SUBMISSION GUIDELINES FOR AUTHORS – HIPERBOREEA

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 150 words to be entered directly on the Editorial Manager submission page.
- Submit up to 7 key words.
- All submissions should provide an author biography of up to 100 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 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 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.
  - Digital images should be submitted in either .tiff or .jpeg files at 300 dpi at the size the images are to appear.
  - If possible, all digital files (photos) should be grey scale.

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, 16th 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 of publication): 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. 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 of publication): page numbers, doi.

  > For example: Greg C. Bischoff, Stan Martens and Will Grimm, "Letters of Edgar Allen Poe," *Contemporary Texts* 14 (3) (2009): 232–50, doi: 10:1052/569826. (or: url: http:/www.contemporary. texts.org.)

- **Books:** Author's first name, last name, *Title of Book* (City: Name of publisher, year of publication), 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

- For **chapters in edited books**, after the author and title in single inverted commas should be added the word 'in' followed by the name of the author(s) of the book, with (ed.) or (eds) and then title of the book in italics and 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 numbers for both); and selling price(s).
- The text of the review must be double-spaced.

- 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.)

PSU Press Abstract Submission Guide

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 . . ."