

SUBMISSION GUIDELINES FOR AUTHORS

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General housekeeping matters

- 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.
- Tables, figures, appendixes, and photos must be submitted as separate files from the article text.
- Submissions should be accompanied by a short abstract of 150—200 words to appear both in your manuscript and to be entered directly on the Editorial Manager submission page.
- Accepted submissions should be accompanied by a short author biography.
- Because of space limitations, manuscripts exceeding 10,000 words will receive consideration only if authors provide justification for the length.
- 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 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.

Manuscript format

- Submissions should be made 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.
- Footnotes, not endnotes, should be provided. See below for more information.
- Paragraph indentation by tab only, not space bar or paragraph indent function.
- Number pages.
- Include a Works Cited at the end. See below for more information.
- 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’ as appropriate.
- Subheads may be placed in italic to distinguish them from a full heading.
- Tables/figures/appendixes:
 - Must be submitted as separate files from the article text. An indication in the text for placement should be given, for example: <Table 1>,<Figure 2>, <Appendix 1>.
 - When providing images, charts, tables, and graphics, authors supply high-resolution (300 dpi) images with a width of at least 2.25 inches.
 - Authors 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 5** for further information on writing alt text.
 - Tables should be submitted in Microsoft Word. All tables may be included in one document.
 - Charts and graphs should be submitted in Microsoft 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. If possible, all digital images should be grey scale.
- Spell out all Biblical, rabbinic, and other scriptural texts in both the text and citations.

Style

- Use single spaces following 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.
- Footnotes are used to cite sources and elaborate on information presented in the article text. Notes must be numbered consecutively throughout the article and be indicated by superscript numerals following the punctuation.
- JJE uses parenthetical citations with a works cited list at the end of the document. In all cases, manuscripts must consistently conform to The Chicago Manual of Style, 18th Edition (CMS).
 - Citations: Use parenthetical author-date citations. In the case of works by multiple authors, please list up to three authors; for more than three, please list only the first author, followed by “et al.”
 - For example, (Poist and Alen 1999; Murphy 2000a, 48–51; Pollan, Ward, and Burns 2007b; Barnes et al. 2010, 98).
 - Works cited list: References citing source materials must be listed alphabetically at the end of the article and must include, in order, the following information:
 - Journal: First author’s last name, first name, and Second author’s first name last name. Year of publication. “Title of Article.” Title of Journal volume no. (issue no.): page numbers.
 - For example: Bischoff, G., S. Maertens, and W. Grimme. 2011. “Airline Pricing Strategies Versus Consumer Rights: A Literary Critical Perspective on an Uninteresting Debate.” *Transportation Literature Studies* 14 (3): 232–50.
 - Book: Author’s last name, first name. Year of publication. Title of Book. Name of publisher.
 - For example: Geary, S., and K. Vitasek. 2008. *Performance-Based Logistics: A Literary Theorist’s Guide to Life Cycle Product Support Management*. Corporate University Press.
 - For example: Benn, Gottfried. 1961. *Primal Vision*. Ed. E. B. Ashton; trans. M. Hamburger. Bodley Head.
 - For other types of citations, please check the CMS.

Book reviews

- The review must be headed by the following information: title of publication; name of author or editor; publisher; publisher's address; date of publication; number of pages; ISBN number (if available in both hardcover and paperback, indicate numbers for both); and selling price(s).
- The text of the review must be double-spaced throughout.
- The reviewer's name and employer affiliation must be indicated at the end of the review.

Translations

- Provide translations for all quotations in languages other than English undefined individual foreign words, run-in quotes, and block quotes; parentheses suggest themselves as the appropriate place for translations, but where this doesn't work the editor is fairly confident an arrangement can be worked out. In a few cases individual words or short phrases in Hebrew, Aramaic and Yiddish that are familiar in the field may not need translation; this will be decided on an ad-hoc basis by the editor in consultation with the author. In any case, however, the word or phrase should be transliterated.
- Titles in the works cited list do not need to be translated, but should be transliterated. That said, authors might want to keep in mind readers unfamiliar with source material in languages other than English and offer translations of titles where appropriate.

SUBMIT AN ARTICLE

Manuscripts for consideration must represent original work that has not been previously published. Essays are to be submitted online at <http://www.editorialmanager.com/JJE>.

Inquiries made be made by contacting the JJE managing editor at jje@societyofjewishethics.org.

BOOK REVIEWS

Review articles are solicited by the JJE Book Discussion Editor. Books to be considered for review may be sent to the JJE managing office. Inquiries may be made at jje-books@societyofjewishethics.org.

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.

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 provided for all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more information [here](#).