# Manuscript Submission Policy for
## *Early American Studies: An Interdisciplinary Journal*

## SCOPE

*Early American Studies* (EAS), a quarterly journal published by the McNeil Center for Early American Studies at the University of Pennsylvania, provides a forum for original research into the histories and cultures of North America in the Atlantic world before 1850.

Submission of scholarly articles, historical fiction, teaching exercises and previously unpublished primary sources are welcome.

## SUBMITTING MANUSCRIPTS

General guidelines for submitting manuscripts are:

1. Manuscripts submitted to *Early American Studies* may not be under review at any other publication.
2. As a separate file, include a cover sheet that includes the author's name, article title, academic affiliation (where applicable), postal addresses (home and office), telephone, email, and fax number.
3. Include the manuscript's title at the top of the first page of the article.
4. The author's name should not appear on any page of the text. Endnotes or other references that might identify the author should be removed.
5. There is no prescribed length for manuscripts.
6. The entire manuscript should be double spaced, including endnotes and block quotations, and should be submitted in Times Roman, 12-point type, with one-inch margins throughout.
7. Manuscripts must be submitted as a document file in Microsoft Word, not as a pdf.

## MANUSCRIPT PREPARATION

Please use the following guidelines for the preparation of manuscript for publication.

1. In general, follow the Chicago Manual of Style (15th ed.), but where something in Chicago conflicts with something in the present style guide, follow the latter. For spelling, consult Webster's 11th Collegiate Dictionary (if more than one spelling appears for a word, use the first spelling). For particular concerns, consult the journal editor.
2. Number pages consecutively with Arabic numbers in the upper-right-hand corner of the page.
3. Number figures and tables consecutively, using a short version of your title, i.e. "Ordeal of the Longhouse Figure 1," etc.).
4. Turn off automatic hyphenation and justification programs. (Ragged right margins are preferable throughout.)
5. Use formatting to create indents; do not use a tab indent.
6. Use only one space after colons and end-of-sentence punctuation.
7. Be consistent in the way you construct your dashes: --with or without a space before and after;
   a. without or without a space before and after, or — without or without a space before and after. These will all be converted to — with no spaces, but if you are consistent, this conversion will be considerably easier.
8. Verify all statistics, quotations, notations, versions of proper names, and transcriptions before submitting your manuscript. Changes later are limited to correcting errors of fact and typographical errors. Run your word processor's spell-checking program.
9. Authors should submit manuscripts and cover pages electronically. Please send them as Word.doc attachments to your email.

Please send manuscripts and any related inquiries to:

editor.earlyamericanstudies@gmail.com

## TEXT

*Accents and any other special characters* must be in place throughout the manuscript. If you are unable to represent these marks in type, please add them by hand if necessary. Be sure to alert the journal editor of any unusual accents, or any that you have handwritten on your hard copy.

*Block and run-in quotes: Set off* quoted material that is ten lines or more in length; shorter quotes should be run into the text. Be very judicious in using block quotes. Studies show that many readers skip over them when reading. Whenever possible, incorporate quotations into your text. Secondary source quotes should be used sparingly or not at all; paraphrase instead.

*Endnote numbers* should not be on the title of the article or on headings. Put them at the most appropriate spot in the text instead. When possible, note superscripts should appear at the end of sentences, and at the end of paragraphs.

*Book titles* and other material to be italicized should be set in italics, not underlined.

*Subheadings* should be considered to provide breaks for readers in manuscript text. These should be centered, in small caps. If you want to insert a line ornament as a break, type <SB>.

## NOTES

Attach all notes to your manuscript as endnotes, not footnotes. Articles will have footnotes when published, but our copyediting process requires that they be in an endnote list prior to typesetting. Leaving the process of converting footnotes to endnotes increases the chance incorporating errors at the editorial stage. All notes should be double spaced. We prefer that note numbers be placed at the end of paragraphs. Notes should be set in 12-point Times Roman type with a ragged right margin.

**NOTE STYLE**

- Include state names unless the city is large, a university press's city, commonly known (Ithaca, Stanford, New Haven, Princeton, Cambridge (for Harvard and MIT); use traditional (not postal code) abbreviations—Mass., not MA. Only one location is needed for the publisher. If a title was simultaneously published in America and abroad (by Oxford, for example), give the American city of publication.
- Okay to omit publisher's name for titles published before 1900. But include if it is available.
- Use ibid. where appropriate and do not italicize it (see Chicago 16. 47–48).
- Use space between authors' initials.
- Chapters in other books abbreviate as chap. 6.
- Abbreviate organizations with roman initials (MHS) and publications with italic initials (*WMQ*)
- Legal cases set roman.
- Use 2nd and 3rd rather than 2d and 3d for editions.
- Stet capitalization of titles of primary sources published before the twentieth century; follow normal headline-style capitalization rules for later, secondary sources.
- Cite notes with the letter n and no added space: 324n15; *but*, when referring to one of your own footnotes, "see n. 5, above."

ILLUSTRATIONS

EAS encourages authors to use appropriate illustrations that will add to the readers' understanding and interest in your topic. Please discuss these with the editor, and have photocopies or scans attached at the time you submit your manuscript.

Please indicate where to fit an image within the text by noting "place immediately after footnote 22" or "best located after footnote 2" etc. on a note attached to the picture and in the illustration's caption.

*Image caption lists* should be compiled and submitted as a separate file with the article manuscript. Please double space this list and include both descriptive text and credit lines. See the *Chicago Manual*, sections 12:31–51, for information on how to prepare captions.

Submit illustrations to the editor. Illustrations should be either camera-ready art (original drawing or photo), tiff files or high resolution jpg files. Tiff files should be minimum 300 dpi at a width of 4.25 x 5 inches for photos and fine engravings or minimum 1200 dpi at a width of 4.25 x 5 inches for line art. File names should include author name and figure no.: Smith_fig1.tif.

# PREPARING ACCEPTED ARTICLES FOR
# FINAL SUBMISSION AND COPYEDITING

Once your article has been accepted by *Early American Studies*, you will be asked to sign and return a publication agreement along with your final manuscript. Please consult the editor with any questions regarding open access policies.

1. Make all changes – editorial and substantial – requested by the editor or peer reviews. Consult with the editor on any questions.
2. Add your last name to the manuscript's page number, separated by a dash, i.e. "Smith – 14."
3. Set your title, name, etc., at the front of your article as follows:
   [centered, without quotation marks] Title of Article
   [centered] Subtitle (if title or subtitle include a quotation use double quotes)
   [double space]
   [centered, small caps] NAME
   [centered, italics] *Institutional Affiliation*
4. Add a note acknowledging financial support, help from colleagues, or where an earlier version of your article was presented. Acknowledgment statements should appear as an unnumbered note, *not* note 1, double-spaced, at the end of the manuscript.
5. Revise and edit your caption list. Be sure to note where each picture came from. Items used without charge are noted "Courtesy the Historical Society of Pennsylvania." If the image's owner has charged a use fee, use "Collections of the Historical Society of Pennsylvania."
6. Secure permissions for each illustration in your article.
7. Submit illustrations to the editor. Illustrations should be in camera-ready form. Make sure each image is clearly marked with the author's surname and its position within the article indicated (i.e. Dunn, Figure 1)
8. Submit final manuscript and captions as Word files. The copyedited files will be e-mailed to you for your review, and you will need to return them to the copyeditor by a specified date. Please alert the editor to any travel plans you have (or any other circumstance) that may affect your ability to meet that deadline.

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