

SUBMISSION GUIDELINES FOR AUTHORS

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General Submission Criteria

- 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 / documents from the article text.
- Submissions should be accompanied by an abstract of up to 200 words to be entered directly on the Editorial Manager submission interface and on the first page of your manuscript (see page 5 for guidelines).
- Submit 3–5 key words selected carefully to allow for maximum discoverability.
- Manuscripts should not exceed 8,000 words in length.
- Authors should provide a biography of approximately 100 words.
- 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 in consultation with the Editor.
- 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.
- 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 further information on writing alt text.
- **Authors have reviewed the submission checklist on page 9 of this guide to ensure all submission directions have been followed.**

Manuscript Format

- Manuscripts 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.
- 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.
- Use “main headings” and “subheadings.”
- Subheads within the text must be bolded to distinguish them from a full heading and should not have any punctuation at the end.
- Paragraph indentation by tab only, not space bar or paragraph indent function.
- 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 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, **not inserted into MS Word file.**
 - An indication in the text for placement should be given, for example:
 - <Table 1>, <Figure 2>, <Appendix 1>
 - Tables should be submitted in MS-Word. All tables may be included in one document.
 - In the text, do not use the word “see” before directing the reader to any figures or tables.
 - Charts and graphs should be submitted in MS-Excel or its original source file.

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- Digital images should be submitted in either .tiff or .jpeg files at 300 dpi with at least 2.25 inches in width.
- If possible, all digital files (photos) should be grayscale.
- Provide **alt text** to describe image, table, and chart content for screen readers for those with disabilities. Please see the **PSU Press Alt Text Guide on page 7** for further information on writing alt text.

Style

- MLA style must be used for citations and notes. Please refer to the latest edition of the *MLA Handbook*. Note: MLA format is double spaced with a hanging indent.
 - **Endnotes**
 - Endnotes are used to elaborate on information presented in the article text, e.g. bibliographic information.
 - Endnotes must be numbered consecutively throughout the article and be indicated by the superscript numerals following the punctuation.
 - The endnote numbers at the end of the article should not be superscript text and should be a number followed by a period.
 - All endnote entries must be double-spaced at the end of the article and must appear before references.
 - Automatic formatting is acceptable in endnotes.
 - **Works Cited:**
 - Please use parenthetical citations that reference a works cited list; notes and works cited should appear at the end of the text.
 - Submissions to the reviews section do not need a works cited list.
 - **Titles:** Italicize the titles of books, plays, and periodicals; short stories and poems are to be put in quotation marks.
 - For a multi-volume work, always state the complete number of volumes.
 - To indicate page and volume number, a brief reference should be inserted, within parentheses, in the text itself. Use Arabic numbers, not Roman numerals, when giving volume numbers, followed by a colon and page numbers.
 - Please note that “Ibid.” and “op. cit.” are not to be used, nor are the

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abbreviations “p.” or “pp.”

▪ **Capitalization, Abbreviation, and Punctuation**

- The MLA guidelines specify using title case capitalization—capitalize the first words, the last words, and all principal words, including those that follow hyphens in compound terms.
- Use lowercase abbreviations to identify the parts of a work (e.g., *vol.* for *volume*, *ed.* for *editor*) except when these designations follow a period.
- Whenever possible, use the appropriate abbreviated forms for the publisher’s name (*Random* instead of *Random House*).
- Separate author, title, and publication information with a period followed by one space.
- Use a colon and a space to separate a title from a subtitle. Include other kinds of punctuation only if it is part of the title.
- Use quotation marks to indicate the titles of short works appearing within larger works (e.g., “Memories of Childhood.” *American Short Stories*). Also use quotation marks for titles of unpublished works and songs.

Examples:

Journal article—Print:

Stock, Carol D., and Philip A. Fisher. “Language Delays Among Foster Children: Implications for Policy and Practice.” *Child Welfare*, vol. 85, no. 3, 2006, pp. 445–62.

Newspaper article—Online:

Dolen, Christine. “Claudia Rankine Examines Racial Privilege in GableStage’s *The White Card*.” *Miami New Times*, 25 February 2022. <https://www.miaminewtimes.com/arts>

/interview-with-claudia-rankine-on-the-white-card-at-gablestage-13972984.

Book by multiple authors:

Rollin, Bernard E., Laura L. Nash, and Henri-Claude de Bettingnies. *Science and Ethics*.
Cambridge University Press, 2006.

Please refer to the *MLA Handbook* for more examples and further guidance.

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 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 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,

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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 in abstract text (e.g., instead of “In this article, I outline,” use “This article outlines”)

Book Reviews

- Book reviews should be submitted 12-point Times New Roman font, double-spaced and without endnotes.
- Please italicize book titles.
- All reviews should present the full publication material according to the MLA guidelines.
- Examples:

Petrey, Sandy. *In the Court of the Pear King: French Culture and the Rise of Realism*. Cornell UP, 2005. Pp. xiii + 178. ISBN: 0–8014–4341–5.

Zanone, Damien, ed. *Le Moi, L'Histoire, 1789–1848*. Ellug, Université Stendhal, 2005. Pp. 193.
ISBN: 2–84310–063–1.

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);

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- 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 (MLA)

- 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 *MLA Style* guide (9th 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).
- 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 provided for all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more

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information [here](#).

- You have saved your article in a docx file format, not as a PDF or other file format.