

## ***Transformations* - Instructions for Authors**

Look at back issues of *Transformations* before you submit work to get a sense of the kinds of articles we publish. *Transformations* addresses an interdisciplinary audience. We prefer lively, engaging writing, and so you should avoid jargon, clutter, and unnecessary use of passive voice. Issues typically address a specific theme; be sure your article connects to the theme of the issue you are submitting for.

### **Articles:**

Scholarly articles (5,000-10,000 words) can address curriculum transformation through a variety of approaches: applied, theoretical, empirical, personal narrative, review, philosophical, and historical. Autobiographical criticism, narrative scholarship, photo-essays and experimental work are welcome.

### **Media Essays:**

*Transformations* Media Essays typically focus on clusters of thematically grouped texts from a variety of media and genres, including literary primary sources (Dickson Bruckner VOL.XV NO.1), anthologies (Perez: VOL.XVI NO.1. Aragon. VOL.XVI NO.1), scholarly texts (Trasciatti: VOL.XVIII NO.1), reference texts, film and video (Perez: VOL.XVI NO.1), music (Steve Garabedian VOL.XVII NO.1), theater and performance (Hesford: VOL.XVI NO.2. Clo: VOL.XX NO.1), exhibits, websites (Pollock: VOL.XIX NO.2), and other online resources.

Authors discuss previous, current, or future/possible use of the texts in pedagogical contexts, from traditional classrooms to nonacademic teaching situations and settings such as museums, libraries, and community centers. Media Essay discussion includes specific references to courses, assignments, student responses, pedagogical challenges and any other issues that may provide teachers considering using those works with practical and focused pedagogical suggestions.

Organization varies: Authors may give equal space to several texts, or focus on one main text and make brief references to several others.

### **Teachers Talk:**

Teachers Talk comprises pieces in such formats as traditional interviews and roundtables, or in more informal dialogues and conversations, with educators from both academic and nonacademic institutions. Teachers Talk spans all disciplines; we welcome submissions for it from the US and abroad. Contributors are responsible for transcribing and editing the interview. Early inquiries strongly encouraged.

### **Manuscript Preparation:**

- All manuscripts are to be prepared in MLA style with parenthetical citations and a Works Cited page using the 7th Edition of the MLA Handbook.
- Manuscripts are to be created and uploaded as Microsoft Word Documents.
- The font should be Times New Roman, size 12; the document should be double-spaced with one-inch margins around each page.
- Any references that might identify the author to the reviewer must be removed.
- Please include a 250-word abstract
- Please include an author biography of 150 words or less.

- If a submission includes specific references to student work or quotations, the author must provide written permission from the student(s) to use said information prior to publication.

**For those submissions which include visual components (i.e. photos, illustrations, etc.):**

- Provide picture files in either JPG or TIFF. Resolution should be at least 300 pixels per inch (ppi) at the size to be reproduced (500 ppi is preferable).
- These images should be uploaded as separate items on the “Attach Files” page on [www.editorialmanager.com/transfromations/](http://www.editorialmanager.com/transfromations/) with the contact information of the creator of the images, in the event a second image is needed.
- Images should not be resized or resolution reduced.

**Format:**

- Author name and title of essay must be in capital letters for final submissions
- Do not indent at the beginning of the first paragraph of the essay or the first paragraph of new sections.
- Leave a one-line space before the beginning of a section. Do not leave a line space after the subheading of any new section.
- Use title case, bold, and italics for subheadings.
- Use numbered footnotes if necessary, not endnotes. Keep footnotes as brief as possible. They run in the margin alongside text, and long ones can be hard to follow.
- Single space footnotes.
- Include full bibliographical information in MLA style.
- List any other sources in the Works Cited page.
- Reviewers should list works under review at the beginning of the review essay.
- Acknowledgements, in italics, should be placed before Works Cited.

**Sample MLA Citations:**

o Citing a book:

Berlage, Gai Ingham. *Women in Baseball: The Forgotten History*. Westport: Greenwood, 1994.

o Citing a journal article:

Trumpener, Katie. “Memories Carved in Granite: Great War Memorials and Everyday Life.” *PMLA* 115 (2000): 1096-103.

o Citing multiple works by the same author:

Doctorow, E. L. Introduction. *Sister Carrie* by Theodore Dreiser. New York: Bantam, 1982. v-xi.

---. *Welcome to Hard Times*. 1960. New York: Vintage-Random, 1988.

o Citing a webpage:

Ross, Don. “Game Theory.” 11 Sept. 2001. *Stanford Encyclopedia of Philosophy*. Ed. Edward N. Zalta. Fall 2002 ed. Center for the Study of Lang. and Information, Stanford U. 1 Oct. 2002 <<http://plato.stanford.edu/entries/game-theory/>>.

**Style:**

• Abbreviations:

o Use initials without periods for abbreviations when used as adjectives (i.e. US

foreign policy, UK culture, UN declarations).

o Use complete words, not abbreviations, for “okay” and “versus.”

• Capitalization:

o Use upper case for essay title and the author’s name.

o Capitalize initials of subheadings.

o Do not capitalize the first letter after a colon unless necessary (i.e. proper noun).

o Use lower case for “internet” and “website.”

o Capitalize words for regions when used as nouns (i.e. Middle East).

o Use lower case for “black” and “white” (i.e. black woman, white woman), unless a rationale for capitalizing one or both terms is included in the essay.

o Use lower case for academic disciplines, but not when referring to an academic department (i.e. women’s studies, Department of Mathematics).

• Punctuation:

o In parenthetical citations, do not place a comma between author name and page number.

o Do not insert a space before or after a dash (i.e. when—in 1763—they invaded).

o Use a comma between all items in series of three or more (i.e. salad, meat, and potatoes).

o Periods and commas go inside quotation marks; semi-colons and colons go outside. Question marks and exclamation points go inside quotation marks unless they apply to the sentence as a whole.

o Use quotation marks around titles of courses (i.e. “Introduction to Physics”).

• Other:

o In both the essay and Works Cited, italicize titles of books, journals, films, etc.; do not underline them. Use quotation marks for shorter works such as television shows, poems, and articles.

o Do not use complete website addresses for in-text citations. Use a signal phrase or a short form of the title in parentheses after the quotation. Use complete web address in the Works Cited page.

o Write “website” as one word.

o Use “dialogue” instead of “dialog” and “catalogue” instead of “catalog.”

o Spell out numbers that only need one or two words (i.e. fourteen, fifty-six, twentieth century); use numerals for numbers that need more than two words (i.e. 367).

o Use only one space after all punctuation marks, not two.

**Submit your manuscript as a Word document on the submission site**

**[www.editorialmanager.com/transformations](http://www.editorialmanager.com/transformations)**.

Thanks,

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