SUBMISSION GUIDELINES FOR AUTHORS

The Chaucer Review publishes studies of language, sources, social and political contexts, aesthetics, and associated meanings of Chaucer’s poetry, as well as articles on medieval literature, philosophy, theology, and mythography relevant to study of the poet and his contemporaries, predecessors, and audiences.

General Submission 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.
• Charts and illustrations should be submitted in digital form as separate files / documents from the article text. Authors are responsible for obtaining permissions.
• 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. The permission request form can be obtained from the Pennsylvania State University Press website: http://www.psupress.org/Journals/journals_permissions.asp
• Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.
• Authors guarantee that the contribution has not been published elsewhere and is not currently under consideration elsewhere.
• The editors, with advice from the editorial board and other specialist reviewers, will make final decisions in a timely manner, typically within four months of receipt.

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 12 point, with double line spacing throughout.
• Submissions should be accompanied by an Abstract of up to 150 words. Please see page 4 for guidelines on how to write an abstract.
• Submit 1 - 5 keywords.
• Paragraph indentation by tab only, not space bar or paragraph indent function.
• Number pages at the bottom 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.
• Subheads may be placed in italic to distinguish them from a full heading.
• No automated lists – all numbers or bullets must be keyed.
• 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.
• Endnotes should be double spaced and rendered in 12-point Times Roman.
• Tables / figures / appendixes:
  o Must be submitted as separate files / documents from the article text.
  o An indication in the text for placement should be given, for example:
    ▪ <Table 1>, <Figure 2>, <Appendix 1>
  o Figures must be submitted in the original format at the size the author would like them to appear.
  o Tables should be submitted in MS-Word. All tables may be included in one document.
  o Digital images should be submitted in either .tiff or .jpeg files at 300 dpi at the size the images are to appear.
  o If possible, all digital files (photos) should be grey scale.

Style
• Manuscripts must consistently conform to The Chicago Manual of Style, 16th Edition (CMS). Examples of reference citations for journal articles and books are shown below. For more examples, please review CMS.

• Quotations from Chaucer should reference The Riverside Chaucer, 3rd ed. (unless the edition is at issue in the essay); it is advisable to consult a recent issue for form.
• Use single spaces flowing periods between sentences throughout the manuscript.

• Ellipses:
  o When omitting part of a sentence with an ellipsis, use three periods with a space before, in between and after (“... and ...”).
  o If the end of a sentence is omitted, use four periods, the first immediately following the text, and the following spaced as above.
  o Use a four dot ellipsis if an entire sentence is omitted.

• Citations:
  o References citing source materials must be listed as footnotes of and must include, in order, the following information:
    ▪ Journal: First author’s first name, last name, and Second author’s first name last name. “Title of Article.” Title of Journal volume no., issue no. (Year of publication.): page numbers.
    ▪ Books: Author’s first name, last name. Title of Book (City, Year of publication), page numbers.
  o All subsequent references should follow the CMS short title format: Author, “Title”, page number.
      ▪ For example: Mann, “Gentilesse’ and the Franklin’s Tale,” 14-15
  o Manuscript references: When referring to manuscripts, the first citation must include the full manuscript information: City, Library, manuscript number, folio number.
  o For other types of citations, please check the CMS.

• Translations
  o Foreign-language quotations should be accompanied by translations.
  o English translations of the Vulgate should be from the Douai-Rheims version.
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 footnotes.

**What is 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 . . .”