The Polish Review

Submission Guidelines and Stylesheet

updated October 2026

I. Submission Guidelines

1. **Originality.** Only original scholarly work is considered for publication. Submission to *The Polish Review* requires a statement by the author(s) that neither the manuscript nor any substantially similar version of it is under consideration or has appeared elsewhere. For additional information for authors, please consult a document entitled "Author Responsibilities" at https://www.press.uillinois.edu/journals/ethics_statement.html before submitting your manuscript.

Annotated translations of documents and literary works are also considered for publication. When you submit a translation of a document or a literary work, permission to translate it must accompany the manuscript.

2. **Disclosure guidelines on the use of generative AI technology.** *The Polish Review* does not permit the use of generative Artificial Intelligence (AI) tools and technologies in the creation, analysis, or interpretation of content, data, or research results. The only exception to this policy is the use of AI and AI-assisted technologies (including, but not limited to, language-editing tools, grammar and spelling checkers, translation software, proofreading tools, and style or readability assistants) to improve the language and readability of **an article, a review essay, or a book review.** Such use should be disclosed upon submission to avoid any questions which may arise. The final decision on whether a manuscript is suitable for *The Polish Review* lies with the journal's editor.

3. **Length.** Each article submission should be 7,000 to 9,000 words long, including notes, tables, etc. **Information for book reviewers:** Book reviews are limited to 1,000–1,200 words, including notes (if any). Review essays are limited to 2,500–3,000 words, including notes (if any). The length of a review essay depends not only on the number of books covered, but also on the depth of the reviewer's discussion of broader issues – conceptual, theoretical, and/or methodological – that are relevant to the books under review. **Quotations** from any book under review must include page numbers or we will not be able to include the quotations. Please double-check the accuracy of all quoted material.

4. **Abstract and keywords.** Please include a one-paragraph abstract. The abstract should be no longer than **250 words.** It should be a brief summary of the key points of the article. In addition, provide **five keywords**.

5. **Endnotes.** Do not use footnotes, a bibliography, or a reference (works cited) list. Instead, put your citations in endnotes. Use computer-generated endnotes only, but make sure that they are

numbered using **Arabic numerals.** For the required format of endnotes, please see the section **Endnotes** later in this document.

Do not attach endnote numbers to article titles or subheadings or to your name as author. If you wish to include a note of acknowledgment, place it as an unnumbered endnote immediately after the main text, with the following instruction for the compositor: **<PLACE THIS UNNUMBERED NOTE on the first page>**.

Although *The Polish Review* converts endnotes to footnotes in the published articles, endnotes are used during the editing process. The use of endnotes by contributors facilitates copyediting and helps avoid formatting errors.

6. **Manuscript preparation.** Manuscripts should be submitted in Microsoft Word via e-mail attachment. All articles should be prepared for anonymous review. The author's identity should not be revealed either in the main text or in the endnotes. Do not use your name in acknowledgments or running heads. Please write your first and last name on a separate first page. Arrange your manuscript in the following order:

- article title
- abstract
- keywords
- main text
- endnotes

7. **Spacing and paragraphs**. Double space the entire manuscript, including block quotations and endnotes. Indent paragraphs in the main text.

8. **Justification**. Use left justification (i.e., a justified left margin and a ragged right margin). Turn off the automatic hyphenation feature on your word-processing software.

9. **Titles of works.** In the main text, titles of works (books, poems, plays, operas, movies, artworks, etc.) should be given in the original language, followed at the first mention by English translations in square brackets, for example: *Dom dzienny, dom nocny* [House of day, house of night, 1998], with the bracketed title having lower case lettering. Subsequent references will be to the English title and will follow the American standard for capitalization: *House of Day, House of Night*. In endnotes, it is sufficient to give titles of works in the original language only.

- **Italicize:** titles of books, periodicals, newspapers, films, TV and radio programs, paintings, sculptures, operas, plays, and epic poems.
- **Enclose in quotation marks:** titles of articles, book chapters, short stories, poems, songs, TV and radio episodes, and unpublished works (e.g., dissertations).
- Follow the first mention of any book, poem, play, film, opera, or artwork with a date when it was first published, screened, performed, or exhibited.
- For titles of periodicals and newspapers such as *The Polish Review* or *The New York Times*, always include *The*. This stylesheet overrides *The Chicago Manual of Style* that allows authors to drop "the" from titles of periodicals and newspapers (e.g., *New York Times*).

