HUMANITY

University of Pennsylvania Press
Manuscript Preparation

I. MANUSCRIPT GUIDELINES

A. Please submit a complete set of files for your article to humanity@humanityjournal.org, including manuscript, title page, tables, figures, and a full list of captions included in your article.

B. Essays should be a maximum of 10,000 words, including references and endnotes. Please eliminate all references that would identify you in order to facilitate blind peer review. If you include references to your own work, please avoid using the first person in connection with it. Notes should be used for citation purposes only; please incorporate all discussion and argumentation into the body of the article.

C. On a separate title page, please include an abstract (300 words max), up to 5 key words, and contact details.

D. When finalizing your submission, please bear in mind that reviewers will be asked to evaluate the essay in terms of 1) novelty and significance of argument 2) use of relevant evidence, 3) contribution to and engagement with relevant scholarship, and 4) whether it speaks to *Humanity*'s interdisciplinary audience.

E. Authors are asked to confirm that the essay has not previously appeared in print or is not currently being reviewed elsewhere for another publication.

F. We encourage authors to engage with and cite sources historically excluded from the academy. Where appropriate, we expect authors to engage with the work of scholars based in the countries about which they are writing.

G. Save each manuscript component (figures, tables, captions list) as a separate file labeled with your last name. For each figure/table file, please make sure to include figure and/or table number (e.g., Gismondi_fig1.TIFF, Gismondi_table1.doc, etc.).

H. Manuscripts should be double-spaced and in 12-point Times New Roman font everywhere. Please use one space only after each sentence. Leave one-inch margins on all four sides of the page. Turn off automatic hyphenation and do not justify text; ragged right margins are preferable throughout. Use minimal formatting.

I. Manuscripts should be prepared according to *The Chicago Manual of Style*, 17th ed., note style. Example citations:

- Book:

  Elizabeth Gismondi, *The Human Rights Reader* (Philadelphia: University of Pennsylvania Press, 2010), 12–20. **Include titles/pages when citing chapters.**

- Contribution to an edited volume:

  Elizabeth Gismondi, "Humanitarianism Redux," in *The Limits of Humanitarianism*, ed. Paul Chase (Philadelphia: University of Pennsylvania Press, 2011), 35–60.

- Journal article:

  Elizabeth Gismondi, "Development Returns," *Humanity* 2, no. 1 (Spring 2011): 101–20. **Please include both the volume and issue number, and the month or season along with the year.**

- URL (N.B. internet citations should be used *judiciously*, and we prefer references to a hard-copy book, magazine, newspaper, journal, dictionary, encyclopedia, etc. whenever possible, and with page/issue numbers as well as dates, where applicable): See Amnesty International website, http://www.amnesty.org (accessed March 24, 2011). **Please include date of access!**

See http://www.chicagomanualofstyle.org/tools_citationguide.html for further guidance.

J. Block quotes (usually quoted material five lines or more in length, sans quotation marks) should be double-spaced but indented a half-inch, with an extra line above and below. Use the ruler function to indent the text, instead of using the tab key.

K. Accents and any other special characters must be in place throughout the manuscript. Include special, non-Roman fonts if necessary (e.g., Arabic, Hebrew, Greek, etc.). Please alert the editor if your manuscript contains special characters or languages other than English.

L. Verify all statistics, quotations, notations, versions of proper names, and transliterations. Run your word processor's spell-checking program before you submit a manuscript.

M. *Humanity* uses only endnote citations. Notes should be numbered sequentially. Use superscript Arabic numerals in the text (**no** parenthesis, boldface, author/date etc.). The numbers should follow the passages referred to; if the passage is a block quotation, the reference number should come at the end of the quotation, not after the author's name or at the end of the textual matter introducing the quotation. The notes themselves must be double-spaced and formatted as endnotes, not footnotes. Please avoid mid-sentence citations; condense if necessary, doing so in a clean and organized manner.

N. Figures should be provided as print-ready .TIFF files (**see specifications below**).Tables should be provided as text-only Word document (.doc or .docx) files. Compile a list of captions (double-spaced) for all figures and tables that includesboth descriptive text and credit lines in a separate Word document file.

O. Please indicate figure/table placement with a call-out tag (e.g., <<INSERT GISMONDI_FIG1.TIFF HERE>>). Do not insert actual table image within text; instead insert tag exactly where you would like figure/table to appear within the article.

P. Permission is needed to reprint extensive blocks of text; poetry (a complete poem or ten or more lines); charts and graphs (if used in the same format as the source; the information itself needs only proper attribution, no permission); photographs and illustrations. Please obtain written permission for each illustration, as well as previously published material that is not in the public domain. Permission should be for **print and online** use. Copies of all permission letters must be submitted along with the final manuscript. If permission is still outstanding for any material, please note the material for which permission remains pending, as well as its source and status.

II. ARTWORK GUIDELINES

A. Figures

We will accept the following types of illustrations formatted to the required specifications:

Image Type	Description	Examples	Specifications
Line	Consists of only black lines or solid blocks of black with no gradations of gray (screens).	Maps, ink drawings, text, Excel charts* and graphs*	**Resolution: 1200 dpi** preferred. Size: desired print dimensions
Grayscale	Contains shades of gray and is reproduced as a halftone.	Photographs, historical maps, paintings	**Resolution: 300 dpi** Size: desired print dimensions
Color**	Contains continuous gradation in color.	Photographs, historical maps, paintings	**Resolution: 300 dpi** Size: desired print dimensions

*Please submit all Excel charts and graphs as .XLS files. Other types of charts and graphs may be submitted as .TIFF files (saved to 1200 dpi at the desired print dimensions).
**Please note that all color images will be converted to grayscale for final printing (as our journals publish in black and white only).

B. Tables

All tables must be supplied as text-only Word documents (captions included). They may be saved as part of the article file in which they will appear, or as individual Word files. Please do not submit tables in other formats.

C. General artwork guidelines:

1. Do submit artwork that is sized to the desired print dimensions (or larger), at the appropriate resolution (see table above for requirements).

2. Please be aware that all color images will be converted to grayscale. This may result in small changes in the contrast of your image.

3. **Do not use graphics from the Web, as they will not be of adequate resolution**. Web pages use graphics no larger than 96 dpi (generally only 72 dpi), which is much less than required print resolution (300-1200 dpi).

4. Do not scan printed materials (e.g., a magazine) as you will likely have moiré patterns appear in the art.

5. **Do not submit an electronic file (e.g. a digital photograph) that is smaller than the desired reproduction size**. We are unable to "blow up" the image to more than 105% without loss of detail.