CROSSCURRENTS
PURSUING SOCIAL JUSTICE AND INTERRELIGIOUS WORK
SINCE 1950

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CrossCurrents journal

A Short Guide to Manuscript Formatting and Materials

Should your submission be approved for publication, to ensure as smooth a path as possible from final approval into copyediting, it's important to attend to some key details in the formatting of your manuscript and its accompanying digital files. This brief guide highlights the matters you should attend to first as you begin to focus your attention on questions of style, formatting, and file management.

The guidance that follows is geared specifically to your FINAL manuscript that will be transmitted for copyediting; manuscripts submitted for peer review are not required to follow all the standards below. Nevertheless, because formatting and file naming can involve many small details, we urge you to begin this work as soon as possible.

The Press's house style is generally based on the current edition of the *Chicago Manual of Style*, which we recommend as an additional resource for specific questions. Please ask your editor if in doubt.

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I. Manuscript Formatting

General

➢ Length. Articles in *CrossCurrents* should be between 5-8000 words, inclusive of notes and references.
➢ Please present your manuscript uniformly in Times New Roman, 12-point font, double-spaced with 1-inch margins (**including and especially the Notes and References**)
➢ The entire MS must be left justified (not full justification).
➢ Paragraphs should be indented with the Tab key rather than individual spaces.

➢ Do not add spaces between paragraphs; any visible spaces between paragraphs are interpreted as section breaks, rather than new paragraphs.

Front Matter

➢ Front matter is comprised of a title; abstract; list of keywords; author's name, contact information, and short bio;

Manuscript Body

➢ Section headings are useful to readers and *CrossCurrents* encourages their use. Please keep section heading consistent and **in bold.** We discourage the use of sub-section headings.

➢ Quotes of 100 words or more should be set as an extract or block quote; shorter prose quotes should be run into the text.

➢ Please do not embed any illustrations in the text. Instead, insert a callout (**<Insert Figure 01.01 Here>**) to indicate the location of each piece of artwork that will appear in your article. Make sure the callout formatting and language is consistent throughout the manuscript. See Illustrations, below, for more on how to name your art files.

> to the traditional character of the Andean city. Documenting infrastructure improvements taking place in July of 1927, *Ciudad y Campo y Caminos* reminded readers that, "Cuzco is a city that slowly advances with the progress of time."[75]
>
> <Insert Figure 01.01 Here>
>
> Cusqueños responded to these denunciations through a variety of political, artistic, and literary efforts that valorized their regional identity and folklore as compatible with the modern world.[76] As part of this effort, cusqueños embraced the discourse of tourism to refashion their

➢ We generally assume that illustrations will be scattered in the text, though there are circumstances in which grouping them may be desirable (a central gallery of chronologically arranged photos in a biography). If you intend such a grouping, please use a callout like this**: <Insert Gallery of Figures 01 through 03 Here>**

Notes

➢ See the Appendix for our preferred house style, which is short-form endnotes followed by full list of references.

➢ **We ask that you use an endnote function that creates notes "linked" to the text** (such as the "Insert Reference" function in Word). The advantage of doing this is that if notes are added or deleted during your writing process and our review of the final manuscript, any renumbering of notes will be done automatically.

➢ All notes are to be set as endnotes, not footnotes.

➢ The number of notes called out in the text must match the number of notes in the Notes section.
➢ No note callouts should appear in titles, author's names, headings and subheadings.
➢ Note numbers must be consecutive, and no notes can be missing.

References
➢ Our standard style is for a full set of references accompanied by short form notes.

II. Supporting Materials

All illustrations and permissions must accompany submission of the final manuscript for copyediting. The Press cannot proceed with copyediting until we have all the final text, art, and documentation in place. Again, please send all images, tables, and graphs as separate files, **not embedded** in the text.

A. Illustrations
Submit your images via a file-sharing service like Dropbox or GoogleDrive. Then, send a link to the *CrossCurrents* editor.

