SUBMISSION GUIDELINES FOR AUTHORS – HIPERBOREEA

General Submission Criteria

- The journal uses a double-blind review process; please remove all references and 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. Authors are responsible for obtaining permissions.
- **Alt text** must be provided for all images and other graphic elements, to meet requirements for accessibility for those with disabilities. The **PSU Press Alt text Guide** can be found below.
- Submissions must contain an abstract of up to 150 words, not more than 5 key words, and an author biography (short bio) of up to 100 words (50 for the authors of book reviews) to be entered directly on the Editorial Manager submission page.
- The **PSU Press Abstract Submission Guide** is available at this link: https://www.psupress.org/journals/Journal%20PDFs/PSUPJ_Abstract_Guide.pdf
- 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 PSU 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 is original, has not been published elsewhere and is not currently under consideration elsewhere.
- Full or partial translations from various languages are not accepted.
- Please check the **Submission Checklist** below before the final submission, to ensure all submission directions have been followed.

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.
- Length: 5,000 to 8,000 words.
- 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.
- 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 manually 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:
    - Must be submitted as separate files / documents 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-Excel or its original source file.
- Photos must be submitted in high-resolution .jpg or .tiff files (300 dpi) at least 2.25 inches in width.
- If possible, all digital files (photos) should be grey scale.
- Please provide **alt text** for all tables, figures, charts, and graphics.

Style

- Use single spaces flowing periods between sentences throughout the manuscript.
- 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.
- Endnotes are used to elaborate on information presented in the article text, e.g. bibliographic information.
  - We use the author–short title system. The reference should be given with full publication details (see below) at first mention, with a short title used in subsequent references, after the author's surname.
  - Ibid. may be used to denote a repetition of the immediately preceding item, and idem to denote a repetition of the immediately preceding author's name, but not op. cit., loc. cit.
  - Endnotes must be numbered consecutively throughout the article and be indicated by the superscript numerals following the punctuation.
  - The endnote numbers should not be superscript text and should be a number followed by a period.

- All endnote entries must be double-spaced.
- Automatic formatting is acceptable in endnotes.

- Citations:
  - Manuscripts must consistently conform to *The Chicago Manual of Style, 18th Edition (CMS)*. Examples of reference citations for journal articles and books are shown below. For more examples, please check www.chicagomanualofstyle.org
  - Books and journals in the text: Reference citations in the article must be listed chronologically in the endnotes.
  - The ampersand will be replaced by 'and' when two authors or editors are cited and in the names of companies (unless the ampersand is actually part of the official name, e.g. Simon & Schuster).
  - Books and journals listed in the endnotes must include, in order, the following information:
  - **Journal - Print:** 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): page numbers.

    > For example:
    >
    > Greg C. Bischoff, Stan Martens and Will Grimm, "Letters of Edgar Allen Poe," *Contemporary Texts* 14 (3) (2009): 232–50.
  - **Journal - Online**: Include a Digital Object Identifier (DOI) if the journal lists one. If no DOI is available, list a URL. Author's first name, last name, "Title of Article," *Title of Journal* volume no. (issue no.) (Year): page numbers, DOI.

    > For example:
    >
    > Alexios G. C. Savvides, "Late Medieval Central Greece in Turmoil: Thessaly, Thirteenth to Fifteenth Centuries C.E.", *Hiperboreea* 10 (2) (2023): 137–57, https://doi.org/10.5325/hiperboreea.10.2.0137
  - **Books:** Author's first name, last name, *Title of Book* (City: Publisher, Year), page numbers.

    > For example:
    >
    > Steve D. Geary and Ken B. Vitasek, *The Critical Writings of EA Poe* (Bellevue: Prescott, 2008), 52.

Bem Gottfried, *Primal Vision*, Ed. E. B. Ashton; trans. M. Hamburger (London: Bodley Head, 2004), 89

- o For **chapters in edited books**, after the author and title should be added the word 'in' followed by the title of the volume in italics, the editors (ed for a single editor, eds for more than one), and then the publication details.

    For example:

    Timothy Barnwell, "Fragmented Identities: Otherness and Authority in Adam of Bremen's History of the Archbishops of Hamburg-Bremen", in Clemens Gantner et al. (eds.), *The Resources of the Past in Early Medieval Europe* (Cambridge: Cambridge University Press, 2015), 139-55, here 149.

