

*Studies in American Jewish Literature*  
**SUBMISSION GUIDELINES FOR AUTHORS**

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**General housekeeping matters**

- 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.
- Tables, figures, appendixes, and photos must be submitted as separate files from the article text.
- Submissions should be accompanied by a short abstract to be entered directly on the Editorial Manager submission page.
- Accepted submissions should be accompanied by a short author biography.
- 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 press with the author's publication contract.
- 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.

**Manuscript format**

- Submissions should be made as Microsoft Word files.
- All text, including notes and works cited, should be formatted in Times New Roman font, size 12 point, with double line spacing throughout.
- Endnotes, not footnotes; notes should precede works cited list at end of document.
- Paragraph indentation by tab only, not space bar or paragraph indent function.
- Number pages.
- 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.
- Use 'main headings' and 'subheadings' as appropriate.
- Subheads may be placed in italic to distinguish them from a full heading.
- Tables/figures/appendixes:
  - Must be submitted as separate files from the article text.
  - An indication in the text for placement should be given, for example: <Table 1>, <Figure 2>, <Appendix 1>.
  - When providing images, charts, tables, and graphics, authors supply high resolution (300 dpi) images with a width of at least 2.25 inches.

- 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 7** for further information on writing alt text.
- Tables should be submitted in Microsoft Word. All tables may be included in one document.
- Charts and graphs should be submitted in Microsoft Excel or its original source file.
- Digital images should be submitted in either .tiff or .jpeg files at 300 dpi with at least 2.5 inches in width. If possible, all digital images should be grey scale.

## Style

- Use single spaces following periods between sentences throughout the manuscript.
- Ellipses: when omitting part of a sentence with an ellipsis, use three periods with a space before, in between, and after (“ . . . and . . . ”).
  - If the end of a sentence is omitted, use four periods, the first immediately following the text, and the following spaced as above.
  - Use a four-dot ellipsis if an entire sentence is omitted.
  - Do not use ellipses at the beginning or end of a quotation.
- Endnotes are used to elaborate on information presented in the article text. Notes must be numbered consecutively throughout the article and be indicated by superscript numerals following the punctuation.
- SAJL uses parenthetical citations with a works cited list at the end of the document. In all cases, manuscripts must consistently conform to *The Chicago Manual of Style, 18th Edition (CMOS)*.
  - Citations: Use parenthetical author-date citations. In the case of works by multiple authors, please list up to three authors; for more than three, please list only the first author, followed by “et al.”
    - For example, (Poist and Alen 1999; Murphy 2000a, 48–51; Pollan, Ward, and Burns 2007b; Barnes et al. 2010, 98).
  - Works cited list: References citing source materials must be listed alphabetically at the end of the article and must include, in order, the following information:
    - Journal: First author’s last name, first name, and Second author’s first name last name. Year of publication. “Title of Article.” *Title of Journal* volume no. (issue no.): page numbers.
      - For example: Bischoff, G., S. Maertens, and W. Grimme. 2011. “Airline Pricing Strategies Versus Consumer Rights: A Literary Critical Perspective on an Uninteresting Debate.” *Transportation Literature Studies* 14 (3): 232–50.
    - Book: Author’s last name, first name. Year of publication. *Title of Book*. Name of publisher.
      - For example: Geary, S., and K. Vitasek. 2008. *Performance-Based Logistics: A Literary Theorist's Guide to Life Cycle Product Support Management*. Corporate University Press.
      - For example: Benn, Gottfried. 1961. *Primal Vision*. Ed. E. B. Ashton; trans. M. Hamburger. Bodley Head.
    - For other types of citations, please check the *CMOS*.

## Book reviews

- The review must be headed by the following information: title of publication; name of author or editor; publisher; publisher’s address; date of publication; number of pages; ISBN

number (if available in both hardcover and paperback, indicate numbers for both); and selling price(s).

- The text of the review must be double-spaced throughout.
- The reviewer's name and employer affiliation must be indicated at the end of the review.

### **Translations**

- Provide translations for all quotations in languages other than English—individual foreign words, run-in quotes, and block quotes; parentheses suggest themselves as the appropriate place for translations, but where this doesn't work the editor is fairly confident an arrangement can be worked out. In a few cases individual words or short phrases in Yiddish or Hebrew that are familiar in the field may not need translation; this will be decided on an ad-hoc basis by the editor in consultation with the author. In any case, however, the word or phrase should be transliterated (see below).
- Titles in the works cited list do not need to be translated, but should be transliterated. That said, authors might want to keep in mind readers unfamiliar with source material in languages other than English and offer translations of titles where appropriate.

