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The deadline for fair copies of all articles (but not reviews, bibliographies, etc.) is September 15. Articles received after that date may not be published in that year's issue. Contact the editor with deadline issues as soon as possible.

All articles must be submitted in electronic format, preferably Microsoft Word or [Rich Text Format](#). Virtually all word processing programs allow the user to "save as" one or both of these formats.

The style guide for [Tolstoy Studies Journal](#) is closely based on the Modern Language Association's [Handbook for Writers of Research Papers](#). MLA documentation has three parts: parenthetical references in the text (see section 1, below), content notes after the main text of the article (see section 2, below), and, after the content notes, a list of works cited (see section 3, below). The [Journal](#) has additional expectations for language, translation, punctuation, etc., as outline in section 4, below.

NB: The [Journal](#) never uses footnotes in articles.

1. **In-text citations:**

- a. The [Journal](#) uses parenthetical references within the text keyed to a Works Cited list at the end of the article. A typical reference consists of the author's last name and a page number.

He could already offer as a chestnut the remark that Tolstoy's reputation was bipartite, "a far outstanding belletristic author but a poor thinker" (Mikhailovsky 2).

- b. To distinguish two or more sources by the same author, include an appropriate shortened title in the parenthetical reference after the author's name:

He maintains that the theoretical aspect is weak because the infinitesimals must be "reasonably uniform" (Berlin, [Hedgehog](#) 22).

Note in the above examples the author's name is followed by a comma, no "p." or "pp.", and that the title of the work is properly formatted, in this case underlined (the [Journal](#)'s preference over *italicization* — see number four, below).

- c. If you state the author's name or the title of the work in the sentence, do not include it in the reference that follows:

In The Hedgehog and the Fox, Berlin maintains that the theoretical aspect is

weak because the infinitesimals must be "reasonably uniform" (22).

- d. Punctuation marks follows the parenthetical reference except when a quoted long prose passage is set off from the text (see below, 4d), in which case the parenthetical reference appears once space after the final punctuation.
- e. Parenthetical citations do not include the word "page" or "pages" or the abbreviations "p." or "pp." — just the page numbers themselves.
- f. For numerous sample MLA parenthetical references (e.g., two authors' names in reference), see the University of Wisconsin's "The Writing Center" webpage: http://www.wisc.edu/writing/Handbook/DocMLACitation_Format.html

2. **Content Notes:**

- a. Authors should keep their notes to a minimum, though certain articles (like translations) will require more content notes than others.
- b. Begin your content endnotes at the end of the main text of your article, after a manual page break.
- c. Title the page, bold, underlined and left-justified: Notes.
- d. Number the page on which the endnotes appear as the next page of the article.
- e. Content notes are flush with left-hand margin, no first-line or hanging indents.
- f. All notes should be double-spaced (within and among notes) and formatted in every way according to the present style sheet.
- g. Type the note number (beginning with one, continuing sequentially) followed by a period and one space.
- h. Using Microsoft Word's automatic reference function interferes significantly with the technical layout process. It is greatly appreciated if you do not use the automatic endnote function, and instead manually insert your superscript references within the text, and the notes at the end of the main text or as a separate document.

3. **Formatting your Works Cited list**

- a. Begin your Works Cited page after your content notes (endnotes), after a manual page break.
- b. Title the page, bold, underlined and left-justified: Works Cited.
- c. Number the page on which the references appear as the next page of the ms.
- d. The first line of each entry is flush with the left-hand margin; subsequent lines are indented one-half inch, a format otherwise known as a "hanging indent":

Bodde, Derk and Galia Speshneff Bodde. Tolstoy and China. Princeton:

Princeton University Press, 1950.

- e. List entries alphabetically. Since the Journal exclusively uses Cyrillic script in the Works Cited (and never transliteration — see section 4, below), alphabetizing the Russian authors and titles among Latin-alphabet entries sometimes proves a challenge. When in doubt, alphabetize according to the Library of Congress transliteration system, dispensing with diacritics and substituting “sh” for š (which does not lend itself to alphabetizing), etc. Thus Шкловский comes before Simmons, Жданов after Zellwood, etc.
- f. Entries for Russian sources should be formatted in every way like a similar English reference — books are underlined, articles titles within quotes, place of publication written out (not M but Москва), etc.

Сергеенко, П. А. Толстой о литературе и искусстве. Москва: Издательство
Литература, 1956.

- g. Subsequent works by the same author: Replace the author’s name with three dashes and a period:

Morson, Gary Saul. Hidden in Plain View: Narrative and Creative Potentials in
War and Peace. Stanford: Stanford University Press, 1987.

