

## *J19: the Journal for Nineteenth-Century Americanists* Style and Formatting Guidelines

*J19* is the official publication of C19: The Society of Nineteenth-Century Americanists. Published twice annually, the journal is dedicated to publishing innovative research on and analysis of the "long nineteenth century" (1783-1914).

*J19* follows the guidelines of the *Chicago Manual of Style*, 16<sup>th</sup> edition. Below, find formatting guidelines common to all Penn Press publications:

- *Headers:* Articles must have the file name (e.g. J19201301002) in the upper left-hand corner of the page, and the author's name, followed by the article page number in the upper right-hand corner (e.g. Castiglia 1)
- *Paper size:* Make sure that articles are set up as US Letter (lots of European authors submit their articles as A5). Use File>Page Setup to adjust paper type in MS Word.
- *Footers:* Remove all footers
- *Margins:* All documents must have 1" margin on all sides
- *Font:* All documents must be submitted in Times New Roman, 12-pt font.
- *Spacing:* All documents must be double-spaced.
- *Local styles:* All content appearing in the issue must be submitted with local styles in place for typesetting. This includes the following styles: bold, italics, underline, small caps, all caps, superscript, subscript, left-justified, centered, right-justified, indents, bullets, and extra spacing.
- *Figures:* All figures must be submitted as individual files named according to Penn Press's naming convention. Any placeholder images embedded in the article Word document must be removed and replaced with a call-out tag for the typesetter to indicate figure placement, e.g. <INSERT J19201301002\_FIG1.TIFF>. Individual figures files must be saved to journal specifications.
- *Tables:* All tables must be submitted as individual text Word document files named according to Penn Press's naming convention. Any tables embedded in the article Word document must be removed and replaced with a call-out tag for the typesetter to indicate table placement, e.g. <INSERT J19201301002\_TABLE2>.

- *Captions:* All captions must be compiled into one master list for the manuscript. Each caption must be named according to its associated figure/table file name.
- *Call-out tags:* Please insert call-out tags for typesetter to indicate placement of: figures, tables, extracts, lists, graphic dividers, article titles, author names, a-heads, b-heads, c-heads, abstracts, etc.

Any questions regarding the guidelines above should be directed to editors Dana Nelson and Chris Castiglia at: [j19@pennpress.org](mailto:j19@pennpress.org)