SUBMISSION GUIDELINES FOR AUTHORS

1. Manuscript Formatting: p. 2
2. Style Guide: p. 3
3. Tips for Writing Abstracts: p. 5
4. PSU Press Alt text Guide: p. 7
5. Final Submission Checklist: p. 8

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.
- Submissions should be accompanied by an abstract of up to 200 words to be entered directly on the Editorial Manager submission page. See page 5 for tips for writing an abstract.
- Accepted submissions should provide 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 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. **An essay will not be reviewed or accepted if it has been previously published in any form in any other journal or is under consideration by another journal or publisher.**
- 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 accessibility for those using screen readers. Please see the **PSU Press Alt Text Guide on page 7** 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.

Manuscript Format

- *The Edgar Allan Poe Review* welcomes submissions of scholarly essays (4000– 8000 words), short notes, and creative responses to Poe's work, life, and influence.
- Quotes from Poe's works should come from either Mabbott's edition or Harrison's and should be noted as follows: "M" for Mabbott or "H" for Harrison, volume number, colon, page number (e.g., M 1:26 and H 3:79). Quotes from Poe's letters should come from the 2008 Ostrom, Pollin, and Savoye edition and should be noted as follows: "O" for Ostrom, volume number, colon, page number (e.g., O 1:33). Scholarly introductions or notes from these editions should be cited similarly. When available, numbers for notes should be indicated (e.g., M 2:115n5). Manuscripts must be submitted through the journal's online submission and peer review system: http://www.editorialmanager.com/poe.
- All text, including notes and works cited, should be formatted in Times New Roman font, size 12 point, with double line spacing throughout.
- 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 italics to distinguish them from a full heading.
- 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.
- All footnotes to be converted to endnotes, double-spaced, and rendered in 12-point Times New Roman.
- 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>

- 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 in their original source files.
- 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 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.

Style

- Use single spaces flowing 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, e.g. bibliographic information.
  - Endnotes must be numbered consecutively throughout the article and be indicated by the superscript numerals following the punctuation.
  - The endnote numbers at the end of the article should not be superscript text and should be a number followed by a period.
  - Automatic formatting is acceptable in endnotes.

- Citations:

- Manuscripts must consistently conform to *The Chicago Manual of Style, 18th Edition (CMS)*. Examples of reference citations for journal articles and books are shown below. For more examples, please check *CMS – Notes and Bibliography*.
- **Journal - Print:** First author's last name, first name, and Second author's first name, last name. "Title of Article," *Title of Journal* volume no., issue no. (Year of publication): page numbers.
    - For example: Bischoff, Greg C., Stan Martens, and Will Grimm. "Letters of Edgar Allan Poe," *Contemporary Texts* 14, no. 3 (2009): 232–50.
- **Journal - Online:** Include a Digital Object Identifier (DOI) if the journal lists one. If no DOI is available, list a URL. First author's last name, first name, and Second author's first name, last name. "Title of Article," *Title of Journal* volume no., issue no. (Year of publication): page numbers. doi.
    - For example: Bischoff, Greg C., Stan Martens, and Will Grimm. "Letters of Edgar Allan Poe," *Contemporary Texts* 14, no. 3 (2009): 232–50. http:/doi: 10:1052/569826. (or: url: http:/www.contemporary. texts.org.)
- **Books:** Author's last name, first name. *Title of Book* (Name of publisher, year of publication), Page numbers.
    - For example: Geary, Steve D., and Ken B. Vitasek. *The Critical Writings of EA Poe* (Prescott, 2008), 52.
    - For example: Gottfried, Bem. *Primal Vision*. Ed. E. B. Ashton, trans. M. Hamburger (Bodley Head, 2004), 89.
- All subsequent references should follow the *CMS* short title format: Author Last name, "Short title", page number(s).
    - For example: Bischoff and Martens, "Letters of Edgar Allan Poe," 235.
- 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 – Notes and Bibliography*.

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

NOTES FOR WRITING AN ABSTRACT

An abstract allows readers to identify quickly and accurately 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 the Scholarly Publishing Collective 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 150–200 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 pronouns in abstract text (e.g., instead of "In this article, I outline," use "This article outlines")

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.

"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**

- 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 (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 and Notes sections follow the most recent *Chicago Manual of Style* (18th edition) for formatting and language.
- You have used endnotes, not footnotes.
- All sources mentioned in the text are referenced fully in the endnotes section.
- 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 2.25 inches wide.
- **Alt text has been provided** to describe all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and find more information here.
- You have saved your article as a docx file, not as a PDF.