

EUGENE O'NEILL REVIEW:
INSTRUCTIONS FOR AUTHORS

Thank you for your interest in the *Eugene O'Neill Review*.

For detailed information on the *EOR*, including the nature and scope of our publication interests, please see the “Description” and “Submissions” sections on the [Journal Overview](#).

Please direct general questions to Chris Westgate, editor, at eugeneoneillrevieweditor@gmail.com. For queries about book and performance reviews, please contact Zander Brietzke (zbrietzke@gmail.com) and Bess Rowen (bess.rowen@gmail.com), respectively.

The following sections appear, below:

- *Eugene O'Neill Review*: Style Sheet ([p. 2](#))
- Submitting Essays on the Editorial Manager (EM) Portal ([p. 6](#))
- Guidelines for Writing Abstracts ([p. 10](#))
- PSU Press Guide to Alt Text ([p. 12](#))
- Final Submission Checklist ([p. 13](#))



Style Sheet
(2025)

Entries in the *Eugene O'Neill Review* are aimed primarily at a community of scholars with a serious interest in O'Neill. The presumption of a scholarly readership constitutes the principal difference between *EOR* entries and the more casual general-interest entries published in the Eugene O'Neill Society's *Newsletter*. *EOR* contributors, however, should not mistake "scholarly" for "pedantic" or "dull." Rather, "scholarly" in this instance implies a liveliness of intellection as well as sober thought, diligent research, trenchant analysis, correct and readable prose, and the conscientious preparation of manuscripts.

Generally, the *EOR* follows the "notes and bibliography system" explicated in the current edition of the *Chicago Manual of Style*, adapted to exclude enumerative bibliographies. Contributors should consult the present document for journal-specific adaptations of and deviations from the *CMS*. Please use this document as a checklist as well as a guide.

Absent a compelling reason for contrary practice, all references to O'Neill's play should be to the *Complete Plays*, ed. Travis Bogard, 3 vols. (Library of America, 1988). For *Exorcism*, not included in that set, use the Yale edition.

Guidelines specifically for reviews and other commissioned pieces are available from the editor.

FILE PREPARATION / MS WORD

- Use the current version of MS Word.
- Use Times New Roman, 12-pt., throughout.
- Use 1" margins, all around; justify left margin only.
- Double-space the full manuscript, including endnotes.
- Begin paragraphs with standard tabulation, not by entering multiple spaces. Exception: Set the first sentence of your contribution, and the first sentences of any subsections, flush left.
- Number your pages at bottom right using Word's "Insert Page Numbers" feature.
- Do not insert headers into your file.
- Do not use or retain evidence of Word's "Track Changes" feature.
- Generally, keep formatting commands to a minimum.

MANUSCRIPT PREPARATION / HOUSE STYLE, CONVENTIONAL AND OTHERWISE

- When quotations of more than four lines are necessary, set them apart from the main text, preceded and succeeded by an extra line-space. Flush these quotations left.
- Otherwise, do not insert extra line-spaces between paragraphs.
- Insert one space, not two, following periods and other units of punctuation.
- Use the Oxford comma, e.g., “O’Neill lived in Connecticut, Georgia, and California” (not “. . . Connecticut, Georgia and California”).
- Enter spaces between points of ellipsis (“ . . .” not “...”). Indicate the elision of one or more full sentences with a period followed by three points of ellipsis. The period should be closed to the preceding word when that word completes a sentence; it should be open when it does not.
- Spell out ordinal numbers, e.g., “twentieth-century drama” (not “20th-century drama”).
- Compound attributive adjectives take a hyphen (e.g., “twentieth-century drama”); compound prepositional complements do not (e.g., “the drama of the twentieth century”).
- Use en dashes, not hyphens, to separate spans of numbers and dates. The en dash is found in the Insert menu in MS Word, under Advance Symbol.
- Use em dashes—for interruptive passages like this one—with two hyphens, closed to the preceding and succeeding elements. Word will convert the hyphens to an em dash, unless you have disabled this feature. Alternatively, look in the Insert menu, under Advance Symbol in Word for the em dash.
- Dates: e.g., 1931–39; 1908–9; October 16, 1888; 1920s. Abbreviate months in endnotes (e.g., Oct. 16, 1988); spell them out in the text proper.
- *Italicize* titles of plays, short and long; films, too.
- Prefer “theatre” to “theater,” except when names of venues stipulate otherwise (e.g., “Guthrie Theater,” but “Undermain Theatre”).
- Prefer, e.g., “act 1, scene 2,” to, e.g., “Act One, Scene Two”
- *Long Day’s Journey Into Night* (not *Long Day’s Journey into Night*); *Desire Under the Elms* (not *Desire under the Elms*); *Days Without End* (not *Days without End*)
- Short forms for subsequent uses of titles are acceptable (e.g., *Long Day’s Journey*)
- Endnotes should be introduced by a normally scaled and positioned (i.e., **not super-scripted**) Arabic number, followed by a period, then a single space. Flush endnotes left. Please use endnotes, not footnotes.
- Please remove all identifying information to keep your identity anonymous through the peer review process.
- Digital images should be submitted in either .tiff or .jpeg files at 300 dpi with at least 2.5 inches in width. If possible, digital files (photos) should be grayscale.
- Digital images should be submitted in separate .tiff or .jpeg files, **not inserted into Microsoft Word**.
- Please provide any captions for images and indicate where placement for them should be in main articles. For example: <Table 1>, <Figure 2>
- Charts and graphs should be submitted in MS Excel or its original source file.

