

Submission Guidelines for *Utopian Studies*

All submissions to *Utopian Studies* should be sent to: www.editorialmanager.com/uts

If you have any questions, please contact:

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SUBMISSION DEADLINES

In adherence to the academic calendar year, *Utopian Studies* accepts submissions between the months of September and April. Although new manuscripts will be accepted between May and August, they will not be reviewed during those months.

STYLE REQUIREMENTS FOR ARTICLE SUBMISSIONS AND BOOK REVIEWS

Utopian Studies asks two referees to blind review each manuscript. Thus, contributors are required to submit via the Electronic Manager system a manuscript to *Utopian Studies*. Contributors should retain a copy of the manuscript for their own files and future reference.

Manuscripts submitted to *Utopian Studies* are subject to the usual copyediting.

1. All manuscript articles must be submitted as a Microsoft Word document.
2. Manuscripts should be double spaced, in Times New Roman font, size 12.
3. Notes should be used sparingly to expand upon ideas developed in the text. Citations must be in endnotes (not footnotes). The endnote numbers appearing at the end of the article should not be superscript text.
4. Documents should not contain any automated formatting; i.e., the "tab" key should be used for paragraph indentation, not the paragraph indent function or the space bar. Do not use automated lists. No function of "Track Changes" should be in use. The formatting bar in the upper left corner should read "Normal" throughout the manuscript.
5. Tables, figures, and photos must be submitted in the original format (.tiff or .eps) at the size the author would like them to appear. They need to be saved as a separate file with an indication in the text for placement; i.e., <Table 1>, <Figure 2>, <Photo 3>,
 - Captions must be saved in a separate Word document.
 - Digital images **MUST** be submitted at **300 dpi****
6. Contributor contact information (e-mail address) should be submitted for the editor along with the manuscript.
7. All publication agreements must be submitted with the manuscript. It is imperative that all information provided by the authors be clearly written, accurate, and complete.
8. All submissions should include a brief biographical statement about the author. This statement should include the author's current institutional affiliations, general research interests, and recent publications.

I. REFERENCE WORKS

Merriam-Webster's Collegiate Dictionary, 11th ed.

- Follow Webster's for spelling, hyphenation, italicization of foreign words and phrases, and capitalization. Use American spelling (e.g., defense, focused, benefited, paralleled). For words with alternative spellings, Webster's first spelling is preferred (e.g., theater, tranquility), but if the author is consistent, the second spelling may be acceptable. Please consult the managing editor when you're not sure.

The Chicago Manual of Style (CMS), 15th ed. (print or online edition)

- Refer to CMS for points not covered by these guidelines or by Webster's. In most cases, the Press agrees with CMS.

We have also found the following general works and Web sites helpful:

- Amy Einsohn, *The Copyeditor's Handbook*
- Bryan Garner, *A Dictionary of Modern American Usage*
- *Columbia Encyclopedia* (online via Bartleby.com)
- WorldCat (worldcat.org; may also be accessible through a university Web site)
- Google Book Search (books.google.com)

II. STYLE

A. CHAPTER TITLES and SUBHEADS

- Make sure chapter-opening paragraphs and the first paragraph under a subhead or break in the text are flush left.
- Epigraphs, chapter titles, and subheads should not have note numbers. Delete the note number and renumber all notes. (You will need to add or delete the note in the text file and in the notes file.) Please consult the managing editor if the note seems to contain necessary information.

B. RUN-IN and BLOCK QUOTATIONS

- In general, run quotations under one hundred words (about eight lines) into the text. Do not begin or end an extract with ellipses. Delete quotation marks around extracts, and use double (not single) quotation marks within extracts, such as for dialogue.
- Regularize the initial capitalization of quotations as the syntax demands (see CMS 11.16-11.19). In general, do not add brackets to indicate that a letter has been upper- or lowercased. (Some fields, such as philosophy, legal studies, and literary studies, do require such brackets; proceed with caution.)
- Italicized words or phrases that were not italicized in the original should be marked with "(emphasis added)." Query the author in ambiguous cases. Alternative wording, such as "(italics added)," is acceptable as long as the author is consistent. It is also acceptable, though not necessary, to indicate "(emphasis in original)."

