

## **SUBMISSION GUIDELINES FOR AUTHORS**

1. Manuscript Formatting Guide: p. 3
2. Tips for Writing Abstracts: p. 5
3. PSU Press Alt Text Guide: p. 9
4. Final Submission Checklist: p. 11

*Ecumenica: Performance and Religion* attends to the combination of creativity, religion, and spirituality in expressive practice. A peer-reviewed journal, *Ecumenica* regards performance and religion as overlapping and often mutually-constituting categories, preferring no particular form of creative expression, and privileging no particular religious tradition. The journal's very aim is to consider the variety of modes in which creative and religious impulses might be realized.

*Ecumenica's* interdisciplinary premise welcomes all critical approaches to such topics as performance art, theatre, ritual, contemplative and devotional practices, and expressions of community. The journal expects that performance and religion scholarship can add many more topics to this list.

The journal publishes scholarly essays, book reviews, and performance reviews, as well as interviews, plays, commentaries, and other relevant material. *Ecumenica* invites submissions from established and emerging scholars.

### **General Submission Criteria**

- *Ecumenica* follows the most recent edition of the Chicago Manual of Style. Submissions should be accordingly formatted and styled, using footnotes for citations, and including a comprehensive bibliography of cited works.
- Submissions should be uploaded as Microsoft Word documents.
- Outside of what direct quotations demand, spelling should comply with standard U.S. usage, as indicated by the Oxford English Dictionary or the Merriam Webster Dictionary. For consistency, the word "theatre" should be spelled with the "re" ending.
- Titles of plays, books, journals, and other publications should be listed in italics, both in the body and the Works Consulted list.
- Page numbering should be used, and located on the bottom center of every page, including the first page.
- When necessary, quotations four lines in length or longer should be indented .5" on both sides in block quote format. For long quotations, please shift to single spacing, ending the

quotation with the appropriate punctuation mark or ellipses, prior to the number indicating the footnote citation.

- A submission should have a cover page that includes:
  - A short biography (4-5 lines),
  - University affiliation (if applicable).
  - The cover page should also include the following paragraph:

The author attests that this submission represents an original work, and that this work is not currently under consideration with any other publication at this time. All sources representative of another's intellectual and/or creative property have been properly cited, and the author of this submission has acquired all necessary permissions for any images, archival material, or other restricted sources.

- Tables, figures, appendixes, and photos must be submitted as separate files / documents from the article text.
- Authors need to provide **alt text** to describe images, graphics, tables for screen readers for those with disabilities. Please see the **PSU Press Alt Text Guide on page 9** for further information on writing alt text.
- Essays should be accompanied by an **Abstract** of no more than 200 words. **Please see page 5 for guidelines.**
- Submit 3 - 5 keywords.
- Guidelines for **Book Reviews** and **Performance Reviews** can be found on **pages 7 and 8** of this document.
- 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 consult with the Editors first).
- 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**

- Articles should be submitted 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.
- Essays should be between 4000 and 8000 words.
- Paragraph indentation by tab only, not space bar or paragraph indent function.
- 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
- Use “main headings” and “subheadings”
- Subheads may be placed in italic to distinguish them from a full heading
- When omitting part of a sentence with an ellipsis, use three periods with a space before, in between, and after (“ . . . and . . . ”). When using a four-period ellipsis, the first is a true period, and the following should be spaced as above.
- 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.
- 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>
  - 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-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.
  - **Alt text** must be provided for all tables, figures, charts, and graphics to meet requirements for accessibility for those with disabilities. Please see the **PSU Press Alt Text Guide on page 9** for more on writing alt text.

## Style

- Use single spaces following periods between sentences throughout the manuscript.
- Submissions should be formatted and styled, using endnotes for citations, and including a comprehensive bibliography of cited works.
- Citations:
  - Manuscripts must consistently conform to the most recent edition of *The Chicago Manual of Style (CMS)*. Examples of reference citations for journal articles and books are shown below. For more examples, please check *CMS*.
  - Books and journals in the text: Reference citations in the article must be enclosed in parentheses and listed chronologically.
  - 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: Author's first name, author's last name, "Title of Article," *Title of Journal* volume no., issue no. (Year of publication): page numbers.
      - For example: James Smethurst, "Paul Laurence Dunbar and the Turn of the Twentieth Century African American Dualism," *African American Review* 41, no. 2 (2007): 381.
    - Books: Author's first name, last name, *Title of Book*. (Name of publisher, Year of publication), pages.
      - For example: Elizabeth McHenry, *Forgotten Readers: Recovering the Lost History of African American Literary Societies* (Duke University Press, 2002), 4–5.
    - All subsequent references should follow the *CMS* short title format: Author, date, page number.
      - For example: McHenry, 2002, 10.
    - 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*.

### **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 (PMLA 126.5, Fall 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, the author 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 . . .”

### **Book Reviews**

Book reviews should list the author name(s), title, publishing company, publication date, thirteen digit ISBN number, page count for format (hardback or paperback), format type, and price. Titles should appear in italics.

#### **Example:**

McCall, Richard D. *Do This: Liturgy as Performance*. University of Notre Dame Press, 2008. ISBN 978-0268034993. Pp. 208 (Pbk). \$27.95.

### **Performance Reviews**

Performance reviews should list the title, director, playwright (or composer), theatre name and city location, and date of attendance. Titles should also be listed in italics, even for performances using an unpublished manuscript:

**Example:**

*The Intelligent Homosexual's Guide to Capitalism and Socialism with a Key to the Scriptures.*

Directed by Michael Greif. Written by Tony Kushner. Public Theater/Newman Theater: New York.  
March 22, 2011.



## **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**

- All authors and coauthors are listed in the submissions 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 (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.
- 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 and Notes and or Works Cited sections follow the most recent *Chicago Manual of Style* (18<sup>th</sup> edition) for formatting and language.
- 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 shortened 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 wide.

- **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](#).
- You have saved your article in a docx file format, not as a PDF or other file format.