

Submission Guidelines for *The Good Society: A Journal of Civic Studies*

Notices to Contributors

1. Civic studies is an interdisciplinary effort to understand and strengthen civic society, civic initiatives, civic capacity, civic learning, civic politics, and civic culture. *The Good Society* thus draws from many academic disciplines and fields of study. We are dedicated to publishing outstanding research and theory addressing pressing contemporary issues. In today's globalized world, effective civic perspectives demand that we not only bridge ideological divides within our own countries but also engage meaningfully with perspectives from around the world. This helps expand our vision, challenge our assumptions, and foster dialogue beyond our own echo chambers. *The Good Society* invites manuscripts that fall within these broad parameters.

2. Submission of work to *The Good Society* is taken to imply that the same manuscript (or one substantially similar in argument and content) is not under consideration by any other journal.

4. If the manuscript forms part of a book currently in press, authors must note the fact at the time of submission, specifying the book's publisher, projected publication date, and the precise relationship between the material in the submitted manuscript and in the book.

5. Copyright Transfer Agreement

Authors will be required to sign a Copyright Transfer Agreement (CTA) for all papers accepted for publication. Failure to sign the CTA will prevent the editorial staff from forwarding the paper to the press during the production stage. After publication in *The Good Society*, authors signing the CTA retain the right to publish their paper in various forms, media, and circumstances as described in the CTA.

Manuscript Submission

1. Authors should upload manuscripts in Microsoft Word through the submission portal

at www.editorialmanager.com/gsl/. *The Good Society* cannot accept submissions in hard copy or via regular mail.

2. Manuscripts should conform to the following stylistic requirements:

(a) **LENGTH:** Theory and research articles should be between 6,000 and 8,000 words. Literature reviews may be up to 10,000 words. Critical book reviews should be between 1,000-1,500 words. These ranges include footnotes and references. We are open to receiving manuscripts in different formats (e.g., forum articles, responses), please contact the editors in advance.

(b) **LANGUAGE, SPELLING, AND PUNCTUATION:**

- (i) Manuscripts must be submitted in English.
- (ii) Authors should employ American spelling unless directly quoting.
- (iii) Sentences should be separated by punctuation and a single space.
- (iv) Authors should avoid disciplinary jargon when possible and employ neologisms sparingly.
- (iv) Em dashes (—): used with no spaces between dash and text on either side.
- (v) Ellipses (. . .) or (. . . .): used to indicate text omitted from quoted material; three points for an omission in the middle of a sentence, four points if an omission includes a period or other terminal punctuation.
- (vi) Emphasis: conveyed through italics, unless quoting material using a different convention.
- (vii) Quotations: indicated by double quotation marks; single quotation marks should be used only for quoted material within a quoted selection. Periods and commas should be placed inside quotation marks. (See also **BODY TEXT** below.)
- (viii) Special characters (&, %, #, etc.): generally to be avoided, except when appearing in citations or quoted material.

(c) **BODY TEXT:**

- (i) All text in the body of the article should be double-spaced in 12-point Times New Roman font. Please ensure that you do not leave extra spaces between paragraphs.
- (ii) Quotations longer than five lines of unbroken text are discouraged. If included,

please indent and insert a space before and after the block of text. Per APA 7th style, do not single space block quotations.

(d) CITATIONS:

The journal follows the APA 7th reference style. View the [APA guidelines](#) to ensure your manuscript conforms.

Every in-text citation must have a corresponding citation in the reference list and vice versa. Corresponding citations must have identical spelling and year.

Authors should update any references to preprints when a peer reviewed version is made available, to cite the published research. Citations to preprints are otherwise discouraged.

(e) FIGURES: Camera-ready versions or PDF files of figures will be required prior to publication but need not take those forms in initial submissions. Figures should be used sparingly and never as a substitute for clear explication and analysis of evidence.

(f) TITLE AND ABSTRACT: required for all submissions.

(i) Titles should be as short as possible while still identifying the topic addressed. As in the body text, disciplinary jargon and neologisms are discouraged.

(ii) Abstracts should be brief (150-250 words) and enable readers to quickly identify the article's major subject, basic argument, and likely relevance to their interests. Effective abstracts, like effective introductions, will also foreshadow the article's most important conclusions and/or implications for research, practice, and understanding in the field.

(iii) Key Words should include 3-5 terms that will help potential readers to find your publication.

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](#).

Questions?

Please submit any questions or concerns regarding these guidelines and your manuscript to the Editor at goodsociety_editors@ncsu.edu.