SUBMISSION GUIDELINES FOR AUTHORS

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.
• Tables, figures, appendixes, and photos must be submitted as separate files/documents from the article text.
• Submissions should be accompanied by an Abstract of up to 200 words to be entered directly on the Editorial Manager submission interface and on the first page of your manuscript. Please see page 6 for guidelines on how to write an abstract.
• Submit 1 - 5 key words selected carefully to allow for maximum discoverability.
• Essays should be of at least 5,000 words on all aspects of Fitzgerald’s life and work.
• 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 with the author’s publication contract.
• 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.

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.
• 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.
• 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.
• 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.
• All footnotes to be converted to endnotes, 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 In the text, do not use the word “see” before directing the reader to any figures or tables.
  o Charts and graphs should be submitted in MS-Excel or its original source file.
  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

• MLA style must be used for citations and notes. Please refer to the 7th edition of the *MLA Handbook*. Note: MLA format is double spaced with a hanging indent.
  o **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:**

- Please use parenthetical citations that reference a works cited list; notes and works cited should appear at the end of the text.
- Submissions to the reviews section do not need a works cited list.
- **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.
- Please note that “Ibid.” and “op. cit.” are not to be used, nor are the abbreviations “p.” or “pp.”

**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 *editor*) except when these designations follow a period.
Whenever possible, use the appropriate abbreviated forms for the publisher's name (Random instead of Random House).

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.

Examples:

Journal article - Print:


Journal article - Online:


Book by multiple authors:


Please refer to the MLA Handbook for more examples and further guidance.
Abbreviations of Fitzgerald Titles

ASYM  All the Sad Young Men
B&D   The Beautiful and Damned
BJG   The Basil, Josephine, and Gwen Stories
CC*   A Change of Class
F&P   Flappers and Philosophers
GG    The Great Gatsby
LD    The Lost Decade: Short Stories from Esquire, 1936–1941
LK*   Last Kiss
LT    The Last Tycoon
LLT   The Love of the Last Tycoon
MLC   My Lost City: Personal Essays 1920–1940
PH    The Pat Hobby Stories
S&G   Spires and Gargoyles: Early Writings, 1909–1919
TAR   Taps at Reveille
TITN  Tender Is the Night
TJA   Tales of the Jazz Age
Trimalchio  Trimalchio: An Early Version of The Great Gatsby
TSOP  This Side of Paradise
Veg   The Vegetable

Book Reviews

• Book reviews should be submitted 12-point Times New Roman font, double-spaced

• Please italicize book titles.

• Example:

  F. Scott Fitzgerald at Work: The Making of The Great Gatsby

  by Horst H. Kruse

  Tuscaloosa: University of Alabama Press, 2014. 154 pages
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 . . .”