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## SUBMISSION GUIDELINES FOR AUTHORS

*Style* invites submissions that address questions of style, stylistics, and poetics—as we have traditionally. These submissions may include research and theory in discourse analysis, literary and nonliterary genres, narrative, figuration, metrics, and rhetorical analysis. In addition, *Style* also now welcomes contributions employing recent developments in several psychologies—cognition, bioevolutionary psychology, family systems, and human development—as those may relate to the study of literature and the humanities. Furthermore, the editors will be pleased to consider submissions on pedagogy generally as such relate to the teaching of literature and the humanities. Contributions may draw from such fields as literary criticism, critical theory, linguistics, philosophy of language, rhetoric, narrative, and composition studies as well as the varieties of psychologies and pedagogies.

### General Submission Criteria

- The journal uses a double-anonymous review process; please remove all references to or clues about your identity as author(s) from the main text and footnotes.
- Tables, figures, appendixes, and photos must be submitted as separate files / documents from the article text.
- When providing images, charts, tables, and graphics, authors supply high-resolution (300 dpi) images with a width of at least 2.25 inches.
- 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 eight for further information on writing alt text.

- Submissions should be accompanied by an Abstract of 150–200 words to be entered directly on the Editorial Manager submission interface and on the first page of your manuscript.
- Submit 3–5 key words selected carefully to allow for maximum discoverability.
- Major article manuscripts typically range from 5,000 to 7,000 words (inclusive of endnotes and works cited)
- Reviews are typically 1,500 to 2,000 words (again, inclusive of endnotes and works cited).
- An author biography of about 100 words must be provided as part of the online submission steps.
- Authors are responsible for securing permissions and paying the required fees for the use of any material previously published elsewhere. Copies of permission letters should be sent to the Pennsylvania State University Press via the Editor. Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.
- The publisher and editors of *Style* assume that any authors publishing their work in this journal have agreed and will so stipulate if asked that all research for this essay — if regarding human subjects — has been properly assessed at their respective Universities/Institutes etc. and that the assessment responsibility lies with the researcher.
- Authors guarantee that the contribution has not been published elsewhere and is not currently under consideration elsewhere.
- Authors have reviewed the submission checklist on page nine of this guide to ensure all submission directions have been followed.

### **Manuscript Format**

- Articles should be submitted as Microsoft Word files.
- All text, including notes and works cited should be formatted in Times New Roman font, size twelve point, with double line spacing throughout.
- Number pages at the upper right.

- No function of “Track Changes” should be in use. Please check your document for any remaining tracked changes, hidden text, or comments, and delete them.
- “Style” field should read “Normal” throughout text.
- Use “main headings” and “subheadings.”
- Subheads within the text must be bolded to distinguish them from a full heading and should not have any punctuation at the end.
- Paragraph indentation by tab only, not space bar or paragraph indent function.
- When omitting part of a sentence with an ellipsis, use three periods with a space before, in between and after (“ . . . and . . . ”). When using a four period ellipsis, the first is a true period, and the following should be spaced as above.
- Epigraphs and extracts from other texts should be set off with line spacing—do not format an indent. On the line after an epigraph, be sure to include the name of the author and the source; do not use an endnote.
- Use single spaces following periods between sentences throughout the manuscript.
- All footnotes to be converted to endnotes, double spaced, and rendered in 12-point Times Roman.
- Tables / figures / appendixes:
  - Must be submitted as separate files / documents from the article text, **not inserted into MS Word File.**
  - An indication in the text for placement should be given, for example:  
    <Table 1>, <Figure 2>, <Appendix 1>
  - Figures must be submitted in the original format at the size the author would like them to appear.
    - Tables should be submitted in MS-Word. All tables may be included in one document.
    - In the text, do not use the word “see” before directing the reader to any figures or tables.
  - Charts and graphs should be submitted in MS-Excel or its original source file.
  - Digital images should be submitted in either .tiff or .jpeg files at 300 dpi at with at least 2.5 inches in width.
  - **If possible, all digital files (photos) should be grayscale.**

- Please provide **alt text** for all supplied images, charts, tables, and graphics. See **PSU Press Alt Text Guide on page 8** for information on writing alt text.

## Style

**MLA style must be used for citations and notes. Please refer to the latest edition of the *MLA Handbook* or *Purdue OWL*.** Note: MLA format is double spaced with a hanging indent.

### ▪ Endnotes

- Endnotes are used to elaborate on information presented in the article text, e.g. bibliographic information.
- Endnotes must be numbered consecutively throughout the article and be indicated by the superscript numerals following the punctuation.
- The endnote numbers at the end of the article should not be superscript text and should be a number followed by a period.
- All endnote entries must be double-spaced at the end of the article and must appear before references.
- Automatic formatting is acceptable in endnotes.

### ▪ Works Cited

- Authors may refer to the MLA style manual for rules for parenthetical citations and work cited entries, but below are several points of emphasis that authors should check prior to submitting their manuscripts.
- Please use parenthetical citations that reference a works cited list; notes and works cited should appear at the end of the text.
- **Titles:** Italicize the titles of books, plays, and periodicals; short stories and poems are to be put in quotation marks.
- For a multi-volume work, always state the complete number of volumes.
- To indicate page and volume number, a brief reference should be inserted, within parentheses, in the text itself. Use Arabic numbers, not Roman numerals, when giving volume numbers, followed by a colon and page numbers.

