

**SUBMISSION GUIDELINES FOR AUTHORS**

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**First Submission - General Submission 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.
- A manuscript may be uploaded as a single PDF file containing tables and figures but must be anonymized.
- Submissions should be accompanied by an abstract of up to 200 words.
- Please submit 3-5 key words in addition to 1–3 JEL codes.
- In addition to the manuscript file, submissions should include a title page listing all authors and institutions, the abstract and keywords, and any acknowledgments if applicable.
- A separate document providing an AI Statement whether AI-related software was used in the completion of the research must be uploaded in addition to the manuscript and title page.
- Manuscripts must consistently conform to *The Chicago Manual of Style, 18th Edition* (CMS), using author-date style. Examples of reference citations for journal articles and books are shown on page 3 of this document. For more examples, please check CMS, under author-date section: [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).
- 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.

### Preparing Manuscripts after Final Acceptance

- On final revision manuscripts should be accompanied by an abstract of up to 200 words followed by 3-5 key words that best describe your work and allow for discoverability and 1 – 3 JEL codes.
- The final manuscript may be uploaded as a Word file, or a LaTeX with a PDF.
- If a manuscript is uploaded as a **Word** file, then tables, figures, appendixes, and photos must be submitted as separate files / documents from the article text. All figures must be submitted as jpg and tiff files, at 300 dpi with a width of at least 2.5 inches.
- When providing figures, charts, or tables, authors must submit alt text with final article revisions. Alt text is being required in all journals with online platforms to comply with the 2025 European Act, to provide greater website accessibility for those using screen readers. Please see the **PSU Press Alt Text Guide on page 6** for further information on writing alt text.
- Authors have reviewed the **submission checklist on page 8** of this guide to ensure all submission directions have been followed.
- Use single spaces following periods between sentences throughout the manuscript.
- Use footnotes, not endnotes.
- If possible, all digital files (photos) should be grayscale.
- 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>, <Figure 2>, <Appendix 1>
  - Charts and graphs should be submitted in MS-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 (**not inserted into MS Word**).
  - Authors need to provide **alt text** to describe images, graphics, tables for screen readers for those using screen readers (in compliance with European accessibility regulations). Please see the **PSU Press Alt Text Guide on page 6** for further information on writing alt text.

- 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 with the author's publication contract.

### Style

- Use single spaces flowing periods between sentences throughout the manuscript.
- Citations:
  - Manuscripts must consistently conform to *The Chicago Manual of Style, 18th Edition (CMS)*, using author-date style. Examples of reference citations for journal articles and books are shown below. For more examples, please check *CMS*, under author-date section: [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).
  - Books and journals in the text: Reference citations in the article must be enclosed in parentheses and listed chronologically.
  - 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., as exemplified below:
    - (Poist and Alen 1999; Murphy 2000, 48–51; Pollan, Ward, and Burns 2007; Barnes et al. 2010).
  - Books and journals in the reference list: References citing source materials must be listed 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." *Transportation Journal* 14 (3): 232–50.
    - Books: 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 Contractor's Guide to Life Cycle Product Support Management*. Supply Chain Visions.
- For example: Benn, Gottfried. 1961. *Primal Vision*. Ed. E. B. Ashton; trans. M. Hamburger. Bodley Head.
- All subsequent references should follow the *CMS* short title format: Author, date, page number.
  - For example: Savage and Watson, 1995, 2.
- 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*.
- 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.

## 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. Alt text also is being required in all journals with online platforms to comply with the 2025 European Accessibility Act, to provide greater website accessibility for those with visual impairments.

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 all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more information [here](#).