.

L. Illustrations. The inclusion of illustrations is a matter for negotiation between the author and the editor. Authors will be required to provide a subvention to

RPh for including illustrations (usually \$200 per illustration). The author is responsible for obtaining all necessary permissions.

M. Footnotes. Footnotes are set in a file separate from the text proper; this requirement precludes the use of the endnote or footnote function of software. Footnotes are set as ordinary double-spaced text (*not* superscript, *not* reduced type). Only in the text proper are footnote numbers set as superscript. As illustrated in the example below, in the file containing the notes, the footnote number is set on the line (*not* superscript) and is followed by a period; only the first line of the note is indented; the note reads as a full sentence, comprehensible even when read independently of the text, and making use of the author-date citation system.

example:

1. The four-volume *Catálogo de manuscritos de la Biblioteca Nacional* (Jauralde Pou *et alii* 1998-2007) is continued in Rojo Alique *et alii* 1998 (vol. 5, indices) and Jerez 2003 (vol. 6).

N. Sub-heads. Sub-sections of the text *may* require sub-heads. Sub-heads are numbered, however, only if the article includes internal cross-references; otherwise, numbering the sub-heads is superfluous.

O. Works cited. Only works that are actually cited in the text are included in the list of works cited. Works are cited using the author-date system. Brief citations of works are incorporated, whenever possible, into the text proper, as illustrated in the example given below. *RPh* does not use *ibid.* or *op. cit.*, whether in the notes or in the text.

example:

Penny (1970a:150-153) described it in the Montes de Pas, and later in Tudanca (1978:79-83), and also commented on the infelicity of the term commonly used ... (Penny 1970a:151, 1970b:22). In addition, he noted that in the areas of Cantabria where *leísmo* is predominant, the count / non-count distinction is entwined with it in pronominal usage (1970a:154).

Some final notes. It has never been the case in *RPh* that an article was rejected simply because it did not follow the conventions of the style sheet. Because these conventions differ according to the language of publication, and because *RPh* publishes articles in several different languages, we do not here present a detailed style sheet. Once an article is accepted for publication, the author will be given more detailed instructions, especially as regards the correct and complete inclusion of bibliographic details in the list of works cited. Full conformity with *RPh* conventions will be required only upon final acceptance of the article for publication.

These Guidelines are printed here primarily to benefit those who are new to *RPh*. Authors are asked to keep in mind that the process of publishing an article in *RPh*, allowing for the stages of revision(s) and correction of proofs, requires—in the most optimistic of circumstances—no less than a year from initial inquiry to final publication. Please plan accordingly. The editor welcomes serious proposals for publishing appropriate articles in *RPh*; these inquiries should be directed to her using the following email address: RPhEditorial@gmail.com.