### ▪ Capitalization, Abbreviation, and Punctuation

- The MLA guidelines specify using title case capitalization - capitalize the first words, the

last words, and all principal words, including those that follow hyphens in compound terms.

- Use lowercase abbreviations to identify the parts of a work (e.g., *vol.* for *volume*, *ed.* for *edition*) except when these designations follow a period.
- Separate author, title, and publication information with a period followed by one space.
- Use a colon and a space to separate a title from a subtitle. Include other kinds of punctuation only if it is part of the title.
- Use quotation marks to indicate the titles of short works appearing within larger works (e.g., “Memories of Childhood.” *American Short Stories*). Also use quotation marks for titles of unpublished works and songs.

**Please refer to the *MLA Handbook* for examples and further guidance.**

### **Book Reviews**

- Book reviews should be submitted 12-point Times New Roman font, double-spaced and without endnotes.
- Please italicize book titles.
- All reviews should present the full publication material according to the MLA guidelines.
- Examples:
  - Sandy Petrey. *In the Court of the Pear King: French Culture and the Rise of Realism*. Cornell UP, 2005. xiii + 178 pp. ISBN: 0-8014-4341-5.

Lawrence F. Goodman, University of Illinois

- Damien Zanone, ed. *Le Moi, L'Histoire, 1789–1848*. Ellug, Université Stendhal, 2005. Pp. 193. ISBN: 2-84310-063-1.

Andrew F. Bolton, Bryant University

### **Translations**

- Include translations for all quotations in languages other than English. Translations for individual foreign words, run-in quotes, and block quotes should be in parenthesis.
- In general, translations should be accompanied by the original quotation in the text.

### **Tips for Writing an Abstract**

Many online databases, such as the Scholarly Publishing Collective, use both abstracts and full-text options to index articles. Therefore, abstracts should contain keywords and phrases that allow for easy and precise searching. Incorporating keywords into the abstract that a potential researcher would search for emphasizes the central topics of the work and gives prospective readers enough information to make an informed judgment about the applicability of the work.

An abstract allows readers to quickly and accurately identify the basic content of your article. It is an invaluable research guide because it is most often what potential readers use to decide whether your article is relevant for them.

Abstracts at a Glance:

- Condensed version of the article
- Highlights the major points covered
- Concisely describes the content and scope of the work
- Helps readers decide whether to read the entire article
- Provides readers with a preview of research
- Contains relevant keywords for searching and indexing

### **Writing Tips**

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (approximately 150–200 words) 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

*Keep in Mind...* Depending on your rhetorical strategy, an abstract need not include your entire conclusion, as you may want to reserve this for readers of your article. The abstract should, however, clearly and concisely indicate to the reader what questions will be answered in the article. You want to cultivate anticipation so the reader knows exactly what to expect when reading the article—if not the precise details of your conclusion(s).

### **Do**

- Include your thesis, usually in the first 1–2 sentences
- Provide background information placing your work in the larger body of literature
- Use the same chronological structure as the original work
- Follow lucid and concise prose
- Explain the purpose of the work and methods used
- Use keywords and phrases that quickly identify the content and focus of the work
- Mimic the type and style of language found in the original article, including technical language

### **Do not**

- Refer extensively to other works
- Add information not contained in the original work
- Define terms
- Repeat or rephrase your title
- Use first person in abstract text (e.g., instead of “In this article, I outline,” use “This article outlines”)

### **Examples**

“Verse rhythm is formed in a process, where reading adjusts the individual sounds of the poem. It may be perceived as a play between directions and balances. The directions can be rising or falling. Here, the author investigates four kinds of falling rhythm, which are back-structuring (the phrase is perceived as a whole), equivalences (approximate repetition), falling phrases (the stress comes first), and extensions (from a focus). In William Carlos Williams’ poem “A Red

Wheelbarrow,” the line pairs form closed back-structures that are completed with the gestalts of the closed equivalences out of repeated enjambments in the middle of every line pair. In Sylvia Plath’s poem “Words,” the heavy streaming extensions in the first part turn into irregular balances in the second part, which provides a picture of depressive tranquility.”

“Yu yan is a way of argumentation and writing style, and has a history of over two thousand years in China. In the twentieth century, yu yan has developed into a literary genre similar to fable. This article argues that the two sets of Chinese translations of *The Canterbury Tales* by Sun Yuxiu and Lin Shu provide an important point to examine the shifting understanding of yu yan, and they reflect the Chinese cultural conflicts during the socially transitional period in the early twentieth century. These translations possess important features of a transformed fable and developed yu yan. They are creations as well as translations, to which the translators add their political and social expectations while moralizing. By exploring briefly the definitions of yu yan and fable, and studying the translations of the tales, their source texts, and the translators’ biographies, this article attempts to illustrate that the translators do not regard yu yan and fable as equivalent literary terms, and they put emphasis on the native Chinese literary traditions and cultural values in the process of Chinese literary modernization.”

## **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](#).

**Final Submission Checklist (MLA)**

- 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 (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 and Notes and or Works Cited sections follow the most recent MLA Style guide (9th edition) for formatting and language.
- 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).
- 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 2.25 inches wide.
- 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.