

Submission Guidelines

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In order that the *International Journal of Persian Literature* (IJPL) benefits from scholarship and production of the highest order we urge you to adhere to the following submission guidelines. Papers that do not follow these guidelines will be returned to the author:

- All papers must be based on original research and the careful examination of archival and other primary source materials.
- IJPL evaluates manuscripts with the understanding that they have not been published elsewhere in any language and are not under consideration for publication elsewhere.
- Article length may vary, but they must be between 7,000 and 12,000 words.
- Book reviews should be between 1,000 and 2,500 words and should provide a summary of the book as well as the reviewer's evaluation.
- All articles published in **IJPL** are anonymously peer reviewed. Manuscripts should be submitted electronically: <http://www.editorialmanager.com/ijpl>
- The required file format is MS Word (.doc or .docx). All submissions must be double spaced with 1 inch margins. When submitting the manuscript, authors must provide a concise and informative title of the article; the name, affiliation, and address; a self-contained abstract in English of between 150 and 200 words that should not contain any undefined abbreviations or unspecified references; and 3–6 keywords to be used for indexing purposes in English or transliterated non-English words (for transliteration information please see below). All pages should be numbered consecutively.
- We ask that the topics abide by our journal's mission. IJPL focuses on Persian poetics, poetry, classical Persian philology, prose, and the literature of Iran and the broader geographical areas. The journal aims to examine how Persian has functioned as literary and cultural language, traversing the geographies of South, West, and Central Asia, including present-day India, Pakistan, Bangladesh, Afghanistan, Azerbaijan, Tajikistan, Turkmenistan, Uzbekistan, the Caucasus, and Southeast Asia. Published biannually, this journal aims to create an international dialogue and forum for Persian literary culture in Iran and these wider geographical areas, while encouraging interdisciplinary interventions.
- Revised versions of submissions will likewise need to be submitted via the above website, accompanied by a revision report in cases where the verdict returned was "revise and resubmit."

- Within three weeks of receipt, IJPL sends authors either an official confirmation email or a notification that the submission does not conform to IJPL guidelines. If you do not hear from us in that time, please inquire. Submitted manuscripts that conform to IJPL guidelines are evaluated by the editorial office, usually within 4–8 weeks of receipt. Those that show the greatest promise of being published in IJPL are then submitted to several (3) anonymous reviewers who specialize in the area(s) most relevant to the manuscript. The first round of peer review is typically completed 3–6 months from the date of submission. In most cases, even articles recommended for publication are subject to a revision process, a second round of peer review, and several rounds of editing after acceptance. There is good possibility that the articles accepted for publication might require 18 months before they are published. However, we anticipate that most accepted articles will be published within one year from the time of their submission.
- Contributions must be in English. Spelling should be either American English and should be consistent throughout the paper. If not written by a native speaker, it is advisable to have the paper checked by a native speaker prior to submission. Use of other (non-English) fonts is of course expected in case of citations, etc., however, the language of discourse and analysis is English.
- **File naming conventions.** When naming your file, please use the following convention: use the first three characters of the author's last name; if that name is Johnson, the file should be named JOH.DOC. Do not use the three character extension for things other than the identification of the file type (*not* JOH.ART, JOH.REV). Figures can be named as follows JOH1.EPS, JOH2.TIF, JOH3.XLS, etc.
- Authors are responsible for observing the laws of copyright when quoting or reproducing material. The copyright of articles published in IJPL is held by The Pennsylvania State University. Permission for the author to use the article elsewhere will be granted by the publisher provided full acknowledgement is given to the source.
- When submitting the final manuscript, please make sure that you provide the following:
 1. final versions of the file(s) in Word.
 2. identical PDF file with embedded fonts, showing all special characters as they should be printed.

Final submission of files

- Please provide a PDF file with embedded fonts. During the production process the PDF is referenced by the typesetter and is of great help to solve problems in the files, such as conversion errors, distorted tables, lost graphs, etc.
- *Final files:* Please make sure that you supply *all* text and graphic files of the *final* version of the manuscript. Please delete any personal comments so that these cannot mistakenly be typeset, and check that all files are readable.

- *Graphic files:* Please supply Figures as separate JPG or TIFF files, not inserted into Microsoft Word. Please ensure the resolution is fit for print media, preferably 300 dpi with at least 2.5 inches in width.
- 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 9** for further information on writing alt text.
- Authors have completed the **final submission checklist** on **page 11** of this guide.

