

***PRETERNATURE* SUBMISSION GUIDELINES**

Authors: Before submitting your paper to our online system, please follow the checklist below.

Following these guidelines will ensure faster processing of your submission.

1. General Criteria: page 1
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3. Style: page 2
4. PSU Press Alt text Guide: page 3

General Criteria:

- Please ensure that you are submitting a polished paper, not a draft. Papers with multiple errors will be returned to their authors for revision before being sent out for peer review.
- Remove all references to your identity as author(s) from the text, endnotes, headers, and footers.
- Please ensure that your submission is not currently published or under consideration elsewhere and does not infringe upon any copyright or property rights or contain any libelous or unlawful matter.
- Provide an abstract of 150 words or fewer, and up to 6 keywords.
- Provide an author biography of 75 words or fewer.
- Authors have reviewed the submission checklist on page 8 of this guide to ensure all submission directions have been followed.
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Manuscript Format

- Please submit the document as a Microsoft Word file with 1-inch margins throughout.
- Suggested length is 8,000 to 12,000 words, *including* notes and bibliography. Longer pieces may be accepted in exceptional circumstances. Papers for special issues may be in the 6,000–8,000 range.
- “Track Changes” function must be turned *off*. Delete any tracked changes, hidden text/comments, etc.
- Use endnotes (not footnotes) via the notes function, with Arabic rather than Roman numerals.
- Place endnote numbers at the end of clauses and sentences, *not* after individual words or phrases.
- Use 12-point Times New Roman for all text, *including* notes and bibliography.
- Double-space all text, *including* notes and bibliography, with no extra space between paragraphs.
- Provide a Works Cited section (basic format below).
- Number pages at the top right. Align text flush left. *Do not justify*.
- Indent paragraphs using tab only, *not* space bar or tool bar settings.
- Submit each individual figure, image, table, appendix, and photo *as a separate file*, and provide a separate file with the list of all captions for any figures, images, etc.

- Indicate in the text where the figure, table, etc. should be placed, e.g. <Figure 2>.
- Submit figures, etc., in the original format at the size you would like them to appear, and digital images **in either .tiff or .jpeg files** at least **300 dpi** at the size the images are to appear, and in grey scale. *Do not* submit images as part of Word documents.
- 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 more on writing alt text.
- Secure permissions and pay the required fees for the use of images. Upload permission letters separately from each image. **NOTE:** Do not do this unless/until your article is accepted for publication.
- Submit charts and graphs in MS-Excel or original source file.

Style

- *Preternature* follows *The Chicago Manual of Style*, 18th edn. (*CMS*), with simplification of bibliographic style as indicated below.
- Use US spelling and punctuation (double quotes, end punctuation within quotes, etc.)
- Use single spacing after periods.
- Use smart quotes (“ ”) rather than straight quotes and avoid using scare quotes.
- Text and endnotes: *Preternature* uses the author/date citation style:
 - Short citations, such as author/year/page, should be included in parentheses in the body of your text, e.g., (Rowling 1999: 24–27). Please use an en dash rather than hyphen for number ranges.
 - Longer remarks should appear in the notes, with references to works in the Works Cited section given in the short form indicated above. *Do not* repeat full bibliographic information in the notes. *Do not* use any abbreviated/short forms for references (*ibid.*, *op. cit.*, *idem*, and so on).
 - Quotes of 5 lines or more should be in block form, indented.
- Works Cited section bibliographic style (for website and archive style, see *CMS* 18th edn.):
 - In the case of works by multiple authors, list up to three authors. For more than three, list only the first author, followed by *et al.*: Schonen *et al.*
 - Books and journals must include the following information:
 - Journal: First author’s last name, first initial, and second author’s first initial, last name. Year. “Title of Article.” *Title of Journal* volume (issue): page numbers.
 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 initial. Year. *Title of Book*. Publisher.
 Benn, G. 1961. *Primal Vision*, trans. M. Hamburger. Marion Boyars Publishers.

- Chapters: Author’s last name, first initial. Year. “Chapter Title.” In *Title of Book*, edited by name of editor. Publisher.

Boardman, J. 1987. “Classical Sea Monsters,” in *Monsters and Demons in the Ancient and Medieval Worlds*, edited by A. E. Farkas et al. Verlag Phillip von Zabern.

□ Translations:

- Include translations for all quotations in languages other than English.
- Acknowledge the translator. If translations are your own, please indicate this in an endnote.
- Translations for individual foreign words, block quotes, etc. should be in parentheses.
- Do not include the original text unless the language is crucial to your argument.

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. Alt text is necessary to adhere to the European guidelines for text accessibility.

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](#).