- **Information for book reviewers:** reviews of books that have been translated into English from Polish and other languages should include the original title in square brackets, following the English title, as part of the bibliographical paragraph at the head of a book review, e.g.:
  Olga Tokarczuk, *The Lost Soul* [Zgubiona dusza], trans. Antonia Lloyd-Jones, with illustrations by Joanna Concejo (New York: Seven Stories Press, 2021), 48 pp. ISBN 978-1-64421-034-5 (hbk).

10. **Quotations.** Quotations from primary and secondary sources, originally written and/or published in languages other than English, should be given in the English translation in the main text. The original Polish text may be included in endnotes. If an ellipsis is part of the quotation, it should remain unchanged. If, however, you add an ellipsis to indicate missing text, place ellipsis points in square brackets […]. Use square brackets to indicate all other editorial interpolations.

- **Block quotations**: Longer prose quotations (material that takes up at least five manuscript lines), all quotations of more than one paragraph, and all poetry quotations longer than two lines should be set as block quotations. Block quotations should be indented half an inch and demarcated by an extra line between your text and the start of the quotation. Add an extra line between the end of the quotation and the restart of your text. In addition, mark the start of each block quotation with **<START BLOCK QUOTE>** and place **<END BLOCK QUOTE>** at the end of each block quotation.

11. **Photograph, line art, and figure specifications**

Artwork and photographs
Digital images must be of sufficient quality for print reproduction. Accepted file formats are JPG, TIF, GIF, or EPS. Resolution must be at least 300 dots per inch (dpi). Artwork and film still files should be in grayscale, not color.
Digital files must not be embedded in the text document. These files should be submitted as separate files, and "callouts" should indicate where illustrative materials are to appear within the text, e.g.: <**INSERT FIGURE 1 NEAR HERE**>.
Callouts should be placed on a separate line at the end of the paragraph closest to where you would like the image to appear.

- Provide a separate list of captions for all illustrative material.
- Make sure that the images you include are either in the public domain, or that you have secured the copyright holder's permission to reproduce them. Permission to reproduce the images must accompany the manuscript.
- Provide the text for the photo credit. Examples: Photo: author's own. Photo: XYZ Gallery, used with permission. Photo: courtesy of Martin Smith.

Graphs, line drawings, and maps
Graphs, line drawings, maps, etc. to be reproduced in articles must be in a form that is suitable for photo reproduction or scanning. Digital images must be of sufficient quality and in black-and-white format. Please submit files in JPG, TIF, GIF, or EPS format at a resolution of 1200 dpi. Do not submit Excel files.

Digital files must not be embedded in the text document. These files should be submitted as separate files, and "callouts" should indicate where illustrative materials are to appear within the text, e.g.: <**INSERT FIGURE 1 NEAR HERE**> or <**INSERT EXAMPLE 1 NEAR HERE**>. Callouts should be placed on a separate line at the end of the paragraph closest to where you would like the figure to appear.

Tables
All tables will be reformatted to the house style and therefore must be submitted in an editable electronic form (Microsoft Word). Tables should appear in consecutive order at the end of their respective article or grouped in a separate Word file. "Callouts" should indicate where tables are to appear within the text, e.g.: <**INSERT TABLE 1 NEAR HERE**>. Callouts should be placed on a separate line at the end of the paragraph closest to where you would like the table to appear.

II. Stylesheet

Punctuation:

1. All punctuation is placed **INSIDE** quotation marks (inverted commas):
    a. As Gayatri Chakravorty Spivak wrote, "All historicizing is narrativizing–putting in the form of a story."
    b. The short story "Call of the Wild," while genius, is also quite clipped.
    c. The question Sartre asks is "what is existence?"
        d. Exceptions to this rule are colons, semicolons, and dashes:
            1. He makes this remark in his work "No Exit"; this is probably his most existential play.
            2. While at the end of the play the character says, "Hell is other people"—an obvious statement by this time—he does not yet seem to believe it.
2. *The Polish Review* does not use single 'scare' quotes. Use only double "quotation marks."
3. Use single quotation marks only if something is quoted within a quotation:
    a. Jack London remarked, "My short story 'Call of the Wild' was my proudest moment."
4. Do **NOT** use double commas as quotation marks: ,,Call of the Wild"
5. Do **NOT** use double arrows as quotation marks: <<Call of the Wild>>
6. Use the **SERIAL** or **OXFORD** comma before "and" and "or": **I like apples, oranges, and pears. I don't use apples, peaches, or pears in my pies.** The only exception occurs when you quote a source that does not use serial commas.

