

Manuscript Submission Guidelines for *Early American Studies*: *An Interdisciplinary Journal* (updated Spring 2024)

Early American Studies (EAS) is a quarterly, peer-reviewed journal sponsored by the McNeil Center for Early American Studies at the University of Pennsylvania. The journal publishes original research on the histories and cultures of North America and the Atlantic world before 1850. The editors welcome contributions from scholars working in a variety of disciplines concerned with early America, including art history, history, literary studies, material culture, music, philosophy, and religious studies, among others. They are especially interested in works that employ interdisciplinary methods or source materials.

We also publish essays for our “Consider the Source” and “From the Field” features. “Consider the Source” articles provide a close reading of a particular piece of evidence – a document, piece of literature, object, etc. The purpose of these features is to offer a close read or analysis of the source and highlight the new information it contributes to the field of early American studies or how it changes our perspective on a specific topic. “From the Field” features offer an opportunity to review a debate in the scholarly literature, an exhibit, a conference, or a symposium, etc. The point of these articles is to provide insight into a contemporary issue or debate in early American studies.

OUR PROCESS:

Submitted manuscripts are read first by the editors, who look for evidence of original research, engagement with other scholars in the field of early American studies, a clear argument, and quality writing. If the manuscript meets those basic criteria, the editors then solicit reviews of the work from two to three experts on the manuscript’s topic. Upon receipt of those reviews, the editors discuss the manuscript and the readers’ recommendations and decide whether the work should move forward to publication. They then inform the author of their decision. This stage of the process generally takes about 3-4 months.

If the author is asked to revise and resubmit the manuscript, which is quite common, the resubmitted document is normally sent out to the same readers for another review. Upon receipt of the readers’ recommendations, the editors make a final determination about publication and inform the author. If conditionally accepted or accepted for publication, it is not unusual for the editors to ask the author to make additional revisions in response to readers’ comments. This second review generally takes another 2-3 months.

Once accepted for publication, the manuscript is placed in our publication queue. *EAS* undertakes a multi-part editorial process between acceptance and publication. One of the editors

line-edits the manuscript and endnotes. We suggest edits that will hone the work's argument and improve the clarity and flow of the piece, or that will clarify documentation in the notes. We then send it back to the author for revisions. After that process is complete, we send the accepted manuscript (with the others for the issue) to Penn Press's copy editor, who reads the article for usage, spelling, punctuation errors, and citation style. They then send the manuscript back to the author with queries and to approve any changes they have made. After that stage is completed, Penn Press typesets the issue. The editors will ask the author to do a close read of the page proofs to identify any remaining typos in the work. After page proofs are corrected, the article is published. The editorial process from acceptance to publication generally takes at least six months but can be longer if our publication queue is lengthy.

SUBMITTING MANUSCRIPTS to *EAS*

General Guidelines for Research Articles, "Consider the Source," and "From the Field" submissions:

1. Manuscripts submitted to *Early American Studies* may not be under review at any other publication and should represent original and unpublished work. We also welcome submissions of original analyses of texts or material sources for our "Consider the Source" feature, and original historiographical essays for "From the Field."
2. Although there is no prescribed length for manuscripts, the articles we publish generally range between 9,000-11,000 words (including notes). More focused "Consider the Source" pieces are shorter, typically running between 5,000-7,000 words (including notes). "From the Field" submissions vary in length, ranging from 5,000-10,000 words (including notes).
3. Please make sure that your manuscript conforms to our Manuscript Preparation guidelines below.
4. Manuscripts must be submitted electronically as a document file in Microsoft Word, not as a pdf file.
5. As a separate file, please send a cover sheet that includes your:
 1. name
 2. article's title
 3. academic affiliation (where applicable)
 4. postal addresses (home and office), telephone, email address
 5. an abstract of your article that outlines its thesis and main arguments (150-200 words)
 6. 10-15 keywords that pertain to your article's topic and argument
 7. Twitter/X or other social media handles (optional)

Please send your manuscript, cover sheet, and any related inquiries to:
editor.earlyamericanstudies@gmail.com

Preparing Manuscripts for Initial Review:

1. Please double-space the entire manuscript, including endnotes and block quotations, and submit it in Times New Roman font, 12-point type, with one-inch margins throughout.