- Please provide **alt text** to describe image content (for figures, charts, and tables) to ensure accessibility for individuals using screen readers. See **PSU Press Alt Text Guide on page 12** for information on writing alt text.

CITATIONS

Examples of note reference citations for single-author books and journal articles are shown below. For more examples, refer to the *Chicago Manual of Style* (18th ed.)

- Play by O'Neill: Eugene O'Neill, *Hughie*, in O'Neill, *Complete Plays, 1932–43*, ed. Travis Bogard (Library of America, 1988), 833.
 - Subsequent references (endnotes): O'Neill, *Hughie*, 832.
- Single-author book: Robert M. Dowling, *Eugene O'Neill: A Life in Four Acts* (Yale University Press, 2014), 214–17.
 - Subsequent references (endnotes): Dowling, *Eugene O'Neill*, 200.
- Essay in a scholarly journal: Katie N. Johnson, "Brutus Jones's Remains: The Case of Jules Bledsoe," *Eugene O'Neill Review* 37, no. 2 (2016): 18.
 - Subsequent references (endnotes): Johnson, "Brutus Jones's Remains," 23.
- Essay in a collection: Brenda Murphy, "O'Neill's America: The Strange Interlude Between the Wars," in *The Cambridge Companion to Eugene O'Neill*, ed. Michael Manheim (Cambridge University Press, 1998), 137–38.
 - Subsequent references (endnotes): Murphy, "O'Neill's America," 140.
- Published letter: Eugene O'Neill to Agnes Boulton, Aug. 12, 1921, in "*A Wind is Rising*": *The Correspondence of Agnes Boulton and Eugene O'Neill*, ed. William Davies King (Fairleigh Dickinson University Press, 2000), 194.
 - Subsequent references (endnotes): O'Neill to Boulton, Aug. 12, 1921, 194.
- Unpublished manuscript or typescript: Eugene O'Neill, *The Fountain*, autograph MS, 1921–22, Eugene O'Neill Collection (C0281), Manuscripts Division, Department of Rare Books and Special Collections, Princeton University Library.
- Film: *The Long Voyage Home*, directed by John Ford (Argosy, 1940), where "Argosy" identifies the production company; video/DVD release: (1940; Warner Home Video, 2006). Circumstances might call for beginning the reference with the name of the screenwriter. For purely informational references, prefer a simpler intratextual form, e.g., "In John Ford's 1940 film of *The Long Voyage Home* . . ."

- Subsequent references to frequently used sources should appear parenthetically in the text, having been introduced thus at first mention:
 - o Eugene O'Neill, *Hughie*, in O'Neill, *Complete Plays, 1932–1943*, ed. Travis Bogard (Library of America, 1988), 833. Subsequent references are to this edition and appear parenthetically in the text.
 - Subsequent references (intratextual): (*Hughie*, 830); or, if context demands: (O'Neill, *Hughie*, 830).
 - o Robert M. Dowling, *Eugene O'Neill: A Life in Four Acts* (Yale University Press, 2014), 214–17. Subsequent references to this source appear parenthetically in the text.
 - Subsequent references (intratextual): (Dowling, *Eugene O'Neill*, 23); or, if context allows: (*Eugene O'Neill*, 23).
- Reprint editions (two common cases)
 - o Travis Bogard, *Contour in Time* (1972), rev. ed. (Oxford University Press, 1988), 85–86.
 - o Arthur Gelb and Barbara Gelb, *O'Neill* (1962), rev. ed. (Harper and Row, 1973), 490.

