

The Journal of Speculative Philosophy

FORMATTING REQUIREMENTS AND SUBMISSION GUIDELINES FOR AUTHORS

This document is divided into five parts: specific formatting requirements; style guidelines; information about abstracts; alt text requirements; and a final submission checklist. Please review all five parts.

1. Formatting Requirements: p. 1
2. Style Guidelines: p. 2
3. Tips for Writing Abstracts: p. 3
4. PSU Press Alt text Guide: p. 7
5. Final Submission Checklist: p. 8

Note that the journal will consider only one submission from any author during any one calendar year. Authors who have submitted a manuscript in a given year should not submit any additional manuscript(s) until the following calendar year *and* until they receive a publication decision about any and all earlier submissions. Receipt of manuscripts will be acknowledged in a timely manner. The editors, with advice from the editorial board and other qualified reviewers, will make final decisions in a timely manner, typically within three months, for every manuscript submitted. Inquiries made be made by contacting the *Journal of Speculative* Editor at jstuhr@emory.edu.

Authors who are submitting a manuscript presented at a recent SPEP conference, please refer to the additional guidelines at the end of this document.

• FORMATTING REQUIREMENTS:

1. Because unsolicited article manuscripts submitted for publication undergo a double anonymous review process, the author's name must not appear in the manuscript. Remove all references to, or clues about, author identity from the main text and endnotes.
2. All submissions must be made as Microsoft Word files. All submissions must contain at least 4,000 words and must not exceed 6,500 words exclusive of the works cited and the abstract.
3. All text, including notes and works cited, must be formatted in Times New Roman font, size 12 point, with double spacing throughout.

4. Do not use any footnotes. Instead, use either a) endnotes in the endnotes/bibliography style or b) in-text author-date style (with Works Cited). Use a) endnotes or b) author-date consistently throughout the submission; do not use both.
5. All submissions must include a Works Cited section, to be placed at the end of the submission text and just before any endnotes. The Works Cited section should follow Chicago Manual of Style's author-date format: https://www-chicagomanualofstyle-org.ezaccess.libraries.psu.edu/tools_citationguide/citation-guide-2.html
6. All references must be to critical editions of works where such English language editions exist and constitute the standard for scholarship. Examples include the Harvard University Press critical edition of the works of William James and the Southern Illinois University Press critical edition of the works of John Dewey.
7. Authors must make evident their principle of selection of the texts and authors on which they focus. No scholarly article can, or should, attend to all work in a given field or on a given topic, but all work should make clear the interests that guide its particular emphases, inclusions, and exclusions. JSP seeks to publish articles that make every reasonable effort to be pluralistic and inclusive with respect to relevant scholarship.
8. All manuscripts must include a list of works cited.
9. All submissions must be accompanied by a 200-word maximum abstract (see below) and a maximum 5 keywords.
10. Paragraph indentation must be made by tab only, not by space bar or by a paragraph indent function.
11. Submissions should be divided into numbered sections only when absolutely necessary. If necessary, sections should only use Arabic numbers (1, 2, 3, etc.).
12. All pages must be numbered.
13. No function of "Track Changes" should be in use, whether visible or hidden.
14. "Style" should read "Normal" throughout the text.
15. Tables/figures/appendixes: Must be submitted as separate files from the submitted article text. An indication in the article text for placement of these items should be given, for example: <Table 1>, <Figure 2>, <Appendix 1>. Figures must be submitted in the original format at the size they are to appear. Tables should be submitted in Microsoft Word. All tables may be included in one document. Charts and graphs should be submitted in Microsoft Excel or its original source file.
16. Digital images should be submitted in either .tiff or .jpeg files at 300 dpi at the size the images are to appear. If possible, all digital images should be grayscale.
17. Alt text must be provided for all supplied images, charts, tables, and graphics to describe image content for screen readers for those with disabilities. Please see the **PSU Press Alt Text Guide on page 7** for further information on writing alt text.

• **STYLE**

1. In all matters of style, authors must follow *The Chicago Manual of Style*, 18th edition. (CMS): <https://www-chicagomanualofstyle-org.ezaccess.libraries.psu.edu/home.html>
2. All submissions must employ inclusive pronouns. Authors should follow the guidelines for pronouns by the Coalition for Diversity and Inclusion in Scholarly Communications:

<https://c4disc.pubpub.org/pub/4hyglwhz/release/1?readingCollection=8dea2bef>

3. Use single spaces following periods between sentences throughout the manuscript. Ellipses: when omitting part of a sentence with an ellipsis, use three periods with a space before, in between, and after (“ . . . and . . . ”). If the end of a sentence is omitted, use four periods, the first immediately following the text, and the following spaced as above. Use a four-dot ellipsis if an entire sentence is omitted. Do not use ellipses at the beginning or end of a quotation.
4. Works cited list: References citing source materials must be listed alphabetically at the end of the article, using Chicago author-date formatting, and must include, in order, the following information:
For a journal article: 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.
For example. Bischoff, G., S. Maertens, and W. Grimme. 2011. “Airline Pricing Strategies Versus Consumer Rights: A Literary Critical Perspective on an Uninteresting Debate.” *Transportation Literature Studies* 14 (3): 232–50.

