SUBMISSION GUIDELINES FOR AUTHORS
JOURNAL OF AUSTRIAN-AMERICAN HISTORY

General Criteria

- 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.
- Authors need to 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 8** for further information on writing alt text.
- Suggested length is 6,500 to 9,500 words
- Submissions should be accompanied by an abstract of up to 200 words to be entered directly on the Editorial Manager submission page. Please see page 4 of this document for guidelines.
- Submit 3 - 7 key words on the Editorial Manager submission page.
- Authors must guarantee that the contribution has not been published elsewhere and is not currently under consideration elsewhere. (English translations of previously published works but secure permission for the original publisher for an English translation.)
- Original articles may be submitted at any time, but authors wishing to submit a historiographical review essay, primary source feature with scholarly commentary, or an English translation of a previously published piece should correspond with the editor before submission at journal@botstiber.org.

Manuscript Formatting

- Articles should be submitted as Microsoft Word files.
- All text, including notes, should be formatted in Times New Roman font, size 12, with double line spacing throughout.
- Number pages at the bottom right.
- Citations must consistently conform to *The Chicago Manual of Style, 18th Edition (CMS)* footnote formatting; no parenthetical citations are to be used.

Translations

- Avoid the use of foreign language terms.

- In general, the endnotes should provide quotations in their original language when they have been translated into English in the main text.

General

- Please document the translator for all translations into English (e.g.: "All translations are mine unless otherwise indicated.")
- Footnote numbers only at end of clause or sentence (combine footnotes at end of sentence, if possible).

Style sheet

- Habsburg monarchy (lower case "monarchy"); Dual Monarchy
- Austrian Empire; Habsburg empire
- Central Europe, Central European, East Central Europe
- Use of e.g. or i.e. only in the notes. Use "for example" or "in essence" in text.
- Do not use "etc."
- Dates follow house rules: November 11, 2000; 1900–1973 (not: 1900–73)
- Austrofascism (one word)
- Spelling follows house rules: *Merriam-Webster Dictionary*
- Use en dash, not hyphen, between numbers and dates: 1486–1760 (not: 1486-1760); November 3, 1945–February 4, 1946
- Follow *CMS* on use of inclusive numbers with page references: 100–105, 101–5, 101–12, 424–76, etc.
- Reference to footnotes, follow *CMS*: 532n93
- Use the serial comma: Peter, Paul, and Mary
- Numbers: Spell out to one hundred.

Places and Names:

- Use German/Austrian names of universities
- Use local names of universities for author biographical information, e.g. "Karl-Franzens-Universität Graz," not "University of Graz."
- English names of Austria states, e.g. Carinthia
- the imperial court (never Imperial Court)
- Newspapers like *Central Zeitung* are to be italicized and capitalized

STYLE SHEET AND GUIDELINES FOR <u>ACCEPTED PIECES</u>
JOURNAL OF AUSTRIAN-AMERICAN HISTORY

Advanced Manuscript Formatting and Style
- All text, including notes, should be formatted in Times New Roman font, size 12, with double line spacing throughout.
- Paragraph indentation by tab only, not space bar or paragraph indent function.
- Number pages at the bottom right.
- "Style" field should read "Normal" throughout text
- Use "main headings" and "subheadings"; subheads may be placed in italic to distinguish them from a full heading
- Epigraphs and extracts from other texts should be set off with line spacing. 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, not two spaces.
- 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.
- Avoid the use of foreign language terms in your main text.

Tables, Figures, and Appendices
- 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>
- Figures must be submitted in the original format at the size the author would like them to appear.
- Tables should be submitted in MS-Word. All tables may be included in one document.
- Charts and graphs should be submitted in MS-Word, Excel. or its original source file.
- Digital images should be submitted in either .tiff or .jpeg files at 300 dpi with at least 2.25 inches in width.
- If possible, all digital files (photos) should be grayscale.
- Authors need to 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 8** for more on writing alt text.

Citations

- Footnotes must be numbered consecutively throughout the article and be indicated by the superscript numerals following the punctuation.
- No parenthetical citations are to be used.
- Manuscripts must consistently conform to *The Chicago Manual of Style, 18th Edition (CMS)* footnote formatting.
  - For example: Pieter M. Judson, *The Habsburg Empire: A New History* (The Belknap Press of Harvard University Press, 2016), 12.
- All subsequent references should follow the *CMS* short title format: Author, short title, page number.
  - For example: Judson, *The Habsburg Empire*, 13.
- Manuscript references: When referring to manuscripts, the first citation must include the full manuscript information: City, Library, manuscript number, folio number.
- For other types of citations, please check the *CMS*.

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

Writing an Abstract

An abstract allows readers to quickly and accurately identify the basic content of your article. It is an invaluable research guide because it is most often what potential readers use to decide whether your article is relevant for them.

Abstracts at a Glance:
- Condensed version of the article
- Highlights the major points covered
- Concisely describes the content and scope of the work
- Helps readers decide whether to read the entire article
- Provides readers with a preview of research
- Contains relevant keywords for searching and indexing

Many online databases, such as JSTOR, use both abstracts and full-text options to index articles. Therefore, abstracts should contain keywords and phrases that allow for easy and precise searching. Incorporating keywords into the abstract that a potential researcher would search for emphasizes the central topics of the work and gives prospective readers enough information to make an informed judgment about the applicability of the work.

Writing Tips

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (approximately 100–200 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
- Use first-person in abstracts. So, instead of, "In this article, I analyze," use: "This article analyzes"

Examples
The abstract should begin with a clear sense of the research question and thesis.

"While some recent scholars claim to have refuted the relevance of stylometric analysis for Plato studies, new technological advances reopen the question. This article uses two recently completed stylometric analyses of the Platonic corpus to show that advanced artificial intelligence techniques such as genetic algorithms can serve as a foundation for chronological assertions."

It is often useful to identify the theoretical or methodological school used to approach the thesis question and/or to position the article within an ongoing debate. This helps readers situate the article in the larger conversations of your discipline.

"The debate among Watts, Koupria, and Brecker over the reliability of stylometry (2009) suggests that . . ." or "Using the definition of style proposed by Markos (2014), this article argues that . . ."

Finally, briefly state the conclusion.

"Through analyzing the results of Watts and Koupria's genetic algorithmic stylometry, this article demonstrates that they provide solutions to roadblocks previously identified in stylometric analyses of the Platonic corpus for the purposes of developing a reliable chronology. These solutions . . ."

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

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 (100–200 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 *Chicago Manual of Style* (18th 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   If your article includes notes, you have used shortened citations instead of ibid (See CMOS 18, 13.37).
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 inches wide.
o   **Alt text has been provided** to describe all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more information here.
o   You have saved your article in a docx file format, not as a PDF or other file format.