- o **Primary sources** should read: Bernhard Schmeidler (ed.), *Helmoldi presbyteri Bozoviensis Cronica Slavorum*, MGH SRG (Hannover: Impensis Bibliopolii Hahniani, 1937), I. 54; II. 12.

- All subsequent references should follow the *CMS* short title format: Author last name, "Short title", page number(s).

    For example:

    Bischoff and Martens, "Letters of Poe", 235.

    Geary and Vitasek, *The Critical Writings*, 52.

    Timothy Barnwell, "Fragmented Identities", 149.

    Helmoldi presbyteri Bozoviensis, I. 54; II. 12.

- **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 – Notes and Bibliography*.

- Translations

    - o Include translations for all quotations in languages other than English. Translations for individual foreign words, run-in quotes, and block quotes should be in parenthesis.

o In general, translations should be accompanied by the original quotation in the endnotes.

Book reviews

- Reviews should be approximately 600 to 800 words in length.
- The review must be headed by the following information: title of publication; name of author or editor; publisher; date of publication; number of pages; ISBN number (if available in both hardcover and paperback, indicate for both); and selling price(s).
- The text of the review must be double-spaced.
- The reviewer's name, full professional title, and employer affiliation, must be indicated at the end of the review.
- The reviewer's short bio (up to 50 words) will be included directly on the Editorial Manager submission page.

PSU Press Alt Text Guide

Penn State University Press is committed to making its publications accessible to the widest audience possible. The inclusion of alternative text (or "alt text") will allow those using assistive technology to access the images and other graphic elements (such as tables, charts, graphs, and maps) in the digital formats of articles. Authors are encouraged to submit alt text (and where necessary, extended descriptions) for all images and other graphic elements in their manuscripts.

General Guidelines for Composing Alt Text

Alt text should clearly and concisely describe the content and function of an image. Please limit the description to the most important elements of the image. In most cases a one- or two-sentence description, consisting of no more than 250 characters (not including spaces),

should suffice. If more than 250 characters are needed to convey the content and function of an image, please provide an extended description in addition to the alt text.

Extended Description

For more complex images and graphic elements (such as graphs, charts, and maps), please provide an extended description with the necessary information. Any visible English text in an image must be transcribed in the extended description. Please note that images requiring an extended description must also have the shorter alt text.

Formatting and Submitting Alt Text

Alt text should be submitted along with captions. The alt text for a figure should be set on a new line after the caption and should be preceded by <alt text>. An extended description, when necessary, should be treated in a similar manner, preceded by <extended description>. When drafting and formatting alt text, you should:

- capitalize acronyms so assistive technology reads them as separate letters and not words (e.g., US versus us);
- avoid complex symbols, such as brackets, quotation marks, dashes, ellipses, and mathematical symbols, as assistive technology does not treat all of these symbols consistently;
- write in complete sentences but avoid overly complex sentence structures.
  For examples as well as additional information and resources, see
  https://www.psupress.org/books/author_resources/accessibility_alttext.html

Submission Checklist

- All authors and coauthors are listed in the submissions interface.
- At least one author has been designated as the corresponding author with contact details:

- o E-mail address
- o Affiliation
- o ORCID number has been provided (if you have one)
- Necessary funding statements have been provided, including funding organization name, the organization's DOI, and grant numbers if you have them.
- All necessary files have been uploaded. Submission must include:
  - o Abstracts (100–150 words)
  - o Keywords (up to 5)
  - o Separate image files (tiff, jpg, include relevant captions, **not inserted into Word file**)
  - o All tables (including titles, description, footnotes)
  - o Ensure all figure and table citations in the text match the files provided.
- Journal policies detailed in submission guidelines have been reviewed.
- Manuscript has been checked for spelling and grammar.
- Manuscript and Notes and or Works Cited sections follow the most recent *Chicago Manual of Style* (18th edition) for formatting and language.
- All references mentioned in the Works Cited list are cited in the text.
- If you only have 1 note or 1 work cited, the sections are called Note or Work Cited (not Notes or Works Cited).
- If your article includes notes, you have used shorten citations instead of ibid (See *CMS* 18, 13.37).
- Permission has been obtained for use of copyrighted material from other sources (including the Internet and for image use). Please provide permission documentation to journal editor for images or long text excerpts under copyright.
- All figures have been provided as individual image files (**not inserted into Microsoft Word**) and are 300 dpi at a sizing of at least 2.25 inches wide.
  Alt text has been provided to describe provided for all supplied images, tables, and charts.