SUBMISSION GUIDELINES FOR AUTHORS

General Criteria

- Authors should remove their name(s), along with all other self-identifying material, from their submission.
- All submissions should employ a parenthetical citation system, with endnotes and a works cited list in the author-date style. On all matters of style and documentation, authors should consult *The Chicago Manual of Style,* 18th ed. and recent issues of the journal.
- *Philosophy & Rhetoric* does not consider manuscripts that are under review for publication elsewhere.
- The journal does not generally consider material that has been published—in print or online form. In cases where a submission includes a small quantity of already published material, it is the responsibility of authors to disclose the full extent and source of prior publication. Such disclosure must be made at the time of submission.
- 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.
- Tables, figures, appendixes, and photos must be submitted as separate files / documents from the article text.
- Figures must be submitted in high-resolution jpg or tiff files (300 dpi) at least 2.25 inches in width.
- **Alt text** must be provided for all tables, figures, charts, and graphics to meet requirements for accessibility for those using screen readers. Please see the **PSU Press Alt text Guide on page 7** for more on writing alt text.
- The Final Draft must be accompanied by an Abstract of up to 150 words. **Please see page 4 for guidelines on how to write an abstract.**
- Submit 1–5 key words, listed after the Abstract.
- Upon publication, authors receive one print and one electronic (PDF) copy of the issue in which their article appears.

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Manuscript Format

- Final draft of 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.
- Length: not to exceed 9,500 words (including text, endnotes, and works cited).
- 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.
- 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>
  - 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 a least 2.25 inches in width.
  - If possible, all digital files (photos) should be grayscale.
  - Please provide **alt text** for all tables, figures, charts, and graphics. For more information on writing alt text, see see the **PSU Press Alt text Guide on page 7**.

Style

- Use single spaces flowing periods between sentences throughout the manuscript.
- Ellipses:

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- 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. Since the journal uses author-date format, all bibliographic information is to appear only in the reference list.
  - 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, source citations within the note are treated in the same way as in the text; complete bibliographic information should appear only in the reference list.
  - o Automatic formatting is acceptable in endnotes.
  - o Chicago Manual of Style now prefers using shorten citations instead of ibid. (See CMOS 18, 13.37).

- 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 in the text: Reference citations in the article must be enclosed in parentheses and listed chronologically / alphabetically in the text.
        For example: (Orwell 1945)
  - o 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).
  - o 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:
  - o **Journal - Print:** 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.

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- For example: Cloud, Dana L., and Joshua Gunn. 2011. "Introduction: W(h)ither Ideaology?" *Western Journal of Communication* 75 (4): 407–20.
  - o **Journal - Online:** Include a Digital Object Identifier (DOI) if the journal lists one. If no DOI is available, list a URL. 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. doi or url.
    - For example: Lehr, Jay H. "Let There Be Stoning!" *Ground Water* 23 (2): 162–65. DOI: 10:1052/569826. (or: url: http:/www.contemporary. texts.org.)
  - o **Books:** Author's last name, first name. Year of publication. *Title of Book*. Name of publisher.
    - For example: Bell, Daniel. 2000. *The End of Ideology: On the Exhaustion of Political Ideas in the Fifties*. Cambridge University Press.
    - For example: Dreyfus, Hubert L., and Paul Rabinow. 1983. *Michael Foucault: Beyond Structuralism and Hermeneutics*. University of Chicago Press.
  - Manuscript references: When referring to manuscrips, the first citation must include the full manuscript information: City, Library, manuscript number, folio number.
  - For other types of citations, please check the *CMS – Notes and Bibliography*.
- 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.

Book reviews

- Reviews should adhere to the word limit assigned by the book review editor.
- The review must be headed by the following information: title of publication; name of author or editor; publisher; date of publication; open access (as warranted).
- The text of the review must be double-spaced.
- The reviewer's name and employer affiliation must be indicated at the end of the review.

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:

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- 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 approach, 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

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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 when writing your abstract. So do not use, "In this article, I analyze …" Instead, use third person, such as: "This article offers an overview of how LLMs like GPT work and a consideration of whether they should be considered rhetorical agents. To answer this question, the article considers structural and argumentative similarities in classical theorizations of rhetoric and the philosophy of Wilfrid Sellars."

Examples
The abstract should begin with a clear sense of the research question and thesis.

"While some recent scholars claim to have refuted the relevance of stylometric analysis for Plato studies, new technological advances reopen the question. This article uses two recently completed stylometric analyses of the Platonic corpus to show that advanced artificial intelligence techniques such as genetic algorithms can serve as a foundation for chronological assertions."

It is often useful to identify the theoretical or methodological school used to approach the thesis question and/or to position the article within an ongoing debate. This helps readers situate the article in the larger conversations of your discipline.

"The debate among Watts, Koupria, and Brecker over the reliability of stylometry (2009) suggests that . . ." or "Using the definition of style proposed by Markos (2014), this article argues that . . ."

Finally, briefly state the conclusion.

"Through analyzing the results of Watts and Koupria's genetic algorithmic stylometry, this article demonstrates that they provide solutions to roadblocks previously identified in stylometric analyses of the Platonic corpus for the purposes of developing a reliable chronology. These solutions . . ."

Philosophy & Rhetoric

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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.

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Final Submission Checklist

- All authors and coauthors are listed in the submission interface.
- All authors need to submit 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.
- Manuscript has been checked for spelling and grammar.
- Manuscript follow the most recent *Chicago Manual of Style* (18th 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
- 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 all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more information here.