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.
- 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 page.
- Submit 3 - 5 key words selected carefully to allow for maximum discoverability.
- Accepted submissions should provide an author biography of up to 60 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.
- 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.

Manuscript Format

- Articles 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, however:
  - Do not indent the first paragraph of an article.
  - Do not indent first paragraph after article subheadings.
- 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 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.
  - In the text, do not use the word "see" before directing the reader to any figures or tables.

- o Charts and graphs should be submitted in MS-Excel or its original source file.
- o Digital images should be submitted in either .tiff or .jpeg files at 300 dpi with at least 2.25 inches in width.
- o If possible, all digital files (photos) should be grayscale.
- o 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 10** for more on writing alt text.

Style

- Use single spaces following periods between sentences throughout the manuscript.
- Ellipses:
    - o When omitting part of a sentence with an ellipsis, use three periods with a space before, in between and after (" . . . and . . . ")
    - o If the end of a sentence is omitted, use four periods, the first immediately following the text, and the following spaced as above
    - o Use a four-dot ellipsis if an entire sentence is omitted
    - o 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.
    - o Endnotes must be numbered consecutively throughout the article and be indicated by the superscript numerals following the punctuation.
    - o The endnote numbers at the end of the article should not be superscript text and should be a number followed by a period.
    - o All endnote entries must be double-spaced at the end of the article and must appear before references.
    - o If a source is cited in a particular endnote, the bibliographic information must be identical to that in the reference list.
    - o Automatic formatting is acceptable in endnotes.
- Citations:

- o Manuscripts must consistently conform to *The Chicago Manual of Style, 18th Edition (CMS)*. Examples of reference citations for journal articles and books are shown below. For more examples, please check *CMS*.
- o Books and journals: Citations of source materials must be listed as an endnote and must include, in order, the following information:
  - o Journal: First author's first name last name, and Second author's first name last name, "Title of Article," *Title of Journal* volume no., issue no. (Year of publication): page numbers.
    - For example: G. Bischoff, S. Maertens, and W. Grimme. "Airline Pricing Strategies Versus Consumer Rights." *Transportation Journal* 14, no. 3 (2011): 232–50.
  - o Books: Author's first name and last name, *Title of Book* (Name of publisher, year of publication), page numbers.
    - For example: S. Geary., and K. Vitasek. *Performance-Based Logistics: A Contractor's Guide to Life Cycle Product Support Management* (Supply Chain Visions, 2008), 15–21.
    - For example: Gottfried Benn, *Primal Vision*. Ed. E. B. Ashton; trans. M. Hamburger (Bodley Head, 1961).
- All subsequent references should follow the *CMS* short title format: Author, *Title of Work*, page number.
  - For example: Savage and Watson, *Anchoritic Spirituality*, 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*.
- Translations
  - o Include translations for all quotations in languages other than English. Translations for individual foreign words, run-in quotes, and block quotes should be in parenthesis.

- o In general, translations should be accompanied by the original quotation in the endnotes.
- Text Style Guidelines – please refer to *CMS* 18e for further examples.
  - o co: Examples: coequal, coauthor, coeditor, co-opt, co-worker
  - o decades: Leave out the apostrophe within decades. Example: "the garment industry achieved victory in the 1930s"
  - o department: Examples: departmental; the State Department; The Department of State.
  - o governor: Examples: Ed Rendell, governor of Pennsylvania; Governor Rendell; the governor.
  - o numbers: spell out whole numbers one through one hundred, and all round numbers, in words rather that with digits.
    - Four-digit numbers: comma comes after first digit of any four-digit number. Example: "Braddock accounted 1,330 men of the two regiments, and 2,041 overall, fit for duty."
    - Large numbers: Spell out very large numbers (such as millions and billions) with numerals rather than digits. Example: "By January 1763, the British national debt was 130 million pounds sterling."
    - Numbers beginning sentences must be spelled out in words, not numerals. Example: "Four weeks into the bitter shirtwaist strike in the severest winter in recorded Philadelphia history (1909-1910), union leader Abraham Rosenberg had just about given up."
    - Paragraphs: Whenever multiple numbers appear in a paragraph, maintain consistency of usage, consistently spelling out numbers in words or using digits. Example: "A return dated January 24, 1758, however showed the regiment, still in Charleston, to be in far better condition: 942 men fit, 68 sick, 30 to complete."
    - Percentages: Write out the percentage in the text with numerals. Example: "Many worked in the garment industry, and the proportion of Philadelphia wage-earners employed in the women's clothing industry grew from 7.4 percent in 1899 to 9.0 percent in 1914."
  - o parliament: Examples: the Scottish Parliament; parliamentary procedure.
  - o possessives: For singular words and names (including those terminating