Spelling:

The Polish Review uses American standard English. Avoid British English spellings unless directly quoting sources. For example, use:

- neighbor (not: neighbour)
- center (not: centre)
- defense (not: defence)
- organize (not: organize)
- traveled (not: travelled)
- maneuver (not: manoeuvre)

However, there is one major exception:

- theatre (not: theater)

Spelling of frequently used terms:

- antisemitism (not: anti-Semitism), philosemitism (not: philo-Semitism)

- prewar (not: pre-war), postwar (not: post-war), postcommunism (not: post-communism), socioeconomic (not: socio-economic)

- coauthored (not: co-authored), coedited (not: co-edited), nonfiction (not: non-fiction)

- Our preferred forms are: World War I, World War II. We also accept: the First World War, the Second World War. However, WW1 / WW2 and WWI / WWII are not acceptable.

Numbers:

Spell out numbers one to ninety-nine; use digits for 100 and above. Note the following exceptions:

- At the beginning of sentences spell out all numbers: "One hundred years ago…."
- Before percent: 2 percent
- Years and ranges: 1998, 1918-1920
- Decades: 1960s, 1970s
- Centuries: "In the fifteenth century…."
- Money: $50, 70 PLN
- Spell out ROUND numbers: fifteen hundred, six thousand (but 91,000 and 100,000)
- Hyphenate fractions: one-half
- Use digits for chapters in texts: chapter 5

Dating system:

The Polish Review uses the American system for dates: Month Day, Year, e.g., March 3, 2020. Do not use ordinal superscripts (th rd) after days.

Cities:

In general, use the native version of the city name:

- Kraków over Cracow
- Lviv or L'viv over Lwów (if you need to make an important historical distinction, use, for example: "known at the time as 'Lwów.'")
- Kyiv (not: Kiev)

However, there are several exceptions, for example:

- Warsaw over Warszawa
- Moscow over Moskva or Moskwa

In endnotes, include only the primary city of publication (do not use, e.g., New York and London).

Gender:

The Polish Review does not use masculine pronouns as universal. Except where descriptively appropriate, please use gender-neutral terms and phrasings. Example: Every scholar in this discipline could be independent, if he or she was willing to make that choice.

Citations:

Ibid.: Like many other English-language scholarly journals, *The Polish Review* no longer uses **ibid**. To avoid using **ibid.**, follow these examples:

1. Alice Wiemers, *Village Work: Development and Rural Statecraft in Twentieth-Century Ghana* (Athens: Ohio University Press, 2021), 34.
2. Wiemers, 45.
3. Todd Cleveland, *A History of Tourism in Africa: Exoticization, Exploitation, and Enrichment* (Athens: Ohio University Press, 2021), 56.
4. Wiemers, *Village Work*, 101.
5. Wiemers, 103.
6. Wiemers, 106.
7. Cleveland, *History of Tourism in Africa*, 58.
8. Cleveland, 95.

"See" and "cf.": Keep in mind the distinction between "see" and "cf." Only use "cf." to mean "compare" or "see, by way of comparison." "cf." should only be used in this very specific situation. Do not italicize either term.

1. See Jones, *Conflict*, 49, for further discussion of this problem.

2. Others disagree with my position here; cf. Fisher and Ury, *Getting to Yes*, 101-103.

"ff." and "passim": Both "ff." and "passim." are discouraged. "ff." ("and the following pages") should only be used **when no final page number can usefully be given**. Instead of the singular "f." the subsequent page number should be given:

- 140-141, **NOT** 140f.

Similarly, "passim" should only be used **if it follows a range of pages** within which there are more than three or four precise references:

- 324-332 passim.

Endnotes:

The Polish Review does not use bibliographies. Do not add one. Instead, use endnotes with a complete citation for the first time a work is referenced. An endnote number should be placed at the end of a clause or at the end of a sentence.

For online sources, no dates of access—most recent or any—should be included in the citation.

1. Books

--Single-author books:

[1] Firstname Lastname, *Title of Book: Subtitle of Book*, edition, trans./ed. Firstname Lastname (Place of publication: Publisher, year of publication), page numbers.

[1] Cheryl Strayed, *Wild: From Lost to Found on the Pacific Crest Trail* (New York: Alfred A. Knopf, 2012), 87-88.

[1] Cheryl Strayed, *Wild: From Lost to Found on the Pacific Crest Trail*, 2nd ed. (New York: Alfred A. Knopf, 2012), 87-88.

[1] Cheryl Strayed, *Wild: From Lost to Found on the Pacific Crest Trail*, ed. John Smith (New York: Alfred A. Knopf, 2012), 87-88.

[1] Cheryl Strayed, *Wild: From Lost to Found on the Pacific Crest Trail,* trans. John Smith (New York: Alfred A. Knopf, 2012), 87-88.

