SUBMISSION GUIDELINES FOR AUTHORS

Soundings: An Interdisciplinary Journal invites essays on topics related to any and all aspects of the human condition, particularly aesthetic, moral, political, economic, scientific, and religious values. We welcome work from a variety of disciplinary and especially interdisciplinary approaches, including the arts, cultural studies, history, literature, philosophy, and religion. Reviews of books, films, and exhibits are also welcome.

Submissions should follow the Chicago Manual of Style, 17th edition (CMOS). For citations, use Chicago’s “Notes and Bibliography” system (CMOS 14.19). Citations in the notes can appear in short form, with full publication information in a list of references at the end (CMOS 14.61).

Please read this guide carefully and consult the Chicago Manual of Style when needed before submitting your manuscript.

Index
Types of Manuscripts Accepted: p1
Submissions and Review Process: p2
General Submission Criteria: p2
Copyright Requirements: p2
Manuscript Formatting: p3
Style Requirements of Note: p4
Book Review Format: p5
Endnotes (CMOS 14.19ff): p5
References (CMOS 14.61ff): p6
Abstracts: p6
Submission Checklist: p7

Types of Manuscripts Accepted

- Original essays and articles up to 10,000 words, in a style designed for an informed but not discipline-specific readership. Avoid discipline specific terminology and define all
• **Review** essays up to 4,000 words. Reviews can focus on one book or might include additional books on related subjects. The ideal review essay is a portal into a broader discussion or topic. It might serve as an opportunity for the reviewer to explore the state of criticism in a field, or to reassess new trends in scholarly methodology, or to meditate on broader cultural issues intersecting with the argument of one or more books.

• **Book, film, and art reviews** up to 2,000 words. In addition to book reviews, *Soundings* encourages reviews of film, theater, and other types of artistic expression.

### Submissions and Review Process

Upon submitting your manuscript, you will receive email confirmation. An editor will determine if it merits consideration by outside reviewers. Essays sent out for review are subject to a double anonymized peer review process. After the reviews are completed, an editor will contact you with the reviewers’ feedback and a publication decision, usually within ten weeks of submission. If you are asked to revise and resubmit, the revised submission will also need to be submitted through the editorial management system.

To submit a manuscript, please visit [http://www.editorialmanager.com/soundings/](http://www.editorialmanager.com/soundings/) and create an author profile. The online system will guide you through all the steps needed to upload your manuscript. General questions can be directed to soundings@duke.edu

### General Submission Criteria

- Remove all references to or clues about your identity from the text and notes.
- Submit tables, figures, photos, appendices, etc. as separate files / documents.
- Include an abstract of up to 150 words on the first page of your manuscript.
- Identify 1-5 key words selected for maximum discoverability by readers.

### Copyright Requirements

- Sign the online Penn State University Press copyright agreement (available automatically) when you upload your submission.
- Include an author biography of up to 75 words in the text box provided on the copyright and publication agreement form on the submission interface.
• Authors are responsible for securing permissions and paying any required fees for the use of any material in the manuscript previously published elsewhere.

• Copies of permission letters must be sent to the Pennsylvania State University Press through the journal editorial office.

• Authors must guarantee that the contribution does not infringe any copyright, or violate any other property rights, or contain any libelous or unlawful matter.

• Authors must guarantee that the contribution has not been published elsewhere and is not currently under consideration elsewhere.

**Manuscript Formatting**

• Articles should be submitted as Microsoft Word files.

• All text, including notes and references, should be formatted in 12-point, Times New Roman font, flush left, with 1-inch margins and double line spacing. The only exceptions are block quotations and epigraphs (see below).

• Use single spaces between sentences throughout the manuscript.

• In the main text, indent paragraphs by tab only, not with space bar or paragraph indent function. In the notes and the list of references, you can use Word’s automatic function to indent the first line of a note and the second lines of a reference.

• Number pages at the bottom right.

• Text should be clean; no tracked changes; the “Track Changes” function should be off.

• “Style” field should read “Normal” throughout text.

• Headings should be used sparingly and only when necessary. Use bold font. If you use subheads, they should be in italics to distinguish them from a full heading.

• Convert all footnotes to endnotes. Endnotes should be double spaced, and rendered in 12-Point, Times New Roman font.

• Tables / figures / photos / appendices:
  o Submit as separate files. All tables or appendices should be in a single Microsoft Word document; charts and graphs should be submitted in a Microsoft Excel document.

  o Indicate in the text the desired placement, for example: <Table 1>, <Figure 2>.
Submit figures in the original format at the size the author would like them to appear.
Submit digital images 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.