in "s") add apostrophe and "s" . Examples: "Becker's statements during the strike became increasingly strident."; "a triumphant completion of its mission by Forbes's army." For plural words, add apostrophe only. Example: "the Lewistown Riots' disappearance from history."

- o president: Examples: presidential; President Clinton.
- o republican: Examples: republicanism; the Republican party.
- o revolution: Examples: revolution (referring to revolutions in general); the American Revolution; Revolutionary (when referring to American Revolution).
- o [sic]: Avoid using to indicate misspellings or poor grammar within quotations. Insert [word] after a word if its meaning is unclear.
- o time period: Time periods should not be capitalized. Example: "early national period."
- o whig: Examples: whiggish; the Whig party.

Book Reviews

- Reviews should be approximately 1000 words in length.
- The text of the review must be double-spaced.
- Please structure your heading like the following example:

  Mark Jacob and Stephen H. Case. *Treacherous Beauty: Peggy Shippen, the Woman Behind Benedict Arnold's Plot to Betray America*. Lyons Press, 2012. Pp. 288. Illustrations, notes, bibliography, index. Cloth, $24.94.

- Sign your review with your name and affiliation.
- The book review editor will edit your review and send you a note about any suggested changes. After that, it will go to the press where it will be copyedited.
- The press's copyeditor will then send you their edits to go over. Please make sure to correct content and stylistic errors on the copy our editor sends you so that you will not need to make big changes on the copyedited version. Once you return your

feedback on the edits to the copyeditor, you will receive the page proofs to go over. At that point, we ask that you only correct typographical or other errors.

Guidelines 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 100-200 words) and may include these elements:

• Statement of the problem and objectives

• 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 your abstract 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 abstracts. So, instead of, "In this article, I analyze," use: "This article analyzes."

Sample Abstract

This article examines how Black Americans used Black economic nationalism to create community through the formation and support of The People's Savings Bank in early twentieth-century Philadelphia. Through its lending practices, The People's Savings Bank offered Black Philadelphians credit opportunities that allowed them to circumvent the Jim Crow practices of the period. Furthermore, the article argues that the success of the bank was the result of inter-gender mutualism by a community determined to achieve self-determination through economic empowerment. Banking in Black Philadelphia went beyond creating a successful moneyed class, it was about crafting an oasis for a people besieged by White supremacist structures.

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.

Pennsylvania History: A Journal of Mid-Atlantic Studies

Final Submission Checklist

o All authors and coauthors are listed in the submissions interface.

o 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)

o Necessary funding statements have been provided, including funding organization name, the organization's DOI, and grant numbers if you have them.

o 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.

o Journal policies detailed in **submission guidelines have been reviewed** and **journal style guide has been followed**.

o Manuscript has been checked for spelling and grammar.

o Manuscript and Notes and or Works Cited sections follow the most recent *Chicago Manual of Style* (18th edition) for formatting and language.

o You have used endnotes and not footnotes.

o All references mentioned in the Works Cited list are cited in the text.

o If you only have 1 note or 1 work cited, the sections are called Note or Work Cited (not Notes or Works Cited).

o If your article includes notes, you have used shortened citations instead of ibid (See CMOS 18, 13.37).

o 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.

o 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.

o **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.

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