2. Place the manuscript's title at the top of the first page.
3. Number your pages consecutively with Arabic numbers in the upper-right hand corner of the page.
4. Turn off automatic hyphenation and justification programs. (Ragged right margins are preferable throughout.)
5. Use only one space after colons and end-of-sentence punctuation.
6. For the review process, the author's name should not appear on any page of the text. It is okay for an author to cite themselves when appropriate or necessary, but endnotes or other references that obviously identify the author should be avoided.
7. Whenever possible, incorporate quotations into your text rather than using long block quotations. Secondary source quotations should be used sparingly or not at all; paraphrase instead. Set off quoted material that is 5+ lines of text or a verse quotation of 3+ lines.
8. Citations may appear as either endnotes or footnotes at this stage, but if your manuscript is accepted for publication, you will be required to convert them to endnotes. Please place note numbers at the end of sentences. Make sure to double-space all notes.
9. For matters of style, please consult our *EAS Style Guide*. *EAS* generally follows the most recent edition of the *Chicago Manual of Style*, but there are exceptions; see the *EAS Style Guide* for examples.
10. For spelling, consult the most recent edition of the *Merriam-Webster Collegiate Dictionary* (if more than one spelling appears for a word, use the first spelling).
11. Subheadings should be considered to provide breaks for readers in the manuscript's text. These should be centered, in small caps. If you want to insert a line ornament as a break, type <insert graphic divider>.
12. Images, maps, and tables should not be included within the text of the article but sent as separate electronic files. Call them out where you want them to appear in the text as follows: <insert figure 1> for maps and other images or <insert table 1> for tables. Images do not have to be high-resolution or properly cropped for the initial review. Simply make sure they are clear enough for the editors and reviewers to read. You will be required to provide high-resolution images and permissions to publish them if your manuscript is accepted for publication (see Image Guidelines below for specifics).
13. Number figures (images & maps) and tables consecutively, and name figure/image/table files using a short version of your title, i.e. "Ordeal of the Longhouse_Figure 1," etc.). Treat figures and tables as separate categories when numbering; that is, if you have both figures and tables, you will have both a Table 1 and a Figure 1 and so on.
14. Include captions for figures in a separate Word file. For the initial review, captions need not do more than identify the image. If your article is accepted for publication, you will be required to write full captions (see Image Guidelines below).
15. Finally, please verify all statistics, quotations, notations, versions of proper names, and transcriptions before submitting your manuscript. Also run the spell-checker.

PREPARING ACCEPTED ARTICLES FOR FINAL SUBMISSION AND COPY EDITING

1. **Complete final revisions.** Make all changes – editorial and substantial – requested by the editor or peer reviewers. Consult with the editor on any questions.
2. **Set your title, name, etc., at the front of your article as follows:**

[centered, without quotation marks] Title of Article

[centered] Subtitle (if title or subtitle include a quotation use double quotes)

[hit enter once to create an extra line space]

[centered, small caps] NAME

[centered, italics] *Institutional Affiliation*

(To find small caps in Word, right click>format>small caps)

