# Submission Guidelines for *Juniata Voices*

**A FEW GENERAL WORDS OF ADVICE TO OUR AUTHORS**

The purpose of *Juniata Voices* is to showcase and curate a selection of the diverse, rich, and intellectually stimulating presentations delivered each year at Juniata College. You might think of your *Voices* piece as the version of your research as it would look in the *Smithsonian* or *Atlantic* rather than in a peer-reviewed journal. Such pieces are usually directed toward a general audience but include citations. These contributions can be found on the *Juniata Voices* website and in prominent research databases.

# Style Sheet for *Juniata Voices*

Our general guide is *The Chicago Manual of Style*. You can get the basics of Chicago style at the Purdue OWL general page; further details are linked therefrom:

https://owl.english.purdue.edu/owl/resource/717/02/

DOCUMENT FORMATTING

Body Text

- Use 11-point Times New Roman (approximately 250 words per page)
- One-inch margin on all sides of the paper
- Flush left, rag right
- 1.5 line spacing for text
- Commas and periods inside quotation marks (i.e., American, not English style)
- One space after periods for sentences
- Indent 0.5" to start a new paragraph (except the first, see below)

Section Headings:

- Flush left
- First level heads in CAPS, for example: CAMPAIGNING AND GOVERNING
- Second level heads in upper and lower case. For example: The Party System
- Try not to have third level heads

Numbers

- Spell out all numbers from one to ninety-nine. Years and decades should be written in Arabic numerals and followed by *-s* without a preceding apostrophe (e.g., 1950s).

- Percentages should generally be expressed as numerals with a percent sign, e.g., "This community lost 90% of their coffee production." Monetary amounts should use numerals with the appropriate symbol for the currency, for example $15.

Quotes and Paraphrasing
- Limit the use of extensive quotes.
- Permissions will be needed from the author or the author's publisher both for more than two lines of poetry and for more than 250 words of other texts. **It is the author's responsibility to request permission.**
- Quotations over five lines or fifty words should be:
  - Indented on both sides by 0.5"
  - Double-justified
  - Single spaced
  - The same 11-point font as the main text
  - Without quotation marks at the beginning and end

Punctuation
- **DO use** the Oxford comma (in a series of three or more, include the comma before *and*).
- Commas and periods go INSIDE quotation marks even when they are not part of the quotation (this is US style).
- Do NOT use hyphens with ethnic and national groups, for example: African American used as both a noun and an adjective (*Chicago* 8.41 & 8.42).
- Use quotation marks, not italics, for words used as words.

ILLUSTRATIONS

In-text references to figures are capitalized, and the parenthetical is part of the sentence whenever possible, e.g., "That evening it climbed into a livestock corral and killed multiple sheep and goats (see Figure 1)."

Images
- PERMISSIONS: **Authors are responsible for securing all permissions to reproduce material.**
- Include images, charts, and tables, as needed for clarity and/or interest (indicate approximate placement in text).
- Keep the original proportions on artwork.

- Submit the images as separate pdfs or jpgs in addition to including them in your text where they belong.

Captions

- Label figures in order, using this format: Figure 1. Caption here. Photo credit: Name of photographer.
- Captions are centered under the image in 10-point Times New Roman font.
- Do not include complete citation information in a caption. Instead, include an endnote number and put the citation information in the endnote. If the source information is brief, you can include it in the caption like this: "Source: *Book title* page number."
- Here are three different types of examples:
  - A photograph:

    Figure 1. A snow leopard with a goat kill in the Indian Himalayas. Photo credit: Karma Sonam.

  - A graph, table, or other visual presentation of information:

    Figure 10. The journey of Warrior Coffee from bean to cup. Figure created by Lycoming College.

ENDNOTES

In the Text

- All references and comments are placed as endnotes.
- A sentence that references more than one source should have only ONE endnote added at the end. Include in the related note all sources referenced, in the order in which they come in the sentence, with each item separated from the next by a semicolon (*Chicago* 16.37). For example:

  > Quotations about her crime can be found in the *Philadelphia Public Ledger,* May 14, 27, 1839; "Miscellaneous Descriptive Books, 1829-1842."

- Endnote numbers are preferred at the end of a sentence; they go immediately after the period (no space between) for the sentence referenced, like this.[1]
- Do not use just superscript numbers to mark endnotes. Instead, use the Insert > Footnote feature of Word. Then choose Endnote, regular Arabic numerals numbering sequentially, starting with "1." This way, all references will be captured and, if any get added or deleted, all will renumber automatically.

At the End of the Document

- Put the endnotes at the end of the text in a section marked "NOTES" in all caps, 11-pt. Times New Roman font preceded and followed by a 1.5-spaced blank line.
- Endnotes start flush at the left margin.
- References are in 11 pt. Times New Roman font and single-spaced within entries.