

Submission Guidelines for *Utopian Studies*

All submissions to *Utopian Studies* should be sent to: www.editorialmanager.com/uts

If you have any questions, please contact:

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SUBMISSION DEADLINES

Utopian Studies accepts submissions throughout the year.

STYLE REQUIREMENTS FOR ARTICLE SUBMISSIONS AND BOOK REVIEWS

Utopian Studies asks two referees to anonymously review each manuscript. Thus, contributors are required to submit their manuscripts via the Editorial Manager system. Contributors should retain a copy of the manuscript for their own files and future reference.

Manuscripts submitted to *Utopian Studies* are subject to the usual copyediting.

1. All manuscript articles must be submitted as a Microsoft Word document.
 Manuscripts should be double spaced, in Times New Roman font, size 12.
2. Academic article manuscripts should not be longer than 7,500 words including abstracts and notes.
 Book reviews should not be longer than 2,500 words.
 Review essays should be no longer than 5,000 words.
 Conference briefings should be no longer than 1500 words.

Manuscripts that exceed these limit may be returned with a request to shorten the text.

3. Notes should be used sparingly to expand upon ideas developed in the text. Citations must be in endnotes (not footnotes).

4. Please use the latest edition of *The Chicago Manual of Style* (CMS).
5. Documents should not contain any automated formatting; i.e., the "tab" key should be used for paragraph indentation, not the paragraph indent function or the space bar.
6. No function of "Track Changes" should be in use.
7. The formatting bar in the upper left corner should read "Normal" throughout the manuscript.
8. Tables, figures, and photos must be submitted in the original format (.tiff or .eps) at the size the author would like them to appear. They need to be saved as a separate file with an indication in the text for placement; i.e., <Table 1>, <Figure 2>, <Photo 3>.
9. Captions must be saved in a separate Word document.
10. Digital images **MUST** be submitted at **300 dpi with at least 2.25 in width**.
11. Authors need to 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 9** for more on writing alt text.
12. All submissions should include a brief biographical statement about the author. This statement should include the author's current institutional affiliations, general research interests, and recent publications. A text box for the biographical statement will appear on the submission interface below the Copyright and Publication agreement.
13. 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 after the author has been advised by the Editor of the acceptance of the manuscript.
14. Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.
15. Authors guarantee that the contribution has not been published elsewhere and is not currently under consideration elsewhere.

I. REFERENCE WORKS

Merriam-Webster's Collegiate Dictionary, 11th ed.

- Follow Webster's for spelling, hyphenation, italicization of foreign words and phrases, and capitalization. Use American spelling (e.g., defense, focused, benefited, paralleled). For words with alternative spellings, Webster's first spelling is preferred (e.g., theater, tranquility), but if the author is consistent, the second spelling may be acceptable. Please consult the managing editor when you're not sure.

The Chicago Manual of Style (CMS), 18th ed. (print or online edition)

- Refer to CMS for points not covered by these guidelines or by Webster's. In most cases, the Press agrees with CMS.

We have also found the following general works and Web sites helpful:

Amy Einsohn, *The Copyeditor's Handbook*

Bryan Garner, *A Dictionary of Modern American Usage*

Columbia Encyclopedia (online via Bartleby.com)

WorldCat (worldcat.org; may also be accessible through a university Web site)

Google Book Search (books.google.com)

II. STYLE

A. CHAPTER TITLES and SUBHEADS

Make sure chapter-opening paragraphs and the first paragraph under a subhead or break in the text are flush left.

Epigraphs, chapter titles, and subheads should not have note numbers. Delete the note number and renumber all notes. (You will need to add or delete the note in the text file and in the notes file.)

Please consult the managing editor if the note seems to contain necessary information.

B. RUN-IN and BLOCK QUOTATIONS

In general, run quotations under one hundred words (about eight lines) into the text. Do not begin or end an extract with ellipses. Delete quotation marks around extracts, and use double (not single) quotation marks within extracts, such as for dialogue.

Regularize the initial capitalization of quotations as the syntax demands (see CMS 12.18-12.21). In general, do not add brackets to indicate that a letter has been upper- or lowercased. (Some fields, such as philosophy, legal studies, and literary studies, do require such brackets; proceed with caution.)

Italicized words or phrases that were not italicized in the original should be marked with "(emphasis added)." Query the author in ambiguous cases. Alternative wording, such as "(italics added)," is acceptable as long as the author is consistent. It is also acceptable, though not necessary, to indicate "(emphasis in original)."