**Submitting Essays on the
Editorial Manager (EM) Portal**
(2019)

Adapted from *Editorial Manager: Tutorial for Authors* (© 2018, Aries Systems Corporation).

Following are instructions for submitting essays to the *Eugene O'Neill Review*. I recognize that the process of electronic submission can be frustrating for some users. Please contact me should you require additional assistance.

—Chris Westgate, editor, *Eugene O'Neill Review*
(eugeneoneillrevieweditor@gmail.com)

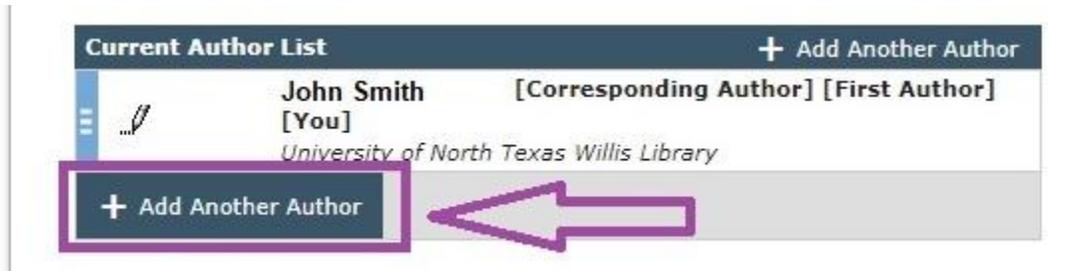
PRELIMINARIES

1. Required software: Adobe Acrobat Reader is available, gratis, at <http://get.adobe.com/reader/>.
2. Registering with the PSUP's EM website
 - Go to <https://www.editorialmanager.com/eor/default.aspx>
 - Select "Register Now," highlighted in blue (i.e., "hyperlinked") toward the middle of the screen.
 - Fill in the required pre-registration information. Click "Continue >>" at the bottom of the screen when you're done. (Do this after you've completed each screen.)
 - The system will perform a "Duplicate Registration Check" to ensure that you aren't already registered.
 - On the screen headed "Choose a Registration Method," select the option that does NOT involve "ORCID" (or see the full document for information on ORCID and proceed accordingly).
 - When so prompted, create a user name and a password; fill in the required (highlighted, asterisked) sections of the "Personal Information" screen; feel free to ignore non-essential screens and questions.
 - Confirm registration on "Registration Confirmation" page, and acknowledge your recognition of PSUP's "Privacy Policies."
 - Check your email account for confirmation of registration.

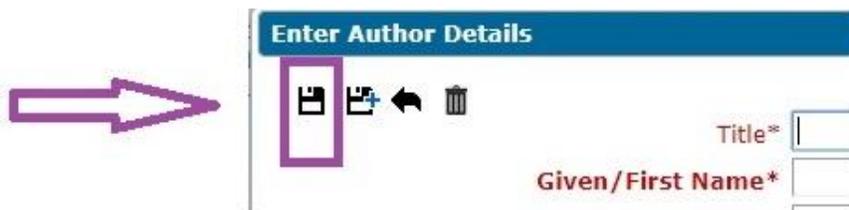
THE PROCESS OF SUBMISSION

1. Under “New Submissions,” select “Submit New Manuscript.”
2. Under “Select Article Type,” select “Article” and click “Proceed.”
3. Uploading your manuscript and adjunctive materials:
 - By selecting the “Browse” button or dragging and dropping a file, choose your manuscript from your computer and upload it onto the system. Make sure your manuscript does not have your name in the file name.
 - Click “Proceed” if you do NOT wish to submit any images to accompany your manuscript.
 - If you do wish to upload any images, select “Figure” under “Select Item Type,” then repeat the upload process. After acting on the following as and if necessary, click “Proceed.”
 - o Upload the images in the order they appear are to appear in your manuscript. If you make a mistake, reorder your sequence by working with the “Order” column, then clicking “Update File Order.” Then click “Proceed.”
 - o NB: EM does not accept MS-Word files as “figures.”
4. In the “Keywords” dialogue box, enter up to five keywords, separated by semicolons. Each keyword can be up to 256 characters in length and can consist of 2-3 words (e.g., “*The Hairy Ape*”). Be sure to include “Eugene O’Neill” among your keywords. Click “Proceed.”
5. The series of boxes marked “Questionnaire” follows and requires responses to routine prompts and questions.
 - If your essay has only one author, click “Proceed” after you’ve completed the questionnaire.
 - Note that you are required to affirm your preparation of your manuscript per the journal’s stylesheet, available via the EM website (“Instructions for Authors”) or from the journal’s editor. This is an important consideration: eccentrically prepared manuscripts may be returned unread to their authors.
 - If your essay has more than one author, then you will supply an email address of your co-author in a later step (#7, boldfaced item). In the biographical information, you only need to supply your own biography.
6. A box marked “Enter Comments” provides a space for comments that will be read by the journal’s editor and perhaps the PSUP staff, but not be external referees. Complete or skip; click “Proceed.”
7. The next screen comprises three steps but may appear at first glance to consist only in a box labeled “Title.” Note, however, the presence of two accordion boxes below the “title” box.
 - In the “title” box, enter the full title of your essay, i.e., title and subtitle. Click on the box labeled “↓ Next.”