--Books as a certain volume from a series:

[1] Cheryl Strayed, *Wild: From Lost to Found on the Pacific Crest Trail*, vol. 3 (New York: Alfred A. Knopf, 2012), 87-88.

--Books with multiple authors, translators, editors:

[1] Cheryl Strayed and John Adams, *Wild: From Lost to Found on the Pacific Crest Trail*, 2nd ed., trans. John Smith and Jon Smythe, ed. Adam Smith and Adom Smyth (New York: Alfred A. Knopf, 2012), 87-88.

- **(Note that "trans." means "translated by," and "ed." means "edited by," and not "translators" or "editors.")**

--In the case of more than three authors, translators, or editors list only the first name followed by "et al."

[1] Cheryl Strayed et al., *Wild: From Lost to Found on the Pacific Crest Trail*, 2nd ed., trans. John Smith et al., ed. Adam Smith et al. (New York: Alfred A. Knopf, 2012), 87-88.

--Book with editor as reference:

[1] Cheryl Strayed, ed., *Wild: From Lost to Found on the Pacific Crest Trail*, 2nd ed., trans. John Smith and Jon Smythe (New York: Alfred A. Knopf, 2012), 87-88.

--Multiple editors as reference:

[1] Cheryl Strayed and John Adams, eds., *Wild: From Lost to Found on the Pacific Crest Trail*, 2nd ed., trans. John Smith and Jon Smythe (New York: Alfred A. Knopf, 2012), 87-88.

--Shortened references after work has already been cited:

[1] Strayed, *Wild: From Lost to Found on the Pacific Crest Trail*, 87-88.

--Immediately followed repeated reference instead of "ibid.":

[1] Strayed, 87-88.

2. Journal articles

[1] Firstname Lastname, "Title of Article," *Title of Journal* volume number, issue number (date of publication): page numbers, URL if found online.

[1] Benjamin Bagley, "Loving Someone in Particular," *Ethics* 125, no. 2 (2015): 484-485.

[1] Jio-Ch'I Liu and John Smith, "Beholding the Feminine Sublime: Lee Miller's War Photography," *Signs* 40, no. 2 (2015): 311, https://doi.org/10.1086/678242.

--Shortened reference after work has already been cited:

[1] Bagley, "Loving Someone in Particular," 484.

--Immediately followed repeated reference instead of "ibid.":

[1] Bagley, 485.

3. Chapter in an edited collection:

[1] Firstname Lastname, "Title of Chapter," in *Title of Collection*, ed. Firstname Lastname (Place of publication: Publisher, year of publication), page numbers.

[1] Bruce Mazlish, "Global History and World History," in *The Global History Reader*, ed. John Smith and Akira Iriye (London: Routledge, 2005), 18-20.

[1] Mazlish, "Global History and World History," 18.

[1] Mazlish, 19.

4. Magazine articles

[1] Firstname Lastname, "Title of Article," *Title of Magazine*, date of publication, page numbers, URL if found online.

[1] Beth Saulnier, "From Vine to Wine," *Cornell Alumni Magazine*, September/October 2008, 48.

[1] Karl Vick, "Cuba on the Cusp," *Time*, March 26, 2015, http://time.com/3759629/cuba-us-policy/.

[1] Vick, "Cuba on the Cusp."

[1] Vick.

5. Newspaper articles

[1] Firstname Lastname, "Title of Article," *Title of Newspaper*, date of publication, edition or section if applicable, URL if found online.

[1] Mike Royko, "Next Time, Dan, Take Aim at Arnold," *The Chicago Tribune*, September 23, 1992.

[1] David G. Savage, "Stanford Student Goes to Supreme Court to Fight for Her Moms," *The Los Angeles Times*, April 27, 2015, http://www.latimes.com/nation/la-na-gay-marriage-children-20150424-story.html.

[1] Savage, "Stanford Student."

[1] Savage.

6. Letters

a. Charles Hanson to Nancy McPhaul, August 22, 2008.

b. A letter in a print (book) collection:
Moses Roper to Thomas Price, June 27, 1836, in *Slave Testimony*, ed. John W. Blassingame (Baton Rouge: Louisiana State University Press, 1977), 25.

c. A letter found on a website:
Eleanor Roosevelt to Bess Truman, April 25, 1945, in *Eleanor and Harry: Correspondence of Eleanor Roosevelt and Harry S. Truman*, ed. Steve Neal
http://www.trumanlibrary.org/eleanor/1945.html.