The Press's art categories are:

1. **Figures** (black-and-white photographs, line drawings, and historical materials including historical maps, artifacts, etc.). By now you should be familiar with our Digital Art Guidelines. If not, this is a great time to get acquainted. Please contact your editor with any questions about the Digital Art Guidelines; doing so will save you a great deal of time later on.
2. **Graphs.** Each graph requires two things: a) an Excel file of data, and b) a mock-up of what you envision the graph to look like.
   o Since graphs will print in grayscale, mock-ups using color lines will be redrawn with symbols (ie, dotted lines, dashed lines, starred lines).
3. **Tables**. Tables should be saved in Word, not Excel. Bear in mind that because journal pages are in "portrait" rather than "landscape" format, very wide tables are difficult to reproduce.
   o Tables should be prepared in a consistent format, and sufficient space should be left within and around the tables to allow for a copyeditor's marks in case we edit the tables on paper. We prefer that tables be printed without vertical rules or full grids marking the individual cells in which data is presented.
   o When keyboarding the tables, please separate the data/information for the individual columns in each row (i.e., on each line) by using a tab and then defining the tab spaces to make the columns align rather than by hitting the space bar multiple times to create the desired alignment.

- o Notes to a table should never be numbered in sequence with the notes to the surrounding text. Table notes should be numbered separately within each table (never sequentially across multiple tables), and the source of each table should be provided below the table in an unnumbered note.

Naming Illustration Files

- ➤ **Images should be numbered <u>consecutively </u>throughout the manuscript**
- ➤ The file naming and numbering system for images should look like this. Please do not use long file names/descriptors, and do not use spaces.

    Fig_01_Lewis
    Fig_02_Lewis
    Fig_03_Lewis
    Graph_01_Lewis
    Graph_02_Lewis
    Table_01_Lewis
    Table_02_Lewis
    Table_03_Lewis

B. Illustration and text permissions

For a complete overview of illustration and text permissions, see the **UNC Press Guide to Permissions**. This guide also outlines the necessary documentation we require for permission submission.

Naming permissions files

- ➤ **Images**. Place all permissions in a separate folder titled "Permissions" and match image permissions file names to the image file names.
  - o That is, a permission for Figure 01 should be labeled **Figure 01**.
  - o If a permission applies to more than one image, indicate multiple numbers by separating those numbers with a plural label plus underscore: **Figures 01_02_05**

C. Captions and credits document

- ➤ We need a separate document with captions and credits.
  - o **The captions and credits document** includes much more detailed information about each piece of art, as well as its provenance and the granting of rights by copyright holders and licensors.
- ➤ The captions and credits document should match the order and labels used in your list of illustrations and in your file names.
- ➤ Make sure credit lines match the necessary language outlined by permissions documents.
- ➤ See the Appendix for an example.

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Appendixes

Quick Guide to Notes and References

➢ Our preferred house style is <u>short-form notes followed by a full list of References</u>. We follow the most recent edition of *The Chicago Manual of Style*.

➢ When an article features a full reference of sources cited, endnote citations need not repeat all of the information provided in the entries. In this case, all endnote citations should be given in a short form consisting, for most sources, of
  1. the author's last name
  2. the title of the work, shortened in a logical way if it is lengthy (but not shortened to a single adjective or participle)
  3. the page number(s), preceded as necessary by the volume

➢ Please do not use "op. cit.," "loc. cit.," or "id." Likewise, as recommended by the *Chicago Manual of Style*, we are avoiding the use of "ibid." Please repeat the short citation of the intended source instead.

➢ In citing page numbers, please omit "p." and "pp." ("page" and "pages") before page numbers. The one exception to this rule would be for a publication whose arrangement necessitates a more explicit citation (bk. 2, pt. 4, p. 37).

➢ Page numbers should be elided following these patterns: : 1–5; 48–49 (not 48–9); 225–42 (not 225–242); 200–201.

➢ URLs should not receive italics or brackets, and the hyperlink should be removed.