- The box labeled “Abstract” is similarly self-explanatory; the lengthy introductory section prepared by PSUP may be useful to authors not familiar with the process of writing abstracts. Enter your abstract (150-200 words), then click “↓ Next.”
- **The third box, labeled “Authors,” pertains only to cases of multiple-author submissions: authors of single-author essays may simply click through it and follow the instructions under #8, below.** Collaborative authors should at this point list additional authors, per below:

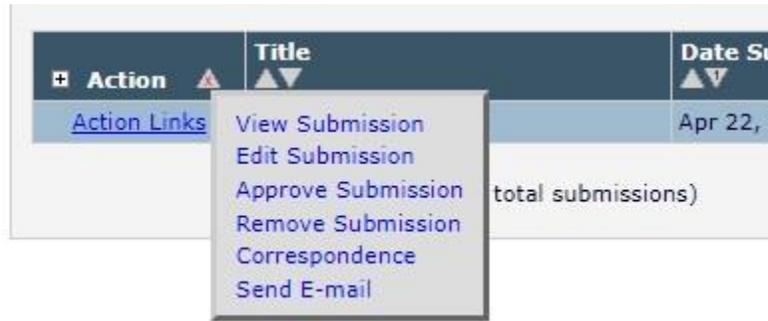


- o After you select “Add Another Author,” a dialogue box will appear and provide the opportunity to identify your collaborator(s). Authors who know what “ORCID” is (as the *EOR*’s editor does not) may wish to use this feature or option.
- o Do not check “this is the corresponding author,” except in rare circumstances where you wish to transfer responsibility of submitting the manuscript to your co-author. If you check this box, then you will lose access to the submission and your co-author will need to submit the manuscript instead of you. Save your colleague the trouble!
- o To “save” this collaborator (“author”) and add other collaborators, select the right-hand floppy disk icon with the embedded plus-sign, below the bar reading “Enter Author Details.” You may repeat this step as often as necessary.
- o To “save” this collaborator (“author”) and proceed, select the left-hand floppy disk icon, as follows:



- o After you have provided the system with your co-author’s email address, your co-author will receive an email asking for verification and copyright permission to publish the manuscript. The co-author will also need to fill in the biographical information about himself or herself. Your co-author does not need to have an account in the EM system to do this.

8. After you have entered your title and abstract, click “Build PDF for Approval.” The system will begin to compile your submission into a PDF for the editors. Sometimes this can take a few minutes.
- On the page headed “Submissions Waiting for Author’s Approval by Author [Your Name],” click on the hyperlinked (blue highlighted) option labeled “Action Links.” (If this option does not appear, simply view the column labeled “Action.”)



- Click on “View Submission” to download the complete PDF for your final perusal.
- Return to “Actions Links” and click “Approve Submission.” Confirm your approval.
- A robot pretending to be an editor will acknowledge your submission. **NB: the editorial office will only receive, thus can only acknowledge, your submission after you have “viewed” and “approved” it, per above.**



ET VOILÀ! THANK YOU FOR YOUR SUBMISSION AND YOUR PATIENCE!

Guidelines for Writing Abstracts

An abstract allows readers quickly and accurately to identify the basic content of your article and to decide if your article is relevant for them. The thoughtful preparation of abstracts is essential.

Abstracts . . .

- are condensed versions of articles
- highlight the major points covered in the article
- concisely describe the content and scope of the article
- help readers decide whether to read the entire article
- provide readers with a preview of research discussed in the article
- contain 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 (between 150–250 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. This helps readers situate the article in the larger conversations of your discipline.

“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 (MLA)

- 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 and or Works Cited sections follow the most recent *MLA Handbook* (9th 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.