**Style Requirements of Note**

- Use capitals sparingly. President Taft is capitalized, but the president is not (CMOS 8.1).
- Spell out whole numbers from zero through one hundred (CMOS 9.2): “Thirty-two children from eleven families were packed into eight vintage Beetles.” But: “My house is 103 years old. Always spell out a number when it begins a sentence.
- Use serial commas—always insert a comma before the and when listing a series of items: “couches, chairs, and tables” (CMOS 6.19).
- Use hyphens for compound modifiers before but not after a noun: a high-profile case, but the case was high profile (CMOS 7.85). Do not use hyphens for compounds before a noun when formed by an adverb ending in ly plus an adjective: largely irrelevant or mostly fixed (CMOS 7.86).
- Periods and commas precede closing quotation marks (CMOS 6.9): He described what he heard as a “short, sharp shock.” and “Thus conscience does make cowards of us all,” she replied. Colons and semicolons—unlike periods and commas—follow closing quotation marks; question marks and exclamation points follow closing quotation marks unless they belong within the quoted matter (CMOS 6.10): I was invited to recite the lyrics to “Sympathy for the Devil”; instead I read from the op-ed page of the New York Times.
- Only quotations of 100 words or more should be set off as block quotations—singlespaced and indented (CMOS 13.10).
- Epigraphs should be single-spaced and justified right. On the line after an epigraph, include the name of the author and the source; do not use an endnote (CMOS 13.36).
- Ellipses and Brackets:
  - When omitting part of a sentence with an ellipsis, use three periods . . . with a space before, in between, and after (CMOS 13.50). Do not use Word’s automatic ellipsis.
  - Add a period before an ellipsis to indicate the omission of the end of a sentence unless the sentence is deliberately incomplete. Similarly, retain a period at the end
of a sentence in the original before an ellipsis to indicate the omission of material immediately following the period. What precedes and, normally, what follows the four dots of the period combined with the ellipsis should be grammatically complete sentences as quoted, even if part of either sentence has been omitted (CMOS 13.53).

Do not use an ellipsis before the first word of a quotation, even if the beginning of the original sentence has been omitted, or after the last word of a quotation, even if the end of the original sentence has been omitted, unless the sentence as quoted is deliberately incomplete (CMOS 13.52).

Do not use brackets to indicate change in capitalization from the original at the start of a quotation (CMOS 13.21).

**Book Review Format**

- Reviews must be headed by the following information: title of publication; name of author or editor(s); publisher; publisher’s address; date of publication; number of pages.
- ISBN number (if available in both hardcover and paperback, indicate numbers for both)
- Selling price(s).
- Include the reviewer’s name and affiliation.

**Endnotes (CMOS 14.19ff)**

- Endnotes must be numbered consecutively and be indicated by the superscript numerals following the punctuation at the end of a sentence or clause (CMOS 14.26).
- The endnote numbers at the end of the article should not be superscript text and should be a numeral followed by a period. Like this:
  Not like this:
  \(^1\)Bissell, Extra Lives, 145.
- All endnote entries must be double-spaced at the end of the article and must appear before the references. All sources cited in endnotes must be identical to that in the reference list.
- Because they are paired with a list of references, citations in notes should be shortened.

Note that Chicago no longer recommends “ibid” for repeat citations when the reference is the same from one note to the next (CMOS 14.34). Citations thus work like this:
Reference entry:
Note: Bissell, Extra Lives, 145.
Same reference in immediately following note:
Bissell, 145.

References (CMOS 14.61ff)
Included a list of references at the end of the text, after the notes. Title this list “References” and include only the works cited in the notes. The list should be formatted as a bibliography, with the date of publication as the last item:


Abstracts
An abstract is a self-contained piece of writing that can be understood independently from the article. It must be no more than 150 and should contain keywords and phrases that allow for easy and precise searching. Don’t repeat or paraphrase your title or refer extensively to other works or define terms. Do incorporate keywords that a potential researcher would search for, that emphasize the central topics of the work, and that gives prospective readers enough information to make an informed judgment about the applicability of your work to theirs.

The abstract need not include your entire conclusion or a summary of your rhetorical strategy. It should, however, indicate clearly and concisely the questions you are seeking to answer. You want to cultivate anticipation, so the reader knows what to expect.
Submission Checklist

- 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)
- Corresponding author has listed all co-authors and correct email addresses on the submission interface.
- 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.
- A competing interests statement is provided (where applicable).
- Manuscript has been checked for spelling and grammar.
- Manuscript and Notes and or Works Cited sections follow the most recent Chicago Manual of Style (17th edition) for formatting and language.
- 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 17, 14.34).
- 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 and/or PSU Press 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 wide.