➢ Providing web access dates is now widely considered unnecessary. We recommend that you provide access dates only if the citation does not indicate a date of publication.

Sample Citations

Shown below for different types of sources are examples of reference entries (R), and short citations (S) used in the endnotes.

<u>Single Author</u>

(R)   Neely, Mark E., Jr. *Lincoln and the Triumph of the Nation: Constitutional Conflict in the*

American Civil War. Chapel Hill: University of North Carolina Press, 2011.

(S)   Neely, *Lincoln and the Triumph of the Nation*, 151–52.

Several Authors

(R)   Bishir, Catherine W., Charlotte V. Brown, Carl R. Lounsbury, and Ernest H. Wood III.

Architects and Builders in North Carolina: A History of the Practice of Building. Chapel Hill: University of

North Carolina Press, 1990.

(S)   Bishir, Brown, Lounsbury, and Wood, *Architects and Builders*, 54–57. [Note: If the

number of authors totals five or more, cite as Bishir et al. in short citation.]

Article in a Scholarly Journal

(R)   Freedman, Stephen. "The Baseball Fad in Chicago, 1865–1870: An Exploration of the

Role of Sport in the Nineteenth-Century City." *Journal of Sport History* 5 (Summer 1978): 42–64.

(S)   Freedman, "Baseball Fad," 49–50. [Note: If the entire article rather than a portion of it is

being cited, no page numbers would be needed since they are provided in the references.]

Newspaper articles
Please remember to include the article title; it is not sufficient to supply only the newspaper title and
date. Short cites can be used thereafter.
        In addition, because a newspaper's issue of any given day may include several editions, and
items may be moved or eliminated in various editions, page numbers are best omitted.

(F)   "Senate Sets Decision on DC Voting," *Washington Post*, August 22, 1978.

(S)   "Senate Sets Decision on DC Voting."

Essay in an Edited Collection

(R)   McCurry, Stephanie. "Women Numerous and Armed: Gender and the Politics of

Subsistence in the Civil War South." In *Wars within a War: Controversy and Conflict over the American*

Civil War, edited by Joan Waugh and Gary W. Gallagher, 1–26. Chapel Hill: University of North Carolina Press, 2009.

    (S)   McCurry, "Women Numerous and Armed," 16–18. [Note: As for a journal article, no page numbers are included if the essay as a whole is being cited.]

Government Publication

    (R)   U.S. Senate. Committee on Irrigation and Reclamation. *Colorado River Hearings and Miscellaneous Documents*. Vol. 1. 68th Cong., 1st sess., 1924. Washington, D.C.: Government Printing Office, 1924.

    (S)   U.S. Senate Committee on Irrigation and Reclamation, *Colorado River Hearings*, 87–88.

Websites

    (R)   Kitch, Carolyn. "Destructive Women and Little Men: Masculinity, the New Woman, and Power in 1910s Popular Media." *Journal of Magazine and New Media Research* 1, no. 1 (Spring 1999). http://nmc.loyola.edu/newmediajournal.

    (S)   Kitch, "Destructive Women and Little Men."

Sample Captions and Credits

Captions and Credits

Figure 01
Interior of the Bradbury Building, undated. Security Pacific National Bank Collection, Los Angeles Public Library.

Figure 02
Workers constructing a mill at the Bradbury mine in Sinaloa, Mexico, 1908. Bradbury Family Papers, courtesy Special Collections, UC Davis Library, Bradbury Family Papers D-449.

Figure 03
Griffith Park and Observatory shortly after the completion of the Observatory, 1935. Ernest Marquez Collection, the Huntington Library, San Marino, California.

Figure 04
Bankers and railroad executives in front of a special train chartered to transport them from Los Angeles to investment properties on the California-Baja California border, early twentieth century. Colorado River Land Company Collection, Sherman Library.

Figure 05
Agricultural workers at the Quimichis Colony, 1910. Museum of Ventura County.