

SUBMISSION GUIDELINES FOR AUTHORS

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General Submission Criteria

- The journal uses an anonymous review process; please remove all references to or clues about your identity as author(s) from the main text and footnotes.
- Charts and illustrations should be submitted in digital form as separate files / documents from the article text. Authors are responsible for obtaining permissions.
- Figures must be submitted in high-resolution .jpg or .tiff files (300 dpi) at least 2.25 inches in width.
- 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 7** for more on writing alt text.
- 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 Pennsylvania State University Press. The permission request form can be obtained from the Pennsylvania State University Press website:
http://www.psupress.org/Journals/journals_permissions.asp
- 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.
- The editors, with advice from the editorial board and other specialist reviewers, will make final decisions in a timely manner, typically within four months of receipt.
- All submission should follow the most current version of the *Chicago Manual of Style*.
- Authors have reviewed the submission checklist on page 8 of this guide to ensure all submission directions have been followed.

Manuscript Format

- Articles should be submitted 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.
- Submissions should be accompanied by an Abstract of up to 200 words. **Please see page 4 for guidelines on how to write an abstract.**
- Submit 3–5 keywords.
- Paragraph indentation by tab only, not space bar or paragraph indent function.
- Number pages at the bottom right.
- 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.
- Subheads may be placed in italic to distinguish them from a full heading.
- When omitting part of a sentence with an ellipsis, use three periods with a space before, in between and after (“ . . . and . . . ”). When using a four-period ellipsis, the first is a true period, and the following should be spaced as above.
- Epigraphs from other texts should be set off with line spacing—do not format an indent. On the line after an epigraph, be sure to include the name of the author and the source; do not use an endnote.
- Extracts from other texts should be set off by formatting an indent.
- Use single spaces following periods between sentences throughout the manuscript.
- Endnotes should be double spaced and rendered in 12-point Times Roman.
- Tables / figures / appendixes:
 - 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>, <Figure 2>, <Appendix 1>
 - Figures must be submitted in .jpg or .tiff files at 300 dpi at least 2.25 inches in width.
 - Tables should be submitted in MS Word. All tables may be included in one document.
 - If possible, all digital files (photos) should be grey scale.
 - Please provide **alt text** for all tables, figures, charts, and graphics. For more information on writing alt text, see the **PSU Press Alt text Guide on page 7.**

Style

- **Manuscripts must consistently conform to *The Chicago Manual of Style, 18th Edition (CMS)*. Examples of reference citations for journal articles and books are shown below. For more examples, please review *CMS*.**
- Punctuation
 - Use single spaces flowing periods between sentences throughout the manuscript.
 - Use American punctuation: commas and periods go inside terminal quotation marks.
 - Use double quotation marks; only use single quotation marks when a quotation is inside another quotation.
 - When using dashes as punctuation, use em-dashes with no spaces on either side.
 - Use serial comma (e.g., “red, blue, and green.” OR “red, blue, or green.”)
 - To indicate *individual* ownership or authorship when more than one name is cited, ’s is added to both names (“*Alter’s and Sokoloff’s* conflicting studies”); to indicate joint ownership or authorship, ’s is added to the final name only (“*Virgil and Sordello’s* embrace”), thus indicating the shared nature of the gesture.
 - No comma should precede et al. Thus, “Lewis et al.,” not “Lewis, et al.” Furthermore, al. is an abbreviation (et is not), and thus should be followed by a period.
 - Put foreign language words in *italics* rather than in “quotation marks.”
 - Avoid overuse of quotation marks for defining terms. Generally, use quotation marks the first time the term is introduced and defined, and no punctuation thereafter. However, if discussing etymological distinctions, words should be italicized (e.g., *suffrance* has various uses in Middle English texts; the use of *meretrix* in Latin has a muddled history).
- Abbreviations
 - Refer to *CMS* for abbreviations.
 - Use ca. for *circa*, not c.
 - Use v. for verse, vv. for verses
 - Use l. for line; “lines” should be spelled (rather than ll.) when referring to multiple lines
 - Use fol. for folio (rather than f.)
 - Use pl. for plate
 - Use MS and MSS, not Ms or ms.

