<u>Submission Guidelines for the *Journal of Critical Southern Studies*</u>

The *Journal of Critical Southern Studies* is an interdisciplinary peer-reviewed journal published two times a year, in July and January. The editors welcome submissions that engage the Global South and appeal to a broad interdisciplinary audience.

The purpose of the following guide is to assist authors, editors, and proofreaders to prepare manuscripts for publication in the *JCSS*. Please adhere to the following guidelines. For cases not covered in the current guide, authors should follow the *Chicago Manual of Style*, 16th edition. This guide will be updated as needed and can be found at: https://jcss.our.dmu.ac.uk/submission-guidelines/.

Authors are solely responsible for the content of their manuscripts. Authors should take particular care in ensuring the accuracy of citations and proper attribution. It is the responsibility of authors to arrange and obtain any legal rights needed for publishing material requiring copyright permissions. The *JCSS* editors reserve the right to reject any manuscripts that do not adhere to the guidelines outlined below.

Manuscripts submitted to the *JCSS* must be unpublished work and may not be under consideration by another publisher. The *JCSS* does not pay authors for their manuscripts nor does it require any fees for publication. Authors who publish with *JCSS* maintain copyright over their work under a creative commons copyright license.

Submission Guidelines

<u>Submission</u>

Authors must submit manuscripts by email to: JCSS@global-hands.co.uk. Please include "JCSS Manuscript Submission" in the subject line. The body of the email should contain:

- Author name(s)
- Contact information
- Institutional affiliation(s)
- Manuscript title

Manuscripts must be attached to the email in a Microsoft Word compatible format (.doc, .docx, .rtf). Accompanying images, graphs, or other visual elements can be additionally included in the document, but must be attached as separate files, in their original formats.

Book reviews should be sent directly to the book review editor: taguej@denison.edu

<u>Evaluation and timeline</u>

Authors will receive an email within one week confirming receipt of their manuscript. This email is only a confirmation and does not imply acceptance for publication. Manuscripts are reviewed by two anonymous reviewers and by the editors. The review process generally takes three months. Authors will be notified by email as soon as a publication decision has been made.

Manuscript Layout

Submissions should adhere to the following style. Alternatively, articles can be written into the downloadable sample document.

Articles should adhere to the following guidelines:
- Use twelve point Times New Roman font for all body text.
- Body text should use 1.5 line spacing.
- Set all document margins to at least 1 inch.
- Text body should be justified.
- Indent the first line of new paragraphs. Except the opening paragraph, which is not indented. Please do not leave a space between paragraphs.
- Number pages consecutively

The manuscript should include:
- A separate title page that includes: title, name of author(s), author affiliation(s), email address, phone number, a short (50–100 word) biographical sketch, and a declaration that the manuscript is not currently under consideration by another press and that it has not been previously published.
- On the next page include the title of the paper (though not the name of the author) and a short abstract, not to exceed 200 words, that highlights the main points of the paper.
- The main text
- References
- Figure captions (if applicable)

The manuscript will be sent to two reviewers who will remain anonymous. Before the paper is sent out for review, the editors will remove the title page and will not reveal the name of the author to the reviewers. Authors should take care that they do not identify themselves in the subsequent pages.

Length
Articles should not exceed 12,000 words including notes and references.
Briefings should not exceed 5,000 words including notes and references.
Book reviews should be between 1,000 and 1,500 words including references.

Images, graphs, tables, etc.
All accompanying images, graphs, and tables should be submitted separately in their original format (.jpeg, .xls, .eps, etc.) and should be print ready (i.e. high resolution).

Citations

The JCSS prefers parenthetical citations with the use of footnotes reserved for discursive observations. The journal follows the author-date system outlined in the 16th edition of the *Chicago Manual of Style*. A quick reference guide for the Chicago style can be found at: http://www.chicagomanualofstyle.org/tools_citationguide.html.

References

All references cited in the text must appear in a References section at the end of the manuscript. Only those references cited in the text should appear in the References section. References are also in Chicago style.