C. LISTS

For run-in numbered or lettered lists, use complete parentheses: (1), (a), etc.

For set-off numbered lists, delete parentheses around numbers. Follow CMS 6:138–6:143 for punctuation.

D. DATES and NUMBERS

Chapter numbers should be Arabic, not Roman or spelled out. This applies both to the manuscript itself and to references in the text and notes. Spell out numbers from one to one hundred, as well as multiples of a hundred. Inclusive numbers: see CMS 9.62 (e.g., 45–48, 104–5, 100–105). Separate numbers with an en-dash. For display type (e.g., book or chapter title, subheads, and the like), use full inclusive numbers (e.g., 1901–1977). For an individual's life dates, please give both dates in full, whether in display or running text. Use 1700s, not 1700's; use nineteenth century, not 19th century. For specific dates, close off the year with a comma: "April 30, 1973, was an unseasonably warm

day.” For month-and year combinations, use November 1990 (not November, 1990, or November of 1990). Use small caps for B.C., A.D., A.M., P.M., C.E., B.C.E. and for words and phrases given in capital letters, such as for emphasis or for Latin inscriptions. Do not use small caps in display type, however.

E. PUNCTUATION

POSSESSIVES:

- Saint James’s; Yeats’s. See CMS 7:20-7:22 for special cases and exceptions (e.g., Socrates’ discourse).

ELLIPSES:

- Insert nonbreaking spaces if needed. Use three dots within a sentence (. . .) and four at the end, if the original sentence continues. Do not use the ellipsis symbol that Microsoft Word has as a default. As in block quotations, do not begin or end a quotation with ellipses (CMS 12:61).

EM DASHES, EN DASHES, and HYPHENS:

- Use en dashes for dates, inclusive page numbers, and three-word compound adjectives: post–Civil War. (See CMS 6:86 for other examples.) Do not hyphenate adverbs ending in "ly" plus participle (e.g., culturally loaded term). Do not hyphenate "early" and "late" in centuries: late nineteenth century (n); late nineteenth-century (adj).

III. NOTES and BIBLIOGRAPHIES

Follow CMS for notes and bibliography. Both notes-and-bibliography and author-date systems are acceptable; usually it will be best to choose the one that requires the fewest changes to what the author has done. Flexibility is permitted within each system.

For manuscripts that contain a complete bibliography, full citations in the notes are unnecessary. Shorten references using the author’s last name and a short title. If the author has provided a full citation for the first reference to a work in a chapter, leave it (and make sure it is done consistently). It is not necessary, however, to do so if the author has not. For manuscripts without a bibliography, please do supply a full citation for the first reference to a work in a chapter.

Beware of frequently misspelled publishers’ names, such as **Macmillan, Prentice Hall, McGraw-Hill, and Scholar Press.**

Please add a comma before a "see" reference ("For additional discussion, see . . .").

Do not include words such as "Inc.," "Co.," and "Publishers." But "Press" is considered to be part of the publisher’s name and should be included. "Books" is more ambiguous; please consult the managing editor if there seems to be some inconsistency.

A. FORMATTING

- Journal articles: There is no need to include both an issue number and a month or season: Journal 4 (Spring 2004):1–10, or Journal 4, no. 2 (2004): 1–10. Close up the space around a volume number and a page number: 2:234, not 2: 234. However, if both volume and issue numbers are given, retain the space: Journal 4, no. 2: 234.

B. ABBREVIATIONS

To avoid long strings of "ibid." notes, insert page references in the text and renumber the notes. Remember to add or delete the note number in the text file as well as in the notes file (see attached instructions).

Change op. cit. to author/short title. Do not use idem or id.

Both f. and ff. contain a period, and there is no space between the page number and the "f." or "ff.": 43ff. We prefer not to use "f.," however, so please delete it and replace it with the next page number (e.g., 42f. becomes 42–43). Some authors use "f." to mean "folio"; the correct abbreviation is "fol." Make sure the author knows the difference between "cf." and "see."

Delete "p." and "pp." from notes and bibliography unless they are needed to avoid ambiguity.

C. TITLES

- Titles of books and articles should be adjusted to follow our style, even where it differs from the original. This applies to capitalization; "and," not ampersand; serial comma; comma before date span; "Nineteenth," not "19th."