- “Versus” should be spelled out, except in court cases or within parentheses.
- Spell out acronyms at first mention. Depending on the subject matter, some may be commonly used and may not need to be spelled out. Check on common abbreviations for the field. Change all subsequent instances to only the abbreviation or the acronym with no further spelling out, but do not begin a sentence with an abbreviation or an acronym.
- Avoid abbreviations of states, countries, etc. as nouns (in the United Staes, but the US economy).
- 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.
- Citations
 - When referring to chapters, books, cantos, etc., capitalize only when referring to a specific section as a proper noun (e.g., “Canto 5,” but “the fifth canto”).
 - Do not use Roman numerals for book sections (e.g. *Purgatorio* 8, not *Purgatorio* VIII)
 - For Bible verses, use a period instead of a colon (e.g., Job 19.1–4, not 19:1–4).
 - Give the full reference in the notes the first time you cite a work. For subsequent citations, use the author’s name with abbreviated title (plus page number), generally in a note. Do not use “op. cit.” or “Ibid.” A bibliography/works cited page is not necessary.
 - You may generally leave out p. or pp. If it is necessary for clarity, use p. or pages.
 - For citing verse, do not use vv, only use the line numbers, unless necessary for clarity.
 - When citing primary text, put the numerical citation (whether it be page, chapter, canto, line, etc.) within the text. The first citation should have a footnote with the full bibliographic information; for all citations thereafter, only the in-text numerical citation is necessary.
 - In general, leave out ellipses at the beginning of citations (unless you are citing poetry and are starting mid-line). Do not put brackets or parentheses around ellipses.

- Generally, citations longer than 100 words should be set off from the text as block quotes.
- “ff.” means “and folios forward.” As a general rule, 259ff., for example, means p. 259 and what follows. It is not a substitute for “pp.” A page range is preferable (see below).
- Do not add extra spaces between numbers in citations (thus, *Convivio* 1.1.1 rather than *Convivio* 1. 1. 1.)
- Page and note number should be indicated thus: 269n.14.
- Place of publication is generally not required for books published after 1900. For books published before 1900, the city of publication may be included instead of the publisher.
- Citing a book:
 - Elizabeth Casteen, *From She-Wolf to Martyr: The Reign and Disputed Reputation of Johanna I of Naples* (Cornell University Press, 2015).
- Citing a chapter from a book:
 - Cynthia J. Brown, “Reconstruction of an Author in Print: Christine de Pizan in the Fifteenth and Sixteenth Centuries,” in *Christine de Pizan and the Categories of Difference*, ed. Marilyn Desmond (University of Minnesota Press, 1998).
- Citing a journal article:
 - Bridget Whearty, “The Leper on the Road to Canterbury: The Summoner, Digital Manuscripts, and Possible Futures,” *Mediaevalia* 36/37 (2015/2016): 223–61.
 - Tina Chronopoulos, “Ganymede in the Medieval Classroom: Reading an Ode by the Roman Poet Horace,” *Medium Ævum* 86, no. 2 (2017): 224–48.
- Citing electronic sources:
 - When citing URLs (Uniform Resource Locators, i.e., computer “addresses”), no underlining is required. Further, it is unnecessary to omit following punctuation or bracket the URL for fear of typographically corrupting the citation.
 - For other types of citations, please check the *CMS*.
- Translations

PLEASE TRANSLATE ALL CITATIONS.

- All quoted material in foreign languages should be followed by an English translation, with SQUARE BRACKETS around the English; both the original and the translation go within one set of quotation marks: “Quae vero pestis efficacior ad nocendum quam familiaris inimicus? [And what plague is more able to hurt a man than an enemy who was once a familiar friend?]” (*Consolation*, 3.5). The translation may alternatively be provided in the notes for the purposes of a more streamlined text, if you prefer, but please keep in mind that we have a diverse readership and that many readers may need the translation to make sense of your text. (You are also welcome to cite only the translation in the body of your text and put the original in your notes, if that better serves your purposes.)
- If translating a title, put the translation in italics as well. In this case only, the translation goes in parenthesis, not brackets: e.g., *Philosophiae consolationis* (*The Consolation of Philosophy*).
- Poems with foreign language titles, consisting of the poem’s first verse, that require translation should be formatted like this: “Venite a ’ntender li sospiri miei” (“Come listen to my sighs, O gracious hearts”).
- For most foreign-language titles, only the first word should be capitalized, although the translation should be capitalized as an English language publication would be: e.g., *Philosophiae consolationis* (*The Consolation of Philosophy*). An exception to this rule is German-language titles, in which all nouns should be capitalized, as is normal in German.
- Numbers
 - In accordance with Chicago style, all whole numbers between one and ninety-nine should be spelled out, except with units of measure.
 - 5 million people
 - \$50.00
 - 2,000/20,000/200,000
 - Percentages and decimal fractions should be set in numerals rather than spelled out. However, except in scientific or statistical copy, the percent sign (%) is not used; instead, percent should be spelled out.
 - All ordinal numbers should be spelled out. Thus, *one thirty-second*, not a *32nd*.