7. Interviews

Published or broadcast interviews are treated like articles; the person interviewed is listed as author.

a. Lydia Davis, "The Art of Fiction No. 227," interview by Andrea Aguilar and Johanne Fronth-Nygren, *The Paris Review*, no. 212 (Spring 2015): 172.

b. Natasha Trethewy, "Dissection and Other Kinds of Love," interview by Lindsey Alexander, *Sycamore Review* 4, no. 24 (2012): 35.

c. Carrie Rodriguez, interview by Cuz Frost, *Acoustic Café*, 88.3 WGWG FM, November 20, 2008.

d. Frederick L. Hovde, interview by Robert B. Eckles, July 23, 1972, interview 8, transcript and recording, Purdue University Office of Publications Oral History Program collection, MSO 2, Series 1, Sub-Series 16, File 8, Purdue University Archives and Special Collections.

e. Alex Smith (retired plumber) in discussion with the author, January 2017.

8. Archival material

Citations of archival material should be structured in consultation with the specific archive; many have preferred methods of being cited. Below are general guidelines that can be flexible. The citation should be clear enough for the reader to find the necessary information. *The Polish Review* is an English-language journal; as much information as possible should be in English.

[1] **Author if available, Specific archival record, date (day, month, year), identifier (box/folder/item number), name of collection, name and location of repository.**

[1] Julian Stryjkowski, Letter to Mr. and Mrs. Paul Eufel, February 1972, Warsaw, Poland. Records of International Writing Program, collection number RG06.0012.009, Box # 20 [STEL – TART]. Iowa City, Iowa: IWP Archives, University of Iowa.

[1] Correspondence from Henry Davies Hicks to the Annapolis County electorate, October 24, 1956, MS-2-511, Box 15, Folder 9, Henry Davies Hicks fonds, Dalhousie University Archives, Halifax, Nova Scotia, Canada.

[1] Typescript of short story "Brothers and Sisters" by Budge Wilson, 2000, MS-2-650.2013-070, Box 3, Folder 9, Budge Wilson fonds, Dalhousie University Archives, Halifax, Nova Scotia, Canada.

[1] Photograph of Andy McKay's installation as Dalhousie president, February 1981, MS-4-250, Box 74, Folder 7, Wamboldt-Waterfield Photographic Collection, Dalhousie University Archives, Halifax, Nova Scotia, Canada.

[1] Watercolor painting, 197-, MS-2-656, Box 12, Folder 6, Catherine Creighton and family fonds, Dalhousie University Archives, Halifax, Nova Scotia, Canada.

[1] Poster for Dalhousie Student Union event, "In Search of the Supernatural,"1986, MS-1-Ref, Box 16, Folder 27, Dalhousie University Reference Collection, Dalhousie University Archives, Halifax, Nova Scotia, Canada.

[1]Poster for Dalhousie Student Union.

9. Forthcoming or unpublished material

[1] John J. Winter, *Sands of Time* (New York: Heard, forthcoming), 345-356.

[1] Ilya Vedrashko, "Advertising in Computer Game" (MA thesis, MIT, 2006), 59.

[1] Melanie Subacus, "*Duae Patriae*: Cicero and Political Cosmopolitanism in Rome" (PhD diss., New York University, 2015), 201-205.

[1] Lane Redburn, "Touch-Sensitive Interiors: A Behavioral Analysis" (unpublished manuscript, May 5, 2017), LaTex and Gif files, 67.

[1] Viviana Hong, "Censorship in Children's Literature during Argentina's Dirty War (1976-1983)" (lecture, University of Chicago, Chicago, IL, April 30, 2015).

[1] Hong, "Censorship in Children's Literature."

[1] Hong.

10. Websites, blogs, and social media

[1] "Title of Web Page" or Description of Web Page (website), Title or Description of the Site as a Whole, Owner or Sponsor of the Site, updated/last modified date, URL.

However, no dates of access—most recent or any—should be included in citations for online sources.

[1] "Apps for Office Sample Pack," Office Dev Center, Microsoft Corporation, updated October 20, 2015, https://code.msdn.microsoft.com/office/Apps-for-Office-code-d)4762b7.

[1] City of Ithaca, New York (website), CivicPlus Content Management System, http://www.cityofithaca.org/.

[1] Conan O'Brien (@ConanOBrien), "In honor of Earth Day, I'm recycling my tweets," Twitter, April 22, 2015, 11:10 a.m., https://twitter.com/ConanOBrien/status/590940792967016448.

[1] Junot Díaz, "Always surprises my students when I tell them that the 'real' medieval was more diverse than the fake ones most of us consume," Facebook, February 24, 2016, http://www.facebook.com/junotdiaz.writer/posts/972495572815454.

For problems of documentation not covered in the Stylesheet, please refer to *The Chicago Manual of Style,*17th ed. (2017).