SUBMISSION GUIDELINES FOR AUTHORS
JOURNAL OF AUSTRIAN-AMERICAN HISTORY

General Criteria

• The journal uses a double-blind 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 from the article text.
• Suggested length is 7,500 to 12,500 words
• Submissions should be accompanied by an abstract of up to 250 words to be entered directly on the Editorial Manager submission page. Please see page 4 of this document for guidelines.
• Submit 3 - 7 key words on the Editorial Manager submission page.
• Authors must guarantee that the contribution has not been published elsewhere and is not currently under consideration elsewhere. (English translations of previously published works but secure permission for the original publisher for an English translation.)
• Original articles may be submitted at any time, but authors wishing to submit a historiographical review essay, primary source feature with scholarly commentary, or an English translation of a previously published piece should correspond with the editor before submission at journal@botstiber.org.

Manuscript Formatting

• Articles should be submitted as Microsoft Word files.
• All text, including notes, should be formatted in Times New Roman font, size 12, with double line spacing throughout.
• Number pages at the bottom right.
• Citations must consistently conform to The Chicago Manual of Style, 16th Edition (CMS) footnote formatting; no parenthetical citations are to be used.

Translations

• Avoid the use of foreign language terms.
• In general, the endnotes should provide quotations in their original language when they have been translated into English in the main text.
STYLE SHEET AND GUIDELINES FOR ACCEPTED PIECES
JOURNAL OF AUSTRIAN-AMERICAN HISTORY

Advanced Manuscript Formatting and Style

• All text, including notes, should be formatted in Times New Roman font, size 12, with double line spacing throughout.
• Paragraph indentation by tab only, not space bar or paragraph indent function.
• Number pages at the bottom right.
• “Style” field should read “Normal” throughout text
• Use “main headings” and “subheadings”; subheads may be placed in italic to distinguish them from a full heading
• No automated lists – all numbers or bullets must be keyed
• Epigraphs and extracts from other texts should be set off with line spacing. 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, not two spaces.
• 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.
• Avoid the use of foreign language terms in your main text.

Tables, Figures, and Appendices

• Must be submitted as separate files from the article text.
• 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.
• Charts and graphs should be submitted in MS-Word, Excel. or its original source file.
• 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 files (photos) should be grey scale.

Citations

• Footnotes must be numbered consecutively throughout the article and be indicated by the superscript numerals following the punctuation.
• No parenthetical citations are to be used.
• Manuscripts must consistently conform to *The Chicago Manual of Style, 16th Edition (CMS)* footnote formatting.
• All subsequent references should follow the CMS short title format: Author, short title, page number.
  o For example: Judson, *The Habsburg Empire*, 13.
• Manuscript references: When referring to manuscripts, the first citation must include the full manuscript information: City, Library, manuscript number, folio number.
• For other types of citations, please check the CMS.

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• Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.
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 150–250 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

**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. In this article I use 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), I argue that . . .”

Finally, briefly state the conclusion.

“Through analyzing the results of Watts and Koupria’s genetic algorithmic stylometry, I demonstrate 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 . . .”