- When writing out fractions, the correct form is hyphenated. Thus, *one-third* rather than *one third* or *a third*.
- Compress inclusive number ranges as follows: If the first number is 1–99 or 100, 200, and so on: the second number is given in full (e.g., 5–37, 66–68, 200–201). If the first number is 101–109, 201–209, and so on: only the changed element of the second number is given (e.g., 108–9). If the first number is 110–199, 210–299, and so on: the second number uses two or more digits (e.g., 145–48, 1324–27, 1265–1321).
- Dates
 - 1990s, mid-1990s, from 1990 to 1999.
 - thirteenth and early fourteenth centuries.
 - For life dates, both numbers should be given in full (e.g., 1304–1374, *not* 1304–74).
 - The names of centuries should be spelled out in full, in lower case. Thus, the *nineteenth century*, rather than the *19th century* or the *Nineteenth Century*.
 - See last note under “Hyphens” for proper use of *early*, *mid*, and *late* when used to designate time periods.
 - “ca.” is preferred over “about” for approximate dates.
 - Dates appear in the format *September 7, 1303* in the body of an article, but *7 September 1303* in the notes.
- Spelling
 - Use American, rather than British, spelling (legitimize, not legitimise, for instance).
 - Use English names for cities (Milan, not Milano, etc.).
 - Do not use contractions.
 - The possessive of proper nouns (names) ending in s, x, or z is formed by adding ’s. Thus, Boethius’s, Chrétien de Troyes’s, etc. This convention is followed even when the final s is silent (Descartes’s, Camus’s) and in the case of names that end in an eez sound (Socrates’s).
- Word Usage
 - With regard to examples, *such as* is preferred to *like*.
 - Use *which* with restrictive clauses and *that* with nonrestrictive clauses. *Which* is generally preceded by a comma, and the information that follows is considered additional, parenthetical, or nonessential. *That* is not preceded by a comma, and the

information that follows is considered essential or related to a specific preceding object in the sentence.

- Farther is used with regard to physical distance; further is used with regard to quantity or degree, and means “additional.” This holds even when the realm of usage is metaphorical, e.g., “The farthest reaches of the mind’s domain.”
- *Insofar as* is used, rather than *in so far as*.
- *Toward* is preferred to *towards*.
- When indicating quantity, *more than* is preferred to *over*, which denotes physical position.
- Also regarding quantity, *fewer than* should be used, rather than *less than*, which denotes quality. Thus, *fewer than a dozen* but *less than perfect*.
- Gender-neutral terms for humanity are preferred (*humankind* rather than *mankind*).
- Hyphens
 - Modifiers ending in LY do not take a hyphen.
 - *Self-* is always hyphenated.
 - Compound nouns formed by combining a noun and a participle should not be hyphenated. Thus: *decision making*, rather than decision-making; *problem solving*, rather than problem-solving; *child raising*, rather than child-raising. This applies as well to related compound nouns such as *decision makers*, etc. However, when these same compounds are used as modifiers that directly precede their objects (the *decision-making process*), they should be hyphenated. When detached from their objects, they may be left open.
 - All compound words are only hyphenated when used as an adjective BEFORE the noun (she is a *well-known* scientist; the scientist is well known; *short-term* effects, *nineteenth-century* art, *decision-making* process, *ten-year* plan).
 - Use English rather than Latin, when possible. For example, use *namely* rather than *viz.* However, *etc.* is acceptable, and *e.g.* and *i.e.* are acceptable in parentheses. Note that a comma is needed after *e.g.* and *i.e.* Also, note that the “et” in *et al.* is not an abbreviation, and therefore needs no period (et al., not et. al.). Also, *i.e.* and *e.g.* may be used in parentheses, notes, and references, but within the text, they should be replaced by the whole phrases they represent, such as *that is*, *namely*, *for example*, and the like.

- Adjectives formed by combining with *-based* should be hyphenated. Thus: *theory-based*, *uncertainty-based*, etc.
- Compounds formed by combining with *self* should be hyphenated. Thus: *self-interest*, *self-sufficient*, etc.
- In general, adverbs that end in *ly* do not invite a hyphen when they are included in a compound adjective. Thus: *dearly beloved*, not dearly-beloved.
- *So-called* should be hyphenated. The words or phrases referenced by *so-called* should not be placed in quotes.
- When *well* is used in a compound adjective that adheres directly to its object, that adjective should be hyphenated (“the *well-tempered* clavier”); when the modifier is detached from its object, however, *well* should be treated as an independent adverb, and not hyphenated (“Your clavier has been *well tempered*, Johan”).
- *Mid* as a prefix is hyphenated when used to designate time periods (mid-1300s), and follows a different rule from *early* and *late* in this usage (thus, “mid-fourteenth-century monasteries” but “early fourteenth-century poets” and “late fourteenth-century castles”).
- Capitals
 - See last note under “Translations” for proper capitalization in foreign-language titles.
 - The names of *academic courses* should be lowercased except in the context of an official department title. Thus: “He was appointed to the Department of Religious Studies,” but “He taught religious studies.”
 - BCE and CE should be written in full capitals, without punctuation or spacing, and should follow the year number.
 - Referring to the Scriptures, *Bible* should be capitalized. However, *biblical* (adj.) should not be.
 - As geocultural or geopolitical designations, *North*, *South*, *East*, and *West* (and *Northern*, *Southern*, *Eastern*, and *Western*) should be capitalized. As purely geographical designations (*southern* Italy, the *western* mountains), they are lowercased.
 - Periods and movements in history should be initial capped. Thus, the *Enlightenment*, the *Renaissance*, etc. Concerning artistic and cultural periods and movements,

Romanticism (and *Romantics*) should be capitalized, but it is an exception; others (modernism, pointillism, bebop) should not.

