

## **SUBMISSION GUIDELINES FOR AUTHORS**

### **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.
- Scholarly 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 key words for scholarly submissions.
- 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 publisher, the Pennsylvania 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.
- Authors need to 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 7 of this guide to ensure all submission directions have been followed.

### **Manuscript Format**

- Articles should be submitted as Microsoft Word files.
- Length: 6000 to 10000 words. Position papers should be no longer than 3000 words.
- For initial consideration, authors may submit their paper in any scholarly format or layout. There are no strict formatting requirements, but all manuscripts must contain the essential elements needed to evaluate a manuscript: abstract, keywords, figures, tables, references. References can be in any style or format, so long as a consistent scholarly citation format is applied.
- For final post-acceptance submissions, submissions should follow the format requirements listed below.

- All text, including notes and works cited should be formatted in Times New Roman font, size 12 point, with double line spacing throughout.
- 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.
- Use “main headings” and “subheadings.”
- Subheads may be placed in italic to distinguish them from a full heading.
- No automated lists—all numbers or bullets must be keyed.
- 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 the original format at the size the author would like them to appear.
  - 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.
  - Digital images should be submitted in either .tiff or .jpeg files at 300 dpi at the size the images are to appear.
  - If possible, all digital files (photos) should be grey scale.
  - Authors need to 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.

### Style

- For initial consideration, authors may submit their paper in any scholarly style.
- For final post-acceptance submissions, submissions should follow the format requirements listed below.
- Use single spaces flowing 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.
- 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.
  - If a source is cited in a particular endnote, the bibliographic information must be identical to that in the reference list.
  - Automatic formatting is acceptable in endnotes.
- Citations:
  - Manuscripts must consistently conform to *The Chicago Manual of Style*, 18<sup>th</sup> ed. (*CMS*), author-date style. Examples of reference citations for journal articles and books are shown below. For more examples, please check *CMS*.
  - Books and journals in the text: Reference citations in the article must be enclosed in parentheses and listed chronologically.
  - 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., as exemplified below:

- (Poist and Alen 1999; Murphy 2000, 48–51; Pollan, Ward, and Burns 2007; Barnes et al. 2010).
- Books and journals in the reference list: References citing source materials must be listed 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.” *Transportation Journal* 14 (3): 232–50.
  - Books: 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 Contractor’s Guide to Life Cycle Product Support Management*. Supply Chain Visions.
    - For example: Benn, Gottfried. 1961. *Primal Vision*. Ed. E. B. Ashton; trans. M. Hamburger. Bodley Head.
- All subsequent references should follow the *CMS* short title format: Author, date, page number.
  - For example: Savage and Watson, 1995, 2.
- Manuscript references: When referring to manuscripts, the first citation must include the full manuscript information: City, Library, manuscript number, folio number.
- For other types of citations, please check the *CMS*.

### **Abstracts**

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 JSTOR, 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, 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

**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 Author-Date Style**

- All authors and coauthors are listed in the submission 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 follows the most recent *Chicago Manual of Style* (18<sup>th</sup> edition) for formatting and language.
- Manuscript Notes and Works Cited follow the author-date style. <https://www->

[chicagomanualofstyle-org.ezaccess.libraries.psu.edu/tools\\_citationguide/citation-guide-2.html](http://chicagomanualofstyle-org.ezaccess.libraries.psu.edu/tools_citationguide/citation-guide-2.html)

- 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 shorten 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 in width.
- **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 information [here](#).
- You have saved your article in a docx file format, not as a PDF or other file format.