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 should 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.

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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 acronyms and all terms that are not readily understandable.

- **Review** essays up to 4,000 words. Reviews can focus on one book or 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, 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 endnotes.
- Submit tables, figures, photos, appendices, etc. as separate files/documents.
- Include an abstract of up to 200 words on the first page of your manuscript.
- Include 3–5 keywords, selected for maximum discoverability by readers, on the first page of your manuscript.

**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 Penn State University Press through the journal editorial office.
- Authors must guarantee that the contribution does not infringe any copyright, 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 the endnotes and works cited list, should be formatted in 12-point, Times New Roman font, flush left, with 1-inch margins and double line spacing.
- Use single spaces between words and sentences throughout the manuscript.
- In the main text, indent paragraphs by tab only, not with the space bar or paragraph indent function. For the works cited list, use Word’s paragraph indent function to insert a hanging indentation by 0.5”.
- Insert page numbers at the bottom right of the page.
- The text should be clean, without any tracked changes. The “Track Changes” function should be off.
- The “Style” field should be “Normal” throughout the text.
- Headings should be bolded and used sparingly, only when necessary. If you use subheadings, they should be italicized to distinguish them from full headings.
- Use endnotes, not footnotes. Endnotes should be double-spaced and rendered in 12-point, Times New Roman font, flush left.
- For supplementary tables, figures, photos, and appendices:
  - Submit supplements as separate files. All tables or appendices should be in a single Microsoft Word document; all charts and graphs should be in a single
Microsoft Excel document.

- Indicate in the text the desired placement. For example: <Insert Table 1> or <Insert Figure 2>. Include your desired caption for each supplement here as well.
- Submit all digital images as .tiff files with a minimum of 300 DPI. Full-page images should be 4.5” x 6” and half-page images should be 2.25” x 3”.
- If possible, all supplements should be grayscale. Ensure that the variables in all graphs and tables are clearly differentiated.

**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: “Thirty-two children from eleven families were packed into eight vintage Beetles.”; “My house is 103 years old” (*CMOS* 9.2). Always spell out a number when it begins a sentence.
- Use an en dash for inclusive number ranges, including page numbers, throughout the manuscript (*CMOS* 9.60).
- Use serial commas—always insert a comma before the *and* when listing a series of items: “Apples, plums, and grapes can all be used to make wine” (*CMOS* 6.19).
- Use hyphens for compound modifiers before but not after a noun: “It was a high-profile case.”; “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 *smartly dressed* (*CMOS* 7.86).
- Periods and commas precede closing quotation marks: *He described what he heard as a “short, sharp shock.”*; “Thus conscience does make cowards of us all,” she replied (*CMOS* 6.9). 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: *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* (*CMOS* 6.10).
- Only quotations of 100 words or more should be set off as block quotations (*CMOS* 5.1).
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 spaced periods (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 (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 with 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); and selling price(s).
- Include the reviewer’s name and affiliation.

Endnotes (CMOS 14.19ff)

- Endnotes must be numbered consecutively and indicated by superscript numerals following the punctuation at the end of a sentence or clause (CMOS 14.26). When citing multiple sources within the same sentence, compile the citations in a single endnote at
the end of the sentence.

- Use shortened citations consisting of the last name of the author, the main title (shortened if more than four words), and the page number(s) (CMOS 14.30). Shortened titles should contain the key word or words from the main title, omitting an initial A or The (CMOS 14.33).


  Short titles: War Journal / “Aristotle’s Protrepticus”

- The endnote numbers at the end of the article should be regular numerals (not superscripts) followed by a period.


  Not like this: 1' Bissell, Extra Lives, 145.

- All endnotes must be double-spaced at the end of the article, before the works cited list. All sources cited in the endnotes must be identical to those on the works cited list.

- Because they are paired with a works cited list, 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:


  Same reference in immediately following note: Bissell, 152.

**Works Cited (CMOS 14.61ff)**

Include a list of references at the end of the text, after the endnotes. Title this list “Works Cited” and include only the works cited in the endnotes. 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 200 words and should contain keywords and phrases that allow for easy and precise searching. Do not repeat or paraphrase your title, 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 give 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:
  - Email address
  - Affiliation
  - ORCID number (if you have one)

- The corresponding author has listed all co-authors and their 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 applicable.

- All necessary files have been uploaded and all figure and table citations in the text match the separate supplementary files provided. Your submission includes:
  - Abstract (150–200 words)
  - Keywords (3–5)
  - Article text
• Endnotes
• Works cited
• Separate supplementary files (i.e., images, tables, etc. are not inserted into the Word file)

- The journal policies detailed in the submission guidelines have been reviewed.
- A competing interests statement has been provided (where applicable).
- The manuscript has been checked for spelling and grammar.
- The article, endnotes, and works cited follow the most recent Chicago Manual of Style (17th edition) for formatting and language.
- All references listed on the works cited list are cited in the text.
- If your article includes notes, you have used shortened citations.
- Permission has been obtained for the use of copyrighted material from other sources (including the Internet and for image use). Permission documentation has been provided to the journal editor and/or Penn State University Press for images and long text excerpts under copyright.