

Journal of Moravian History

Submission Guidelines

The editors invite submissions of original articles in all areas of the history of the Unitas Fratrum (Moravian Church). We also welcome (translations of) primary source materials, research notes, as well as book reviews. All articles deemed appropriate for JMH are sent out anonymously for peer review by scholars who are experts in the author's particular field. We cannot accept or review articles that have been published elsewhere or are under consideration by any other journal or publisher. Each author will receive a copy of the issue in which the article appears.

Preparation of Copy

Articles are to be submitted through our Editorial Manager online submission system (<https://www.editorialmanager.com/jmhist/default.aspx>). Articles can be submitted at all times of the year. JMH only accepts submissions in electronic form (Word 2007 or later; files in other formats such as WordPerfect cannot be accepted). An accompanying hard copy (printout) is not necessary.

All submissions should be formatted according to The Chicago Manual of Style, latest edition (18th).

All quotations must be translated into English, with the original text provided in a footnote.

The preferred length for articles is between 6,000 and 11,000 words or 20 and 35 pages.

In order to protect anonymity, the author's name should not appear on the manuscript; all identifying references and footnotes will be masked for the review process.

Please number the manuscript pages consecutively in the upper-right corner.

Illustrations, maps (at least 300 dpi, JPEG or TIFF, with at least 2.5 inches in width), and tables are welcome. They can be submitted through Editorial Manager. Please do not place digital images in the text of the manuscript. Illustrations will be printed in black and white.

Authors are responsible for obtaining the necessary permissions for illustrations after the article has been accepted for publication. You must provide the editors with copies of letters of permission from the copyright holders or from the individual or institutional owners of uncopyrighted illustrations.

Authors may need to provide **alt text** to describe image, chart, and table content to ensure accessibility for individuals using screen readers. **Alt text** may be provided by JMH editorial staff in lieu of such from authors. Please see the **PSU Press Alt Text Guide on page 3** for further information on writing alt text.

- Authors have reviewed the submission checklist on **page 4** of this guide to ensure all submission directions have been followed.

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 shortened 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 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](#).
- You have saved your article in a docx file format, not as a PDF or other file format.