- Do not capitalize medieval (do capitalize *Middle Ages*, however).
- Prepositions are lowercased in all titles.
- Civil, military, religious, and professional *titles*, as well as titles of nobility, should be capitalized when they append directly to a person's name, as part of the name (President Fillmore, General Grant, Pope Pius, Justice Brandeis, King Arthur). When such titles are used in apposition to a name they are not considered part of the name and so are lowercased (Boston mayor James Michael Curley, American general Black Jack Pershing). When such titles are used independently of a name they are lowercased (the mayor, the duke, the pope, the secretary of state).
- *Canon* does not need to be capitalized, unless it is the title of a text (ex.: Canon 12).
- Capitalization of religious terminology
 - Terms in theological usage as proper nouns with reference to divinity (ex. Godhead, Trinity, Holy Spirit; the Logos, the Absolute) or to a revered figure (the Messiah, the Prophet [when used for Muhammad]) should be capitalized. Terms with broader applications (ex. creator, messiah [in more general usage], redeemer) do not require capitalization. Singular mytho-religious events are capitalized according to common theological usage (ex. "the Deluge," "the Exodus," "the Annunciation," "the Resurrection," "the Night Journey").
- Italics
 - The following should be italicized: titles of books; names of newspapers, magazines, journals, and periodicals; titles of movies.
 - Do not italicize foreign words or phrases if they are common in Standard English usage, and which can be found in the English dictionary (e.g., par excellence, quid pro quo, per se).
- Commas, Colons, and Semicolons
 - Commas generally appear after introductory words and phrases, including, although not restricted to: Now, Thus, Rather, Indeed, However, In fact, etc.
 - i.e. is followed by a comma, as is e.g.

- When a colon is used within a sentence, the first word following the colon is lowercased unless it is a proper name. However, when the colon introduces two or more sentences, or when it introduces a question, a speech in dialogue, or an extract, the first word following is capitalized.
- **Parentheses and Brackets**
 - When one or more independent sentences are enclosed in parentheses, final punctuation belongs inside the closing parenthesis; otherwise not.
 - Brackets are used to signify an insertion into quoted material (viz., [sic]). Parentheses appear within a quote only if they appear in the source material.
 - Parenthetical material that appears within already delineated parentheses should be bracketed; parenthetical material within these brackets should appear in parentheses.
 - Brackets are unnecessary when changing a capital letter to a lower case one, and vice versa, at the beginning of a quotation.

What is 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 100–150 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 when writing your abstract. So do not use “In this article, I analyze...”

Instead, use third person, such as: “This article examines...”

Examples

“Heritage is more than isolated and commodified places and events. It is, at least in part, an assemblage of interconnected stories. Changing social, cultural, and political circumstances may strengthen or weaken the ways these stories connect one to another. An examination of heritage exemplars in Barcelona and Catalonia offers a way to better understand what gives the narrative connections between heritage, culture, and identity their tenacity. In Catalonia, heritage often points back to a medieval pre-Spanish past. How any particular example refers back suggests structural linkages that connect it—in history, myth, and collective imagination—to other heritage exemplars. Drawing on El Born Centre de Cultura i Memòria and other exemplars, this article uses the terms inventory, ecology, matrix, and fractal to consider the value of the structural connections.”

“This article revisits the question of Virgil’s salvation in Dante’s *Commedia*. It does so by following Virgil’s rather than Dante’s experiences as they descend into Hell and ascend Purgatory. A close reading of the text suggests that Dante is opening up to the reader the possibility of an extended mission for Virgil. Just as Virgil leaves Limbo to guide Dante’s conversion, so does his expected return to Limbo carry with it the potential for Christian conversion of the virtuous pagans awaiting him.”

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](#).

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 (100–200 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.
- Manuscript has been checked for spelling and grammar.
- Manuscript and Notes sections follow the most recent *Chicago Manual of Style* (18th edition) for formatting and language.
- If you only have 1 note, the section is called Note (not Notes).
- If your article includes notes, you have used shortened citations instead of *ibid* (See *CMS* 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** to describe all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more information [here](#).