PRETERNATURE 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 endnotes.
- 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 150 words to be entered directly on the Editorial Manager submission page.
- Submit 1 - 6 key words.
- Accepted submissions should provide an author biography of up to 75 words.
- 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 list of works cited, should be formatted in 12-point Times New Roman, with double spacing throughout. Use 1-inch margins throughout.
- Length: 8,000 to 12,000 words.
- Paragraph indentation by tab only, not space bar or paragraph indent function
- Number pages at the top 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.
- 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 endnotes, not footnotes. Use Arabic (not Roman) numerals for endnotes.

• 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 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

• Use single spaces following 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.
  o Do not use ellipses at the beginning or end of a quotation.

• Endnotes must be numbered consecutively throughout the article and be indicated by superscript Arabic numerals following the punctuation.
  o The endnote numbers at the end of the article should not be superscript text and should be a number followed by a period.
  o Endnotes must be double-spaced at the end of the article and appear before the list of works cited.

• Citations:
Manuscripts must consistently conform to The Chicago Manual of Style, 16th Edition (CMS) documentation style 1. Please note that documentation style 1 does not allow for intralinear citations.

In the case of works by multiple authors, please list up to three authors; for more than three, please list only the first author, followed by et al. For example:

- (Poist and Alen 1999; Murphy 2000, 48–51; Pollan, Ward, and Burns 2007; Barnes et al. 2010).

Books and journals in the works cited list must include, in order, the following information:

- Journal: First author’s last name, first name, and Second author’s first name last name. Year of publication. “Title of Article.” Title of Journal volume no. (issue no.): page numbers. For example:

- Books: Author’s last name, first name. Year of publication. Title of Book. City: name of publisher. For example:

All subsequent references should follow the CMS short title format: Author, date, page number. For example:

- Savage and Watson, 1995, 2.

For other types of citation, please check the CMS.

Translations

- Include translations for all quotations in languages other than English. Be sure to acknowledge the translator; if the translations are your own, please indicate this in an endnote. For example:
  - “All translations from Old English are my own.”
Translations for individual foreign words, run-in quotes, and block quotes should be in parenthesis.

Translations must be accompanied by the original quotation, either in the text or in the endnotes.

**Book reviews**

- Reviews should be approximately 1300-2000 words.
- The review must be headed by the following information: title of publication; name of author or editor; publisher; publisher’s address; date of publication; number of pages; ISBN number (if available in both hardcover and paperback, indicate numbers for both); and selling price(s).
- The text of the review should follow the same formatting guidelines as manuscripts (above).
- The reviewer’s name, full professional title, employer affiliation, and address must be indicated at the end of the review. (Most journals only require the author name and affiliation.)