

Pacific Coast Philology
SUBMISSION GUIDELINES FOR AUTHORS

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Pacific Coast Philology publishes peer-reviewed essays of interest to scholars in the classical and modern languages, literatures, and cultures. Essays may be submitted any time throughout the year. While we welcome articles that grow out of papers delivered at the Annual Conferences of PAMLA, we especially encourage essays submitted by PAMLA members independently of the conference. PAMLA membership is not required to submit to PCP; however, membership is required for publication.

Successful essays contextualize analysis within a relevant theoretical framework. Authors should provide evidence of a thorough investigation into secondary sources on the topic to prove that the thesis is unique. Authors should also be scrupulous in their attention to style, grammar, and bibliographical citations in the latest MLA handbook (9th edition). Extra scrutiny is necessary for checking out resources; when possible, only original sources should be used.

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, 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.
- Submit 3–5 key words selected carefully to allow for maximum discoverability.
- The expected length for all essays is between 5,000 and 8,000 words in length.
- Accepted submissions should provide an author biography of up to 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 with the author's publication contract. Please contact Penn State University Press journals department at journals@psu.edu for an image or text copyright form.
- 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 need to provide **alt text** to describe mages, graphics, tables for screen readers for those with disabilities. Please see the **PSU Press Alt Text Guide on page 12** for further information on writing alt text.
- Authors have reviewed the submission checklist on **page 13** of this guide to ensure all submission directions have been followed.

Manuscript Format

- Articles should be submitted as Microsoft Word files and not as a PDF.

- 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.
 - An indication in the text for placement should be given, for example: <Table 1> <Figure 1>

- Tables should be submitted in MS Word and 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.
- Digital images should be submitted in either .tiff or .jpeg files at 300 dpi with at least 2.5 inches in width.
- If possible, all digital files (photos) should be grayscale.
- Authors need to provide **alt text** to describe mages, graphics, tables for screen readers to ensure accessibility for those using screen readers. Please see the **PSU Press Alt Text Guide on page 12** for further information on writing alt text.

Style

- MLA style must be used for citations and notes. Please refer to the 9th edition of the MLA Handbook. Note: MLA format is double spaced with a hanging indent.
- Resources: MLA Handbook; Purdue Owl site, and Merriam Webster’s (m-w.com)

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 abbreviations “p.” or “pp.”

Numbers in text

- Spell out numbers up to 99 and hyphenate numbers with two words, i.e., ninety-nine, twenty-three.
- Spell out nineteenth century (not 19th century).
- 1970s (preferred to '70s or seventies)
- 1750–1850 (en-dash)
- Date January 2, 2013

Part of a book

- chapter 2
- book 4

Figure reference

(fig. 1)

Format conventions

Book review subject format

Lyon, John. *Out of Place: German Realism, Displacement and Modernity*. Bloomsbury, 2013.

Pp. 224, \$110.

Punctuation

• Use series comma

Use commas in series of three or more items, e.g., Monday, Tuesday, and Wednesday

• Italicize words as words

the term *Roma*

- Use postal abbreviations for states: IN, NY, etc.
- When a proper name or noun ends in an s and is possessive, an apostrophe and an s should be added, i.e., Jones's book, not Jones' book.

Academic Titles/Terms

Capitalize the official names of honorary chaired and university professorships. For those titles that are not honorary or for references after the name of the professor, use lowercase.

- She is an assistant professor of English literature.
- He is a professor in the Ethnic Studies and Literature Departments.
- He is a visiting assistant professor of Spanish.
- She is Distinguished Professor of German.

Lowercase common-noun titles

- chair of the Department of World Languages and Literatures
- director of the Clarion Science Fiction and Fantasy Writers Workshop
- a historian of early modern and modern Europe

Capital/lowercase for course titles

Lowercase for references to courses as common nouns, retaining capitals for proper nouns only:

- He teaches graduate and undergraduate literature and composition courses.
- She teaches freshman composition and American literature.

Degrees

- bachelor's, master's degree
- doctorate or doctoral
- PhD

Subjects

twentieth- and twenty-first-century Hispanic women's literature

Departments

- a PhD candidate in the English Department (*or* the Department of English) nineteenth-century American literature, women writers, and religion and literature

Works cited

• Book

Anderson, Benedict. *Imagined Communities: Reflections on the Origin and Spread of Nationalism*. Verso, 1991. Print.

• University press book

Arendt, Hannah. *The Human Condition*. U of Chicago P, 1958. Print.

Edited and/or translated work

Aare, Antti. *The Types of Folktale: A Classification and Bibliography*. Trans. and enlarged by Stith Thompson. 2nd revision. Suomalainen Tiedekatemia Academia Scientiarum Fennica, 1964. Print.

Adelson, Leslie. "Against Between: A Manifesto." *Unpacking Europe: Towards a Critical Reading*. Ed. Iftikar Dadi and Salah Hassan. NAI Publishers, 2002, pp. 244–55. Print.

• Essay in edited volume

Bhabha, Homi. "Culture's In-Between." *Questions of Cultural Identity*. Ed. Stuart Hall and Paul Du Gay. Sage Publications, 1996. pp. 53–60. Print.

• **Journal article (note online sources take access date but no URL)**

Roberts, Ruth. "Presidential Address: A. E. Housman, Intertextualist." *Pacific Coast Philology*, vol. 21, no. 1–2, 1986, pp. 7–19. Web. 7 Oct. 1986.

Carter-Black, Jan. "Teaching Cultural Competence: An Innovative Strategy Grounded in the Universality of Storytelling as depicted in African and African American Storytelling Traditions." *Journal of Social Work Education*, vol. 43, no. 1, 2007, pp. 31–50. Web. 5 Dec. 2013.

Website or page

Gray, Carol. "The Gray Center for Social Learning and Understanding." The Gray Center. Web. 6 Dec. 2013.

Electronic sources

Sometimes writers are confused with how to craft parenthetical citations for electronic sources because of the absence of page numbers, but often, these sorts of entries do not require any sort of parenthetical citation at all. For electronic and Internet sources, follow the following guidelines:

- Include in the text the first item that appears in the Work Cited entry that corresponds to the citation (e.g. author name, article name, website name, film name).

- You do not need to give paragraph numbers or page numbers based on your Web browser's print preview function.
- Unless you must list the website name in the signal phrase in order to get the reader to the appropriate entry, do not include URLs in-text.
- Only provide partial URLs such as when the name of the site includes, for example, a domain name, like CNN.com or Forbes.com as opposed to writing out <http://www.cnn.com> or <http://www.forbes.com>.

Dissertation

Use quotations marks (not italic) for a published dissertation: "The Politics of the Room: Sexuality and Subjectivity in the Modernist Text"

In-text citations

Author-page style: (Honeycutt, Pecchioni, Keaton, Pence 24)

(Why Fairy Tales Stick 115)

Word List

co-edit

U.S.

Roma

Southern California

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

Book Reviews

In the interest of making members' works more well known to each other and of informing a varied audience of their work, *Pacific Coast Philology* publishes book reviews. Only members' works within the last three years are accepted for review.

If you have recently published a book that you would like to have the journal review, have your publisher send a review copy (by July 15 for publication in the spring issue) to Roswitha Burwick, Friederike von Schwerin-High or Lina Geriguis % Pacific Coast Philology, Department of German, 1030 Columbia Avenue, Scripps College, Claremont, CA 91711.

Reviewers are enlisted from among scholars of note in the book's area of expertise and may or may not be PAMLA members.

- 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

Reviewed by Lawrence R. Schehr, University of Illinois

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

Reviewed by W. Jay Reedy, Bryant University

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 (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 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.