For a book: Author’s last name, first name. Year of publication. *Title of Book*. Name of publisher. For example: Geary, S., and K. Vitasek. 2008. *Performance-Based Logistics: A Literary Theorist’s Guide to Life Cycle Product Support Management*. Corporate University Press.
Another example: Benn, Gottfried. 1961. *Primal Vision*. Ed. E. B. Ashton; trans. M. Hamburger. Bodley Head.
For other types of citations, please check the *CMS*.
5. Translations: Authors should provide translations for all quotations in languages other than English—individual foreign words, run-in quotes, and block quotes; parentheses suggest themselves as the appropriate place for translations, but where this doesn’t work the editor is fairly confident an arrangement can be worked out. In a few cases individual words or short phrases in Hebrew, Aramaic, and Yiddish that are familiar in the field may not need translation; this will be decided on an ad-hoc basis by the editor in consultation with the author. In any case, however, the word or phrase should be transliterated. Titles in the works cited list do not need to be translated, but should be transliterated. That said, authors might want to keep in mind readers unfamiliar with source material in languages other than English and offer translations of titles where appropriate.
6. Authors are responsible for securing permissions and paying the required fees for the use of any material previously published elsewhere. Copies of permission letters must be sent to the Penn State University Press. Authors must guarantee that the submission does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter. Authors shall guarantee that the submission has not been published elsewhere and is not currently under consideration elsewhere.

• ABSTRACTS

1. An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (200 words maximum) 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
2. An abstract need not include the article’s entire conclusion, but it should clearly and concisely indicate what questions will be answered in the article. Accordingly:
- Do state a clear thesis, contextualize the article within the relevant larger body of scholarship, explain methods used, and choose that quickly identify the content and focus of the work.
 - Do not refer extensively to other works, add information not contained in the article itself, or merely repeat or rephrase article contents or title.
 - Do not use the first person pronouns (In this article, I will) in writing the abstract. Instead, use third person: “This article takes cues from Gilles Deleuze’s later works, specifically *What Is Philosophy?*, reading his and Félix Guattari’s concept of infinite speed through a Spinozist lens. First, the author demonstrates that the concept of infinite speed serves as an indispensable condition of possibility for Deleuzian epistemology as a whole.”

GUIDELINES FOR AUTHORS OF A SUBMISSION FOR A SPEP ISSUE

- In all cases, manuscripts must consistently conform to *The Chicago Manual of Style, 18th Edition (CMS)*.
 - 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.”
 - For example, (Poist and Alen 1999; Murphy 2000a, 48–51; Pollan, Ward, and Burns 2007b; Barnes et al. 2010, 98).
 - Works cited list: References citing source materials must be listed alphabetically at the end of the article and follow Chicago Manual of Style’s author-date formatting. Entries must include, in order, the following information:
 - **Journal.** Author’s last name, first name. Year of publication. “Title of Article.” *Title of Journal* volume no. (issue no.): page numbers.
 - Subsequent: ———. Year of publication. “Title of Article.” *Title of Journal* volume no. (issue no.): page numbers.
- For example. Bischoff, G., S. Maertens, and W. Grimme.
 2011. “Airline Pricing Strategies Versus ConsumerRights: A Literary Critical Perspective on an Uninteresting Debate.” *Transportation Literature Studies* 14 (3): 232–50.
- **Book.** Author’s last name, first name. Year of publication. *Title of Book*. Name of publisher.
 - For example: Geary, S., and K. Vitasek. 2008. *Performance-Based Logistics: A Literary Theorist’s Guide to Life Cycle Product Support Management*. Corporate University Press.

- For example:
Benn, Gottfried. 1961. *Primal Vision*. Ed. E. B. Ashton; trans. M. Hamburger. Bodley Head.
- For multiple works by the same author, works should be listed in order of publication date, beginning with the most recent.
- For other types of citations, please check the *CMS*.
- ENDNOTES
 - Book: First citation should include: author first name author last name, *Title* (Publisher, year), page number.
 - Subsequent citations: author last name, Title or shortened title, page number.
 - Journal articles should follow CMS, with subsequent citations using: author last name, “article title,” page number.

Please confirm that you have read the Formatting Requirements and that your submission has been properly formatted according to the Formatting Requirements Instructions

Answer Required:

Please
select a
response
Yes
**Please
select a
response.**

Your manuscript will be reviewed double anonymously. Please confirm that you have removed all text that identifies you and your co-authors in your manuscript.

Instructions

Answer Required:

Please
select a
response
Yes
**Please
select a
response.**

Does your institution subscribe to the journal “Journal of Speculative
Philosophy”?

Instructions

Please select a response

Yes

No - Please refer to Instructions (in blue)

Don't know - Please refer to Instructions (in blue)

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](#).

Final Submission Checklist

- All authors and coauthors are listed in the submission 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 (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 and journal style guide has been followed.
- Manuscript has been checked for spelling and grammar.
- Manuscript follows 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
- You have used endnotes and not footnotes.
- 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 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 provided for all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more information [here](#).
- You have saved your article in a docx file format, not as a PDF or other file format.