American Gothic Studies

SUBMISSION GUIDELINES FOR AUTHORS

General Submission Criteria

American Gothic Studies publishes on all aspects of the American Gothic, including but not limited to literature, poetry, film, television, gaming, and new media, and accepts the following types of submissions: traditional scholarly essays, "exhumations," "provocations," "engagements," and interviews. Submissions and inquiries should be directed to the appropriate editor.

TRADITIONAL ESSAYS should be a minimum of 6,000 words in length, inclusive of notes and works cited and should be accompanied by an Abstract of approximately 200 words to be entered directly on the Editorial Manager submission interface and on the first page of your manuscript. Inquiries should be directed to Jeffrey Andrew Weinstock at Jeffrey.Weinstock@cmich.edu.

EXHUMATIONS presents new editions of American Gothic texts (max 12,000 words) that have been lost, forgotten, or have otherwise become unavailable to modern readers. To propose an exhumations contribution, please contact co-editors Tom Hillard (thomashillard@boisestate.edu) and Matthew Sivils (sivils@iastate.edu).

PROVOCATIONS are short pieces (2,000 words) that question conventional wisdom, tackle compelling issues, or advance new theses about the field of American Gothic studies. To propose a provocation piece, please contact editor Jennifer Schell (jschell5@alaska.edu).

ENGAGEMENTS are short pieces (250–1,000 words) meant to encourage dialogue between writers for and readers of American Gothic Studies. They should respond to an article, interview, provocation, or exhumation published in a prior issue of the journal. To submit an engagement piece, please contact section editor Jennifer Schell (jschell5@alaska.edu).

INTERVIEWS will involve transcriptions of substantive conversations with writers preceded by a

short profile that indicates the importance of the writer to the American Gothic. They will be a maximum of 5,000 words. To propose an interview, please contact section editor Dawn Keetley (dek7@lehigh.edu).

- The journal uses a double-anonymous review process; please remove all references to or clues about your identity as author(s) from the main text and footnotes of submissions that are peer reviewed.

- Tables, figures, appendixes, and photos must be submitted as separate files / documents from the article text.

- Submit 5–10 key words selected carefully to allow for maximum discoverability.

- Articles should be written in third person.

- Please prepare an author biography of up to 100 words.

- Authors are responsible for securing permissions and paying the required fees for the use of any material previously published elsewhere. Copies of permission letters should be sent to the Pennsylvania State University Press. Please contact the Editor about the procedure.

- Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.

- Authors guarantee that the contribution has not been published elsewhere and is not currently under consideration elsewhere.

- Authors provide **alt text** to describe image content (for figures, charts, and tables) to ensure accessibility for individuals using screen readers. Please see the **PSU Press Alt Text Guide on page 6** for further information on writing alt text.

Manuscript Format

- Articles should be submitted as Microsoft Word files.

- American spellings and punctuation should be used. Use double quotation marks

"double" in all instances except when indicating a quotation within a quotation. For quotations within quotations, use single quotation marks. For example, "'Death and Despair': Poe's 'The Fall of the House of Usher.'"

- Periods and commas should be placed between quotation marks rather than after.

- Follow a colon with one space. If what follows the colon is a complete sentence, capitalize the first letter.

- All text, including notes and works cited should be formatted in Times New Roman font, size 12 point, with double line spacing throughout.

- Number pages at the bottom right.

- No function of "Track Changes" should be in use. Please check your document for any remaining tracked changes, hidden text, or comments, and delete them.

- "Style" field should read 'Normal' throughout text.

- Indent paragraphs half an inch using the tab function. Do not include extra space between paragraphs.

- When omitting part of a sentence with an ellipsis, use three periods with a space before and after (" ... and ... "). When using a four-period ellipsis, the first is a true period, and the following should be spaced as above. Do not insert ellipses at the beginning or end of quotations.

- Epigraphs and extracts from other texts should be set off with line spacing—do not format an indent. On the line after an epigraph, be sure to include the name of the author and the source; do not use an endnote.

- Use single spaces following periods between sentences throughout the manuscript.

- Please use endnotes. Do not use footnotes. Insert endnotes using the "insert endnote" function.

- Tables / figures / appendixes:
  - Must be submitted as separate files / documents from the article text.
  - An indication in the text for placement should be given, for example:
    <Table 1>, <Image 1>

o   Figures must be submitted in the original format at the size the author would like them to appear.

o   In the text, do not use the word "see" before directing the reader to any figures or tables.

o   Charts and graphs should be submitted in MS-Excel or its original source file.

o   Digital images should be submitted in either .tiff or .jpeg files at 300 dpi at the size the images are to appear.

o   If possible, all digital files (photos) should be grey scale.

o   Provide **alt text** to describe image, table, and chart content for screen readers for those with disabilities. Please see the **PSU Press Alt Text Guide on page 8** for further information on writing alt text.

Style

MLA style must be used for citations and notes. Please refer to the latest edition of the MLA Handbook. Note: MLA format is double spaced with a hanging indent.

- Works Cited: Please use parenthetical citations that reference a works cited list; notes and works cited should appear at the end of the text.

- Titles: Italicize the titles of books, plays, films, television shows, website main pages, record albums, and periodicals; use quotation marks for anything that is a small part of something larger. This includes poems, short stories, essays, articles, songs, and episodes of TV shows.