Layout

Penn State University's professional typesetters will do the final formatting of your document. However, some of the text enhancement cannot be done automatically and therefore we kindly ask you to carefully observe the following style.

- Please use a minimum of page settings. The preferred font setting of your submission draft is 12 pt Times New Roman. The submission draft should be double spaced. The only relevant codes are those pertaining to font enhancements (italics, bold, caps, small caps, etc.), punctuation, and the format of the references. Whatever formatting or style conventions you use, please be consistent.
- Please do not use right-hand justification or automatic hyphenation.
- Please use Unicode fonts for special characters or supply the required TrueType or PostScript Type 1 fonts with your submission. For texts including examples or fragments in some languages (Persian, Arabic, Chinese, Japanese, or Korean), this is required. Otherwise, any symbols or visual aspects that you cannot produce in electronic form should be highlighted on the manuscript. If a symbol occurs frequently, you can use an alternative symbol (e.g., @ # \$ %) and enclose a list of these with their correct transcription.

Tables, figures, and charts

- Tables and figures should be numbered consecutively and provided with concise captions (max. 250 characters). All figures and tables should be referenced in the text, e.g. (see Figure 5). Please do not use relative indicators such as “see the table below”, or “in this table:”
- If the table or figure is not enclosed in the text file, please indicate the preferred position of the table or figure in the text by inserting on a separate line at the appropriate position: <Insert (file name) here>. It will be placed either at the top or the bottom of the page on which it is mentioned, or on the following page.
- Please make sure any images are such quality that are still meaningful when printed. All tables, plates, and figures eventually have to fit the following text area, either portrait or landscape: 4.5 x 7.5 inches (114.3mm x 190.5mm). Digital images should be submitted in either .tiff or .jpeg files at 300 dpi with at least 2.5 inches in width.

- Authors must provide **alt text** for all supplied images, charts, tables, and graphics. See **PSU Press Alt Text Guide on page 9** for information on writing alt text.
- Notes in tables and figures should not be regular endnotes. Please use a table note or a figure note. Standard note indicators in tables are *, **, †, ‡. The note itself is then inserted directly below the table/figure. In tables, keep shading to a functional minimum and for individual cells only, not for entire rows or columns.

Running heads

- Please do not include running heads in your article. In case of a long title, please suggest a short one for the running head (max.55 characters) on the title page of your manuscript.

Emphasis and foreign words

- Use italics for foreign words, highlighting, and emphasis. Bold should be used only for highlighting within italics and for headings. Please refrain from the use of FULL CAPS (except for focal stress and abbreviations) and underlining (except for highlighting within examples, as an alternative for boldface).

Transliteration

- Please transliterate into English any examples from languages that use a non-Latin script, using the appropriate transliteration system (ALA-LC Library of Congress). In case of transliterations, please follow the ALA-LC Romanization tables suggested by the Library of Congress.

<http://www.loc.gov/catdir/cpsol/roman.html>

Headings

- Articles should be reasonably divided into sections and, if necessary, into subsections. Please mark the hierarchy of subheadings as follows:

<1>Level one head
 <2>Level two head
 <3>Level three head

Quotations

- Text quotations in the main text should be given in double quotation marks. We insist on curly quotes. Please do not use straight quotation symbols. Quotations longer than 3 lines should be in block quotes, have a blank line above and below and a left indent, without quotation marks, and with the appropriate reference to the source.

Listings: Should not be indented. If numbered, please number as follows:

1. or a.

2. or b.

Listings that run on with the main text should be numbered in parentheses: (1)....., (2)....., etc.

Examples and glosses

Examples should be numbered with Arabic numerals (1, 2, 3, etc.) in parentheses. Examples in languages other than the language in which your contribution is written should be in italic with an approximate translation. Between the original and the translation, glosses can be added. This interlinear gloss gets no punctuation and no highlighting. For the abbreviations in the interlinear gloss, CAPS or SMALL CAPS can be used, which will be converted to small caps by our typesetters in final formatting.

Please note that lines 1 and 2 are lined up through the use of spaces: it is essential that the number of elements in lines 1 and 2 match. If two words in the example correspond to one word in the gloss use a full stop to glue the two together. Morphemes are separated by hyphens.

