

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*, 18th edition (*CMOS*). For citations, use Chicago's "Notes and Bibliography" system (*CMOS* 13.18). Citations in the notes should appear in short form, with full publication information in a list of references at the end (*CMOS* 13.65).

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/> 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.
- Charts and illustrations should be submitted in digital form as separate files / documents from the article text. Authors are responsible for obtaining permissions.
- Figures must be submitted in high-resolution .jpg or .tiff files (300 dpi) at least 2.25 inches in width.

- 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.
- Include an abstract of up to 150 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.
 - Please provide **alt text** for all tables, figures, charts, and graphics. For more information on writing alt text, see the **PSU Press Alt text Guide on page 7**.

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* 9.62).
- 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 7.91). 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 7.93).

- 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 12.10).
- On the line after an epigraph, include the name of the author and the source. Do not use an endnote (CMOS 12.35).
- Ellipses and Brackets:
 - When omitting part of a sentence with an ellipsis, use three spaced periods (CMOS 12.59). 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 12.62).
 - 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 12.61).
 - Do not use brackets to indicate change in capitalization from the original at the start of a quotation (CMOS 12.21).

Book Review Format

- Reviews must be headed with the following information: title of publication; name of author or editor(s); publisher; 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 13.18ff)

- Endnotes must be numbered consecutively and indicated by superscript numerals following the punctuation at the end of a sentence or clause (CMOS 13.29). 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 13.33). Shortened titles should contain the key word or words from the main title, omitting an initial A or The (CMOS 13.36).

Full titles: *The War Journal of Major Damon "Rocky" Gause* / "A Brief Account of the Reconstruction of Aristotle's *Protrepticus*"

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.
Like this: 1. Bissell, *Extra Lives*, 145.
Not like this: ¹Bissell, *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 13.37). Citations thus work like this:
Works cited entry: Bissell, Tom. *Extra Lives: Why Video Games Matter*. New York: Vintage Books, 2011.
Endnote: Bissell, *Extra Lives*, 145.

Same reference in immediately following note: Bissell, 152.

Works Cited (CMOS 13.65ff)

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.

- Bissell, Tom. *Extra Lives: Why Video Games Matter*. Vintage Books, 2011.
- Daum, Meghan, ed. *Selfish, Shallow, and Self-Absorbed: Sixteen Writers on the Decision Not to Have Kids*. Picador, 2015.
- Hutter, Michael. “Infinite Surprises: Value in the Creative Industries.” In *The Worth of Goods: Valuation and Pricing in the Economy*, edited by Jens Beckert and Patrick Aspers. Oxford University Press, 2011.
- Lampel, Joseph, Theresa Lant, and Jamal Shamsie. “Balancing Act: Learning from Organizing Practices in Cultural Industries.” *Organization Science* 11, no. 3 (May–June 2000): 263–69.

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.

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.

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](#).

Submission Checklist

- All authors and coauthors are listed in the submissions interface.
- 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)
- 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 (100–150 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 and Notes and or Works Cited sections follow the most recent *Chicago Manual of Style* (18th 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 shortened citations instead of *ibid* (See *CMS* 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 the 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 2.25 inches wide.
- Alt text has been provided for all supplied images, tables, and charts. See **PSU Press Alt text Guide** in submission guidelines on page 7.