- For a multi-volume work, always state the complete number of volumes.

- To indicate page and volume number, a brief reference should be inserted, within parentheses, in the text itself. Use Arabic numbers, not Roman numerals, when

- giving volume numbers, followed by a colon and page numbers.

- Please note that "Ibid." and "op. cit." are not to be used, nor are the abbreviations "p." or "pp."

- Capitalization, Abbreviation, and Punctuation

- o The MLA guidelines specify using title case capitalization - capitalize the first words, the last words, and all principal words, including those that follow hyphens in compound terms.

- o Use lowercase abbreviations to identify the parts of a work (e.g., vol. for volume, ed. for editor) except when these designations follow a period.

- o Separate author, title, and publication information with a period followed by one space.

- o Use a colon and a space to separate a title from a subtitle. Include other kinds of punctuation only if it is part of the title.

Translations

- Include translations for all quotations in languages other than English. Translations for individual foreign words, run-in quotes, and block quotes should be in parenthesis.

- In general, translations should be accompanied by the original quotation in the endnotes

Writing Tips for Abstracts

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (approximately 250 words) and may include these elements:

- Statement of the problem and objectives (gap in literature on this topic)

- Thesis statement or question

- Summary of employed methods, viewpoint, or research approach

- Conclusion(s) and/or implications of research

Keep in Mind… Depending on your rhetorical strategy, an abstract need not include your entire conclusion, as you may want to reserve this for readers of your article. The abstract should, however, clearly and concisely indicate to the reader what questions will be answered in the article. You want to cultivate anticipation so the reader knows exactly what to expect when reading the article—if not the precise details of your conclusion(s).

Do

- Include your thesis, usually in the first 1–2 sentences

- Provide background information placing your work in the larger body of literature

- Use the same chronological structure as the original work

- Follow lucid and concise prose

- Explain the purpose of the work and methods used

- Use keywords and phrases that quickly identify the content and focus of the work

- Mimic the type and style of language found in the original article, including technical language

Do not

- Refer extensively to other works

- Add information not contained in the original work

- Define terms

- Repeat or rephrase your title

PSU PRESS ALT TEXT GUIDE

Penn State University Press is committed to making its publications accessible to the widest audience possible. The inclusion of alternative text (or "alt text") will allow those using assistive technology to access the images and other graphic elements (such as tables, charts, graphs, and maps) in the digital formats of articles. Authors are encouraged to submit alt text (and where necessary, extended descriptions) for all images and other graphic elements in their manuscripts. *Note:* If sufficient information about the image is included in the caption or the text, alt text may be unnecessary.

General Guidelines for Composing Alt Text

Alt text should clearly and concisely describe the content and function of an image. Please limit the description to the most important elements of the image. In most cases a one- or two-

sentence description, consisting of no more than 250 characters (not including spaces), should suffice. If more than 250 characters are needed to convey the content and function of an image, please provide an extended description in addition to the alt text.

Extended Description

For more complex images and graphic elements (such as graphs, charts, and maps), please provide an extended description with the necessary information. Any visible English text in an image must be transcribed in the extended description. Please note that images requiring an extended description must also have the shorter alt text.

Formatting and Submitting Alt Text

Alt text should be submitted along with captions. The alt text for a figure should be set on a new line after the caption and should be preceded by <alt text>. An extended description, when necessary, should be treated in a similar manner, preceded by <extended description>. When drafting and formatting alt text, you should:

- capitalize acronyms so assistive technology reads them as separate letters and not words (e.g., US versus us);
- avoid complex symbols, such as brackets, quotation marks, dashes, ellipses, and mathematical symbols, as assistive technology does not treat all of these symbols consistently;
- write in complete sentences but avoid overly complex sentence structures.

For examples as well as additional information and resources, see here.

American Gothic Studies

Final Submission Checklist (MLA)

o   All authors and coauthors are listed in the submissions interface.

o   At least one author has been designated as the corresponding author with contact details:

   ▪   E-mail address

   ▪   Affiliation

   ▪   ORCID number has been provided (if you have one)

o   Necessary funding statements have been provided, including funding organization name, the organization's DOI, and grant numbers if you have them.

o   All necessary files have been uploaded. Submission must include:

   ▪   Abstracts (150–200 words)

   ▪   Keywords (3–5)

   ▪   Separate image files (tiff, jpg, include relevant captions, **not inserted into Word file**)

   ▪   All tables (including titles, description, footnotes)

   ▪   Ensure all figure and table citations in the text match the files provided.

o   Journal policies detailed in **submission guidelines have been reviewed** and **journal style guide has been followed**.

o   Manuscript has been checked for spelling and grammar.

o   Manuscript and Notes and or Works Cited sections follow the most recent *MLA Style* guide (9th edition) for formatting and language.

o   You have used endnotes and not footnotes.

o   All references mentioned in the Works Cited list are cited in the text.

o   If you only have 1 note or 1 work cited, the sections are called Note or Work Cited (not Notes or Works Cited).

o   Permission has been obtained for use of copyrighted material from other sources (including the Internet and for image use). Please provide permission documentation to journal editor for images or long text excerpts under copyright.

o   All figures have been provided as individual image files (**not inserted into Microsoft Word**) and are 300 dpi at a sizing of at least 2.25 inches wide.

- o **Alt text has been provided** to describe provided for all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more information [here](#).

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