References

- It is *essential* that the references are formatted to the specifications given in these guidelines. This journal prefers the endnote style as prescribed in *The Chicago Manual of Style* (18th ed.). Contributions that do not abide to this style of citation will be returned to the author. A note on capitalization in titles. For titles in English, CMS uses title-style capitalization. Do not capitalize articles; prepositions shorter than five letters (unless used adverbially or adjectivally, or as part of a Latin expression used adverbially or adjectivally); the conjunctions and, but, for, or, nor; to as part of an infinitive; as in any grammatical function; parts of proper names that would be lower case in normal text; the second part of a species name. For more details and examples, consult the *Chicago Manual of Style*. For any other languages, and English translations of titles given in square brackets, CMS uses sentence-style capitalization: capitalization as in normal prose, i.e., the first word in the title, the subtitle, and any proper names or other words normally given initial capitals in the language in question. Please note that we do not accept in-text citations.
- All articles must include works cited. Please abide by *The Chicago Manual of Style* suggestions as regards works cited/bibliography.

Appendixes

- Appendixes should be placed before the Works Cited section and also include any citations from the appendix in the Works Cited list.

Additional Style Guidance

1. Please double space everything, including quotations and notes to facilitate our editing process. Final formatting is performed by Penn State University Press.

2. Please use American spellings and punctuation, including spellings in -ize, -or, etc.
3. Use serial commas (e.g. love, lover, and beloved).
4. Use commas to set off any preceding dependent clause of a complex sentence or to divide a compound sentence.
5. Use double quotes to enclose a quotation and single quotes to indicate a quote within a quote.
6. Use end quotes after punctuation (i.e., “after the fact.”).
7. Use commas after i.e. and e.g.
8. Do not punctuate lists.
9. Section headers, if used, should simply be phrases with no numbers. Please restrict headers to three or four per article. They may be italicized or otherwise formatted to fit the journal’s design.
10. Indicate a new paragraph with a single tab.
11. Set off any introductory phrase of five words or more with a comma, e.g. “Toward the end of his reign,…”
12. Dates should be of the form “December 17, 2014.”
13. Decades should be of the form “the 1980s.”
14. Spell out centuries, e.g., “eighteenth century.”
15. Use “and” in place of “&”, and “see” in place of “cf.”
16. Use minimal capitalization, e.g., “translation studies,” “the Roman Catholic church”
17. Use minimal hyphenization, e.g., “postcolonial”
18. Possessives of names ending in “s” should take the form of “Yeats’s.”
19. Please avoid inappropriately gendered language, finding locutions as well that avoid awkward forms like “his/her” whenever possible.
20. Represent dashes as a long hyphen, no spaces, e.g., “despite the difficulty—however great.”
21. Use only curly quotation marks and not straight ones.

Abstract, keywords, and bio

When submitting the revised version of your accepted manuscript, in addition to following the guidelines above, please be sure that you also include:

1. a one-paragraph abstract of your article in English
2. a list of approximately five keywords (English) to aid in searching and indexing; if using non-English words, transliterate
3. a short (2–3 sentence) professional profile, including key publications
4. full contact details

Proofing procedure

The author of a contribution will be able to make changes to their manuscript at copyediting stage. After composition the author will receive a PDF of first proofs of the article for review from the Editor and will be requested to return the corrections to the journal editor within 7 days of receipt. Acrobat Reader can be downloaded for free from www.adobe.com, which will enable you to read and print the file. Please limit corrections to the essential.

Guidelines for submitting Book Reviews

- Book reviews should be between 1,000 and 2,500 words long.
- There are no restrictions on the reviewed book's publication date: we welcome reviews of books published at any time, especially of important contributions to the field that have not received many reviews.
- Book reviewers should have an appropriate level of expertise in the area. We accept reviews authored by graduate students as well as co-authored reviews.
- The review should consist of a thorough, clear overview of the book's contents and arguments, accompanied by the reviewer's evaluation.
- Reviewers should address such questions as:
 - What is the specific contribution of the book to the field?
 - To whom will this book be especially useful and interesting?
 - Is the book successful in what it sets out to accomplish?
 - What could have been done better, and what has been done well?
- We ask that minor corrections (such as typos, formatting and transliteration issues, etc.) be left out of the review itself; we are happy to forward these on behalf of the reviewer to the author(s) separately.
- Submissions must be submitted online through Editorial Manager (<http://www.editorialmanager.com/ijpl/>).

Enquiries about submissions may be directed to: ijpl.correspondences@gmail.com or IJPL@press.psu.edu.

Tips for 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 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 (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 and or Works Cited sections follow the most recent *Chicago Manual of Style* (18th 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 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 2.25 inches wide.
- **Alt text has been 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.