

SUBMISSION GUIDELINES FOR AUTHORS

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Launched in 1997, Gestalt Review provides a forum for exchanges in theory and practice throughout the world. It concentrates on the Gestalt approach at all system levels, ranging from the individual, through couples, families, and groups, to organizations, educational settings, and the community-at-large. The journal also publishes original articles dealing with politics, philosophy, gender, and culture. The Review and Reflections pages typically contain book reviews and personal reflections. The journal is peer reviewed and published twice times a year.

Gestalt Review is committed to working with authors in a productive and collaborative manner.

General Submission Criteria

- Original manuscripts should be prepared according to Gestalt International Study Center stipulations and *Chicago Manual of Style* (author-date format, 18th edition)—for examples see below.
- Articles should be submitted as Microsoft Word files.
- Generally articles should not exceed 25 double-spaced pages or approximately 8,000 words (12 pt. Times New Roman font), including References.
- A double-spaced abstract of no more than 200 words should appear on the first page of your manuscript below your article title, followed by up to 5 keywords. See page 8 for information.
- A 2–3 sentence biography that includes your most advanced academic degree/ professional title should be provided on a separate page.
- 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.
- Tables / figures / appendixes:
 - **Are discouraged** unless authors can follow the instructions below.
 - 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 here>, <Figure 2 here>, <Appendix 1 here>
- 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 2.5 inches in width (**not inserted into MS Word**).
- 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 11** for further information on writing alt text.
- Manuscripts must not have been published, nor submitted for publication, elsewhere.
- All submitted manuscripts will be initially screened for appropriateness of subject matter.
- Following such screening, manuscripts will be mask reviewed, with each submission sent to a minimum of two referees. The review process may take up to six months.
- In order to assure anonymity, the author’s name and affiliations should not appear in the manuscript. Authors should make reasonable efforts to mask their identity throughout the entire manuscript.
- Permissions: Authors are responsible for all statements made in their work and for obtaining permission from copyright holders to reprint or adapt tables or figures or to reprint substantial passages from previously published works. Authors should write to the original publisher to request nonexclusive world rights in all languages to use the material being reprinted.
- Authors have reviewed the submission checklist on **page 12** of this guide to ensure all submission directions have been followed.

Style

- Follow the stylistic guidelines of the most current edition of *Chicago Manual of Style* (author-date format).

- Text references follow the author, date system (Smith, 1978) and are cited within the text, not as footnotes or endnotes.
- Multiple text references are listed chronologically, not alphabetically.
- Multiple works published in the same year must be differentiated by a, b, c, etc. added to the publishing date.
- Every text citation must have its corresponding reference listing (on a separate page at the end of the article).
- The reference list should contain publication information only about sources cited in the text.
- Quotations must be followed by their source page numbers in parentheses: (p. 120)
- A quotation only of more than 40 words is typeset as an extract and should be typed as an indented block, double spaced, followed by source page number(s) in parentheses: (pp. 10–12).
- A detailed style sheet for final preparation of reference lists, etc. is available upon request and will be sent to authors whose manuscripts are accepted for publication.
- Manuscripts that do not conform to both *Chicago Manual of Style* (author-date format) and Gestalt International Study Center preparation requirements will be returned but may be resubmitted.

Sample citations for Author-Date format

The following examples illustrate citations using the author-date system. Each example of a reference list entry is accompanied by an example of a corresponding parenthetical citation in the text. For more details and many more examples, see chapter 13 of *The Chicago Manual of Style*.

Book

- **One author**

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*.

Penguin. = IN THE REFERENCES

(Pollan 2006, 99–100) = IN THE TEXT

- **Two or more authors**

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. Knopf.

(Ward and Burns 2007, 52)

- **For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by *et al.* (“and others”):**

(Barnes et al. 2010)

- **Editor, translator, or compiler instead of author**

Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. University of Chicago Press.

(Lattimore 1951, 91–92)

- **Editor, translator, or compiler in addition to author**

García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. Cape.

(García Márquez 1988, 242–55)

- **Chapter or other part of a book**

Kelly, John D. 2010. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. University of Chicago Press.

(Kelly 2010, 77)

- **Chapter of an edited volume originally published elsewhere (as in primary sources)**

Cicero, Quintus Tullius. 1986. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

(Cicero 1986, 35)

- **Preface, foreword, introduction, or similar part of a book**

Rieger, James. 1982. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary

Wollstonecraft Shelley, xi–xxxvii. University of Chicago Press.
(Rieger 1982, xx–xxi)

- **Book published electronically**

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle edition.
Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.
(Austen 2007)
(Kurland and Lerner, chap. 10, doc. 19)

Journal article

- **Article in a print journal**

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

Weinstein, Joshua I. 2009. “The Market in Plato’s *Republic*.” *Classical Philology* 104:439–58.
(Weinstein 2009, 440)

- **Article in an online journal**

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

Kossinets, Gueorgi, and Duncan J. Watts. 2009. “Origins of Homophily in an Evolving

Social Network.” *American Journal of Sociology* 115:405–50. Accessed February 28, 2010. doi:10.1086/599247.

(Kossinets and Watts 2009, 411)

Wall, Brian. “Jackie Treehorn Treats Objects Like Women!’: Two Types of Fetishism in *The Big Lebowski*.” *Camera Obscura* 23, no. 69 (2008): 110–135. Academic Search Premier (36323375).

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .”), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

Mendelsohn, Daniel. 2010. “But Enough about Me.” *New Yorker*, January 25.

Stolberg, Sheryl Gay, and Robert Pear. 2010. “Wary Centrists Posing Challenge in Health Care Vote.” *New York Times*, February 27. Accessed February 28, 2010.

<http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

(Mendelsohn 2010, 68)

(Stolberg and Pear 2010)

Book review

Kamp, David. 2006. “Deconstructing Dinner.” Review of *The Omnivore’s Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, Sunday Book Review. <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

(Kamp 2006)

Thesis or dissertation

Choi, Mihwa. 2008. “Contesting *Imaginaires* in Death Rituals during the Northern Song

Dynasty.” PhD diss., University of Chicago.
(Choi 2008)

Paper presented at a meeting or conference

Adelman, Rachel. 2009. “‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition.” Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24.
(Adelman 2009)

Website

A citation to website content can often be limited to a mention in the text (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

Google. 2009. “Google Privacy Policy.” Last modified March 11.

<http://www.google.com/intl/en/privacypolicy.html>.

McDonald’s Corporation. 2008. “McDonald’s Happy Meal Toy Safety Facts.” Accessed July 19. <http://www.mcdonalds.com/corp/about/factsheets.html>.

(Google 2009)

(McDonald’s 2008)

Blog entry or comment

Blog entries or comments may be cited in running text (“In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . .”), and they are commonly omitted from a reference list. If a reference list entry is needed, cite the blog post there but mention comments in the text only. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

Posner, Richard. 2010. “Double Exports in Five Years?” *The Becker-Posner Blog*, February 21. <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html>.

(Posner 2010)

E-mail or text message

E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”), and they are rarely listed in a reference list. In parenthetical citations, the term *personal communication* (or *pers. comm.*) can be used.

(John Doe, e-mail message to author, February 28, 2010)

or

(John Doe, pers. comm.)

Item in a commercial database

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.

Choi, Mihwa. 2008. “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago. ProQuest (AAT 3300426).

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 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. 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, 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 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* (18th 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
- 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](#).
- You have saved your article in a docx file format, not as a PDF or other file format.