---. Narrative and Freedom: The Shadows of Time. New Haven: Yale University
Press, 1994.

- h. Abundant examples of the MLA documentation style for a variety of texts can be found online: <http://www.wisc.edu/writing/Handbook/DocMLAWorksCited.html>

4. **General stylistics concerns within the main text of your manuscript**

- a. Language
 - i. The audience of the Journal is global, thus the language is exclusively English. Do not quote sources in Russian; instead, provide a translation. Russian words and short phrases can be used judiciously to clarify when good-faith translation fails to capture nuance or double-entendre.
 - ii. Save for rare cases when a universal understanding of the word or phrase is crucial to the advancement of an argument (e.g., a pun or alliteration), the Journal does not use transliteration (except proper nouns; see below). Otherwise, all Russian words should appear in Cyrillic. The Journal makes an exception for transliterated terms commonly used in the field that lack an easy or uncontested translation, such as *sobornost’*, *narod*, *byt*, etc.
 - iii. The editors have no preference for English-language editions. Authors are encouraged to provide their own translations when possible.
 - iv. Russian proper nouns — toponyms and personal names — prove a constant problem for academic writing in English. It jars the Russian-speaking reader (and misleads someone ignorant of Russian) to see Moskva, Jasnaja Poljana, Nikolaj Strahov, Viktor Šklovskij, etc. (All these are transliterated according to the now-ascendant GOST-United Nations-recommended Romanization system).

However, it also jars the reader to find Andrews, Natalies, and Stephens populating the milieus of War and Peace and Anna Karenina. The Journal's policy is reasonably flexible, but there is a distinct preference given to the adaptive and familiar system of personal names used by the indefatigable Aylmer Maude and continued by the even doughtier Mrs. Garnett. Андрей becomes Andrei (or Andrey), Алёша is transformed to Alyosha, Николай is Nikolai (or Nikolay), etc.

- b. References to Tolstoy's Russian texts should be to established academic editions of his works, if possible to the widely available and authoritative Jubilee Edition of the Complete Collected Works or its successor academy edition.

Толстой, Л. Н. Полное собрание сочинений в 90 томах, академическое

юбилейное издание. Москва, Ленинград: Государственное

Издательство Художественной Литературы, 1928–1964.

- c. Quotations
 - i. Avoid very long block quotations.
 - ii. Quotations of up to five lines (approximately 70 words) must be included in, and formatted as, main text. Quotations over five lines should be double spaced and indented one-half inch from the main text. Parenthetical references after long prose passages should appear one space after the final punctuation. (like this)
- d. Numbers
 - i. If a number can be written out in one or two words (twenty, twenty-six, one-hundred), do so. Express numbers that are more than two words in figures (e.g., 1910, 143).
 - ii. Exceptions to the rule above include dates, percentages, and divisions of written works.
 - iii. Never begin a sentence with a numeral.
- e. Typography and punctuation
 - i. All commas and periods “fall within quotation marks.” The only exception is where a page reference is given “at the end of the sentence” (Berlin 463).
 - ii. Semicolons and colons “fall outside of quotation marks”; as recommended by the MLA Manual.
 - iii. Use single quotes (‘) for quoted speech inside of quoted speech:

Tolstoy broached the problem again when he remarked to Strakhov that

“the great sage Lao Tzu once said “There is no wisdom.””

- iv. Since italic print is sometimes difficult to distinguish when editing, it is preferable to underline (continuously) in your ms, rather than *to italicize*. The layout editor will convert these underlines to italics.
- v. Please try to avoid placing a capital or lower-case letter in brackets.
- vi. Use bracketed ellipses to indicate omitted words or sentences from quotations.

- vii. Brackets [] are for editorial inserts within quotations (i.e., to differentiate editorial elisions from original elisions, [*sic*], etc.). In all other cases, use parenthesis ().
- viii. The Journal's preferred format for common Latin expressions and abbreviations:
 - 1. viz.
 - 2. [sic] (Note that this is a word, not an abbreviation.)
 - 3. e.g. and i.e. are not underlined, but are set off by a comma.
 - 4. ibid., op. cit. and passim are no longer recommended by the Handbook.
- f. Images
 - i. The Journal welcomes visual images (scores, photographs, drawings, etc.). Ideally they should be submitted in hard copy, high resolution, approximately the size they will be printed. They may also be submitted via email in TIFF or high-quality JPEG format, 300 dpi at print size. Contact the editor for further information.