IV. ILLUSTRATIONS and CAPTIONS

1. In running text, lowercase "fig." and "figure," "table," "diagram," and "map."
2. If this has not already been done, insert a code to the typesetter to call out illustrations. Insert it at the end of the paragraph in which the figure or table is mentioned: <comp: insert fig. 1 about here>; <comp: insert table 1 about here>
3. Because we cannot be sure where diagrams, tables, and the like will fall on the page when set, please change references like "see the following diagram" to, e.g., "(see diagram 1)."
4. Make a captions file from the list of illustrations. Photo credits should generally be included in the list of illustrations and deleted from the captions.
5. **Alt text** must be provided for all tables, figures, charts, and graphics to meet requirements for accessibility for those with disabilities. Please see the **PSU Press Alt text Guide on page 9** for more on writing alt text.
6. Delete any periods after figure numbers in the captions or list of illustrations. (The designer will spec for space after the figure number.)
7. Please check the callouts and be sure that all figures are referred to in the text.

V. CLEANUP

Be sure that every page has a page number. Pagination of the text, notes file, and bibliography should be consecutive. (The front matter should be numbered separately, with roman numerals.)

Proofread the final manuscript.

Perform a global to check for a comma or period before an open parenthesis, for two adjacent periods or commas, and for two spaces between words or sentences.

Please make up a complete list of abbreviations/acronyms for the compositor.

Please make sure that the number of note references in the text matches the number of actual notes. It will probably be better to refer discrepancies to the author than to try to fix them yourself.

VI. STYLE SHEET

A-D

A.D. 50 (not 50 A.D.), anti-intellectual "cannot" (not "can not"), chapter (lc, as in "chapter 5"), co-opt, co-author, co-editor, co-worker data (pl)de-emphasize

E-H

guerrilla

I-M

Minuscule, media, (pl)millenarian millennium

N-R

none, neither (sing)re-create

S-Z

Saint (not St., for person), [sic], under way, United States (n), U.S. (adj), University Press (not UP)

Miscellaneous**Prefixes and suffixes:**

- In general, close up, except quasi-and exceptions noted above.

Prepositions in titles of works or in heads:

- Uppercase prepositions of five letters or more: Within, Beyond, Between, Versus, Since.

Latin abbreviations:

- Use roman for c., ca., cf., et al., ibid., passim. Exception: [sic].

Italics within italics:

- Use quotation marks to show titles within titles (e.g., *The Harmonistic Organization of "The Rite of Spring"*).

Usage:

Distinguish between **each other** (for two elements) and **one another** (for three or more).

Use **more than** and **fewer than**, not over and less than.

Distinguish between **masterful** ("Here, Fido!") and **masterly** (accomplished); between **compose** and **comprise**. (The United States comprises fifty states. The United States is composed of fifty states.)

Use **at present**, not presently; use **more important**, not more importantly.

Which/that:

- Please distinguish between which (non defining) and that (defining, essential, restrictive).

Punctuation:

- Use nonbreaking space between initials in personal names. Do not use quotation marks after "so-called."

GUIDELINES FOR WRITING AN ABSTRACT

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

Many online databases, such as JSTOR, 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.

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
- Use third person; So, instead of, “In this article, I analyze,” use: “This article analyzes”
- 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

Examples

The abstract should begin with a clear sense of the research question and thesis.

While some recent scholars claim to have refuted the relevance of stylometric analysis for Plato studies, new technological advances reopen the question. This article uses two recently completed stylometric analyses of the Platonic corpus to show that advanced artificial intelligence techniques such as genetic algorithms can serve as a foundation for chronological assertions.

It is often useful to identify the theoretical or methodological school used to approach the thesis question and/or to position the article within an ongoing debate. This helps readers situate the article in the larger conversations of your discipline.

The debate among Watts, Koupria, and Brecker over the reliability of stylometry (PMLA 126.5, Fall 2009) suggests that . . .” or “Using the definition of style proposed by Markos (2014), this article argues that . . .

Finally, briefly state the conclusion.

Through analyzing the results of Watts and Koupria’s genetic algorithmic stylometry, this article demonstrates that they provide solutions to roadblocks previously identified in stylometric analyses of the Platonic corpus for the purposes of developing a reliable chronology. These solutions . . .

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 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 (100–200 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 *Chicago Manual of Style* (18th 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).
- If your article includes notes, you have used shorten 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 2.25 inches wide.
- **Alt text has been provided** to describe 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.