

Journal of Minority Achievement, Creativity, and Leadership

SUBMISSION GUIDELINES FOR AUTHORS

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General Submission Criteria

- Because unsolicited article manuscripts submitted for publication undergo an anonymous review process, the author's name must not appear in the manuscript. 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.
- Submissions must be accompanied by a short abstract up to 150 words and up to 5 keywords.
- On matters of style and documentation, authors should follow *The Chicago Manual of Style* 18th ed. and recent issues of the journal.
- All references must be to critical editions of works where such English language editions exist and constitute the standard for scholarship; examples include the Harvard

University Press critical edition of the works of William James and the Southern Illinois University Press critical edition of the works of John Dewey.

- Authors are responsible for securing permissions and paying the required fees for the use of any material previously published elsewhere. Copies of permission letters must be sent to the Penn State University Press.
- 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.
- Receipt of the manuscript will be acknowledged in a timely manner.
- The editors, with advice from the editorial board and others, will make final decisions in a timely manner.
- Authors have reviewed the submission checklist on page 9 of this guide to ensure all submission directions have been followed.

Manuscript format

- Submissions must be made as Microsoft Word files.
- All text, including notes and works cited, must be formatted in Times New Roman font, size 12 point, with double line spacing throughout.
- Make evident, whether in the body of the essay or in endnotes, the principle of your selection of the texts and authors on which you focus. No scholarly essay can, or should, attend to all work in a given field or on a given topic, but all work should make clear the interests that guide its particular emphases, inclusions, and exclusions. JMACL seeks to publish articles that make every reasonable effort to be pluralistic and inclusive with respect to relevant scholarship.
- All manuscripts must include a list of works cited.
- Endnotes, NOT footnotes, must be provided. See in section “Style” for more information.
- Include a Works Cited at the end. See below for more information.
- Paragraph indentation by tab only, not space bar or paragraph indent function.
- Number pages.

- 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.
- Epigraphs and extracts 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.
- Use single spaces following periods between sentences throughout the manuscript.
- All footnotes to be converted to endnotes, 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.
 - Charts and graphs should be submitted in MS-Excel or its original source file.
 - 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

- 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.
- JMACL 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; 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.

Writing Tips for Abstracts

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

- State your thesis clearly and as early as possible.
- Provide background information placing your work in the larger body of literature
- Use 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 the first-person pronouns (In this article, I will) in writing the abstract. Instead, use third person: “This article discusses”

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.

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 and or Works Cited sections follow the most recent *Chicago Manual of Style* (18th edition) for formatting and language.
- 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 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](#).