3. **Abstract.** Place a final version of your abstract below the title, author name, and affiliation.
4. **Add your last name to page numbering.** Use the insert function in Word to add a header that includes your last name and a page number, separated by a space (i.e. Smith 14).
5. **Convert footnotes to endnotes.** Final versions of manuscripts should include endnotes only.
6. **Check formatting.** Make sure the entire manuscript, including abstract and notes, is double-spaced and in 12-point, Times New Roman font. Under the Layout tab, make sure that the margins are set to Normal (1 inch on every side), the orientation is set to Portrait, and the size is set to Letter (8.5” x 11”).
7. **Acknowledgments.** If you have not yet added acknowledgments and wish to do so, please do so now. Acknowledgments should appear as an unnumbered note, *not* note 1, double-spaced, at the end of the manuscript and before the endnotes.
8. **Convert tab indents to formatted indents.** In Word, you can do this by right-clicking within a paragraph>choose paragraph>indentation>special. Then choose “first line” and by “0.5.”
9. **Check dashes.** Make sure you’re consistent in the way you construct your dashes throughout your manuscript: --with or without a space before and after, or — with or without a space before and after. These will all be converted to— with no spaces, but if you are consistent, this conversion will be considerably easier.
10. **Check sub-headings.** Center any sub-headings and make sure they are in small caps.
11. **Position section breaks.** If you use section breaks, type <insert graphic divider> at the place in the manuscript where you want them positioned.
12. **Position figure/table callouts.** Make sure any figure or table callouts are positioned where you want them to be in the text. Mark them in the text as <Figure 1>, <Table 1>, etc.
13. **Secure permissions for images.** If you have not done so already, secure image permissions for each image that will appear in your article. Submit these permissions to

the editors, or, if the images are freely available, submit links to the relevant sources documenting that.

14. **Submit final, high-resolution illustrations.** Images should be submitted individually as high resolution (at least 300 dpi), electronic files in a jpg, tif, or png format. Please crop them as you wish them to appear in print (see Image Guidelines below). Make sure each image file is named with the author's surname and its position within the article indicated (i.e. Dunn_Figure 1).
15. **Submit final tables.** Tables must be submitted as individual Word files. Please double-check the accuracy of all data. Make sure each table file is named with the author's surname and its position within the article indicated (i.e. Dunn_Table 1).
16. **Revise your list of captions.** If you have not done so already, follow *Chicago Manual of Style* guidelines and write brief but descriptive captions to accompany your images. The best captions explain how the image is connected to the article's argument. Items used without charge are noted "Courtesy of the Historical Society of Pennsylvania." If the image's owner has charged a use fee, use "Collections of the Historical Society of Pennsylvania."
17. **Submit final files.** Submit your manuscript, images, and list of captions as separate files.

After the editors have assigned your article to a specific issue, it will be sent for copyediting. The copyedited files will be e-mailed to you for your review, and you will need to return them to the copyeditor in two weeks' time. Please alert the editor to circumstances that may affect your ability to meet that deadline.

You will also receive a publication agreement that you must sign and return to the editors before your article goes to press.

PREPARING IMAGES, FIGURES, AND TABLES FOR ACCEPTED MANUSCRIPTS

EAS encourages authors to use appropriate images and tables that will aid readers' understanding of your topic and argument. It is the author's responsibility to obtain and pay for permission to use all images. *EAS* is unable to provide financial support for image reproductions or permissions.

EAS can publish color images in our electronic issues on Project MUSE for a fee, payable by the author. If you are interested, please contact the editors after your article has been accepted for publication. Please do the following when preparing your **final** manuscript:

1. Indicate in the manuscript itself where each image should be placed (i.e. <insert figure 1 >).
2. All images submitted with the final manuscript must be high resolution tif, jpg, or png files. Image files should be minimum 300 dpi and a size of 4.25 x 5 inches.
3. Authors are responsible for cropping all images. Please make sure that any image you send to us looks exactly as you wish it to appear in print.
4. File names should include author name and figure number: Smith_fig1.tif.
5. Tables, graphs, and other non-image figures should be submitted as individual Microsoft Word files that include author name and figure number: Smith_fig2.docx. Please double

check that the information in your tables or graphs is accurate and that tables are easily readable.

6. Please submit your image caption list as a **separate** Microsoft Word file. Please double space this list and include both descriptive text and credit lines. See the *Chicago Manual*, sections 12:31–51, for information on how to prepare captions.