### **Transliteration**

- Text and titles in Hebrew and Yiddish should be transliterated. In general, *SAJL* follows YIVO and *Prooftexts* style in this regard.
- Note that in transliteration of Yiddish and Hebrew titles, only the first word is capitalized, except for proper nouns.
- Please refer to the charts below for guidance.

## The Romanization of Hebrew

Consonants		Vowels	
כ	' EXCEPT IN A BEGINNING OF A WORD		
ב	B	ב, ב', ב''	a
ב	V		
ג, ג	G	ג, ג', ג''	e
ד, ד	D		
ה	H	ה, ה', ה''	e or ei
ו	V		
ז	Z	Vocal ז	e or disregard (silent shva is not rendered)
ח	H		
ט	T	ט, ט'	i
י	Y		
ך, כ	K	ך, י, כ, כ'	o
ך, כ	KH		
ל	L	ל, ל'	u
מ, מ	M		
נ, נ	N	<b>Special Situations</b>	
ס	S		
ע	'	הַ	ah
פ	P		
ף, פ	F	הֶ	eh
ץ, צ	TS		
ק	Q	קִ	av
ר	R		
ש	S	יַ	ay
ש	SH		
ת, ת	T		
ה', ג'	G'	הֶ	h
ז', ט'	Z'		

יַ

TS'

Makef	Hyphen
Dagesh forte	Doubling optional
Prefixes	Connected
Capitalization	As one would in English (i.e. proper names)

## The Romanization of Yiddish

- Words of Hebrew-Aramaic origin, which in Yiddish retain their traditional spelling, are transcribed as pronounced. In any case, consult Uriel Weinreich, *Modern English-Yiddish Yiddish-English Dictionary*. In bibliographical citations, the transcriptions ordinarily reflect a standardized Yiddish orthography, regardless of any deviant (e.g. archaic) spelling of the original. When philological accuracy is at stake, other transcription systems are used.
- Capitalizations: Although Yiddish does not possess capital letters, their use is recommended in transcription of the first letter of: (a) first, middle, and last names (see below); (b) toponyms (in case of a multiple name, only the first component: Rio-de-zhaneyro); (c) names of organizations and institutions (only the first component of a multiple name, e.g. Yidisher visnshaftlekher institut); (d) the first word after a period; (e) the first word in the name of a periodical or in the title of a book, play, or film e.g., *Der yiddisher poyps* (not: "Der Yidisher Poyps"), *Di Tsukunft*, *Grine Felder*,
- Proper names: The following rule applies to personal names of leading figures of Yiddish literature and of Ashkenazic Jewry in general: if the name occurs in the Yiddish text, it is transcribed on the same phonemic basis as all other words and is capitalized as noted in the preceding paragraph, e.g., "Maks Vaynraykh iz geven a groyser gelernter" or "Nokh aza humorist vi Sholem-Aleykhem iz shver tsu gefinen." If the name occurs in the English text and does have a generally accepted Romanized spelling, the accepted Romanized spelling is used: "Max Weinreich was a great scholar" or "It is not easy to find another Sholem Aleichem."

κ	OMITTED
κ	A
ϕ	O
̄ υ	B
υ	V
λ	G
τ	D
η	H
ι, ι	U
ιι	V
ιι	OY
τ	Z
?τ	ZH
η	KH
υ	T
υυ	TSH
!	(SYLLABIC) I (NON-SYLLABIC) Y
ι	I
ιι	EY
ιι	AY
ε	K
γ, γ	KH
λ	L
μ, μ	M
ν, ν	N
ο	S
υ	E
φ	P
̄ φ, φ	F
χ, χ	Ts
κ	K
ρ	R
ψ	SH
ψ	S
π	T
π	S

## 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](#).

## Final Submission Checklist Author-Date Style

- All authors and coauthors are listed in the submission interface.
- 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)
- Necessary funding statements have been provided, including funding organization name, the organization's DOI, and grant numbers if you have them.
- 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.
- **Journal policies detailed in submission guidelines have been reviewed and journal style guide has been followed.**
- Manuscript has been checked for spelling and grammar.
- Manuscript follows the most recent *Chicago Manual of Style* (18<sup>th</sup> edition) for formatting and language.
- Manuscript Notes and Works Cited follow the author-date style. [https://www-chicagomanualofstyle-org.ezaccess.libraries.psu.edu/tools\\_citationguide/citation-guide-2.html](https://www-chicagomanualofstyle-org.ezaccess.libraries.psu.edu/tools_citationguide/citation-guide-2.html)
- **You have used endnotes and not footnotes.**
- All references mentioned in the Works Cited list are cited in the text.
- If you only have 1 note or 1 work cited, the sections are called Note or Work Cited (not Notes or Works Cited).
- If your article includes notes, you have used shorten citations instead of ibid (See CMOS 18, 13.37).
- 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.
- 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 inches in width.
- **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](#).