C. LISTS

- For run-in numbered or lettered lists, use complete parentheses: (1), (a), etc.
- For set-off numbered lists, delete parentheses around numbers. Follow CMS 6:125-6:129 for punctuation.

D. DATES and NUMBERS

- Chapter numbers should be Arabic, not Roman or spelled out. This applies both to the manuscript itself and to references in the text and notes.
- Spell out numbers from one to one hundred, as well as multiples of a hundred.
- Inclusive numbers: see CMS 9.64 (e.g., 45-48, 104-5, 100-105). Separate numbers with an en-dash. For display type (e.g., book or chapter title, subheads, and the like), use full inclusive numbers (e.g., 1901-1977). For an individual's life dates, please give both dates in full, whether in display or running text.
- Use 1700s, not 1700's; use nineteenth century, not 19th century.
- For specific dates, close off the year with a comma: "April 30, 1973, was an unseasonably warm day." For month-and-year combinations, use November 1990 (not November, 1990, or November of 1990).
- Use small caps for B.C., A.D., A.M., P.M., C.E., B.C.E. and for words and phrases given in capital letters, such as for emphasis or for Latin inscriptions. Do not use small caps in display type, however.

E. PUNCTUATION

COMMAS:

- Be careful not to introduce comma errors merely because a sentence is long. And do not separate subjects or subject and predicate with a comma. Before you add or delete a comma, be sure you know what the author intends to say and that you will not be altering the meaning.
- Use the serial comma in running text; impose it, too, in titles given in notes and bibliographies.

POSSESSIVES:

- Saint James's; Yeats's. See CMS 7:20-7:22 for special cases and exceptions (e.g., Socrates' discourse).

ELLIPSES:

- Insert nonbreaking spaces if needed. Use three dots within a sentence (. . .) and four at the end, if the original sentence continues. Do not use the ellipsis symbol that Microsoft Word has as a default. As in block quotations, do not begin or end a quotation with ellipses (CMS 11:54).

EM DASHES, EN DASHES, and HYPHENS:

- Use en dashes for dates, inclusive page numbers, and three-word compound adjectives: post-Civil War. (See CMS 6:85 for other examples.) Do not hyphenate adverbs ending in "ly" plus participle (e.g., culturally loaded term). Do not hyphenate "early" and "late" in centuries: late nineteenth century (n); late nineteenth-century (adj).

III. NOTES and BIBLIOGRAPHIES

- Follow CMS for notes and bibliography. Both notes-and-bibliography and author-date systems are acceptable; usually it will be best to choose the one that requires the fewest changes to what the author has done. Flexibility is permitted within each system. For example, if the author has consistently used place and date, but not publisher, in bibliographical entries, you do not need to insert publishers' names.
- For manuscripts that contain a complete bibliography, full citations in the notes are unnecessary. Shorten references using the author's last name and a short title. If the author has provided a full citation for the first reference to a work in a chapter, leave it (and make sure it is done consistently). It is not necessary, however, to do so if the author has not.
- For manuscripts without a bibliography, please do supply a full citation for the first reference to a work in a chapter.
- In general, omit all state names in notes and bibliography unless a city might be ambiguous. Use the traditional, not post office, abbreviations for state names (e.g., Conn., not CT).
- Normally, give only one place of publication-London: Routledge (not London and New York). But for the University of California Press, cite both Berkeley and Los Angeles. For co-published works, it is acceptable to cite both publishers (e.g., London: Arnold; New York: Oxford University Press, 2000).
- For university press publishers, do not add the state abbreviations, even if the press does not carry the state name (e.g., New Haven: Yale University Press).
- Beware of frequently misspelled publishers' names, such as **Macmillan, Prentice Hall, McGraw-Hill, and Scholar Press**.
- Please add a comma before a "see" reference ("For additional discussion, see . . .").
- Do not include words such as "Inc.," "Co.," and "Publishers." But "Press" is considered to be part of the publisher's name and should be included. "Books" is more ambiguous; please consult the managing editor if there seems to be some inconsistency.

A. FORMATTING

- Journal articles: There is no need to include both an issue number and a month or season: Journal 4 (Spring 2004): 1-10, or Journal 4, no. 2 (2004): 1-10. Close up the space around a volume number and a page number: 2:234, not 2: 234. However, if both volume and issue numbers are given, retain the space: Journal 4, no. 2: 234.

B. ABBREVIATIONS

- To avoid long strings of "ibid." notes, insert page references in the text and renumber the notes. Remember to add or delete the note number in the text file as well as in the notes file (see attached instructions).
- Change op. cit. to author/short title. Do not use idem or id.
- Both f. and ff. contain a period, and there is no space between the page number and the "f." or "ff.": 43ff. We prefer not to use "f.," however, so please delete it and replace it with the next page number (e.g., 42f. becomes 42-43). Some authors use "f." to mean "folio"; the correct abbreviation is "fol."
- Make sure the author knows the difference between "cf." and "see."
- Delete "p." and "pp." from notes and bibliography unless they are needed to avoid ambiguity.

C. TITLES

- Titles of books and articles should be adjusted to follow our style, even where it differs from the original. This applies to capitalization; "and," not ampersand; serial comma; comma before date span; "Nineteenth," not "19th."

IV. ILLUSTRATIONS and CAPTIONS

1. In running text, lowercase "fig." and "figure," "table," "diagram," and "map."
2. If this has not already been done, insert a code to the typesetter to call out illustrations. Insert it at the end of the paragraph in which the figure or table is mentioned:
 <comp: insert fig. 1 about here>; <comp: insert table 1 about here>
3. Because we cannot be sure where diagrams, tables, and the like will fall on the page when set, please change references like "see the following diagram" to, e.g., "(see diagram 1)."
4. Make a captions file from the list of illustrations. Photo credits should generally be included in the list of illustrations and deleted from the captions.
5. Delete any periods after figure numbers in the captions or list of illustrations. (The designer will spec for space after the figure number.)
6. Please check the callouts and be sure that all figures are referred to in the text.

V. CLEANUP

1. Be sure that every page has a page number. Pagination of the text, notes file, and bibliography should be consecutive. (The front matter should be numbered separately, with roman numerals.)
2. Proofread the final manuscript.
3. Perform a global to check for a comma or period before an open parenthesis, for two adjacent periods or commas, and for two spaces between words or sentences.
4. Please make up a complete list of abbreviations/acronyms for the compositor.
5. Please make sure that the number of note references in the text matches the number of actual notes. It will probably be better to refer discrepancies to the author than to try to fix them yourself.

VI. STYLE SHEET

A-D

A.D. 50 (not 50 A.D.)

anti-intellectual

"cannot" (not "can not")

chapter (lc, as in "chapter 5")

co-opt, co-author, co-editor, co-worker

data (pl)

de-emphasize

E-H

guerrilla

I-M

minuscule
media (pl)
millenarian
millennium

N-R

none, neither (sing)
re-create

S-Z

Saint (not St., for person)
[sic]
under way
United States (n), U.S. (adj)
University Press (not UP)

Miscellaneous

Prefixes and suffixes:

- In general, close up, except quasi- and exceptions noted above.

Prepositions in titles of works or in heads:

- Uppercase prepositions of five letters or more: Within, Beyond, Between, Versus, Since.

Latin abbreviations:

- Use roman for c., ca., cf., et al., ibid., passim. Exception: [sic].

Italics within italics:

- Use quotation marks to show titles within titles (e.g., The Harmonistic Organization of “The Rite of Spring”).

Usage:

- Distinguish between **each other** (for two elements) and **one another** (for three or more).
- Use **more than** and **fewer than**, not over and less than.
- Distinguish between **masterful** ("Here, Fido!") and **masterly** (accomplished); between **compose** and **comprise**. (The United States comprises fifty states. The United States is composed of fifty states.)
- Use **at present**, not presently; use **more important**, not more importantly.

Which/that:

- Please distinguish between which (nondefining) and that (defining, essential, restrictive).

Punctuation:

- Use nonbreaking space between initials in personal names. Do not use quotation marks after "so-called."