



## ***Journal of Appalachian Studies* Author Guidelines**

### **Manuscript Submissions**

The *Journal of Appalachian Studies* seeks articles based on original empirical research, including applied research, as well as literary criticism and reflections on conceptual, theoretical, and methodological issues in Appalachian studies. Given the Journal's broad readership, we encourage consideration of the wider implications of each study. Submissions must be written in a style that can be understood by non-specialists.

We will consider rigorous scholarship from scholars, teachers, activists, and others whose work focuses on the Appalachian region. The current editor invites scholarship which compares the Appalachian region to other regions in the world and places the region in a critical, global context. All submissions are expected to demonstrate an understanding of relevant Appalachian studies literature.

Articles should be submitted electronically to the *JAS* online manuscript submission portal. This secure, personalized resource will allow you to track your manuscript through each step of the review and acceptance process. Authors should include an abstract and brief bio statement (**not more than twenty words**) for each contributor. Sample bio: Linda Spatig is a professor of educational leadership at Marshall University and associate editor of the *Journal of Appalachian Studies*.

*JAS* uses a double-blind peer review process. Authors should prepare their manuscripts in a way that does not reveal their identity to reviewers. Please do not include your name or affiliation on the manuscript and make sure that tables and figures do not contain any related identifiers. References to work previously undertaken by the author(s) should be written in third person (avoid phrases such as "as we have shown before"). Acknowledgements and references to funding sources should be omitted from the initial submission. Please ensure that document properties are also anonymized (see "Ensuring a Blind Review" on the submission checklist for detailed instructions).

Authors should verify that: the submission has not been previously published and that it is not before another journal for consideration (if so, an explanation should be provided to the editor); the submission file is in Microsoft Word format (or a file type compatible with MS Word); where available, URLs for the references have been provided; the text is double-spaced and uses a twelve point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end of the manuscript.

Roundtables and other compendiums by multiple authors should be submitted as a single document.

Submitted manuscripts need not adhere to the stylistic and bibliographic requirements outlined below. However, manuscripts that are accepted for publication must be adapted to the Journal's style.

### Word Count limits

**Articles** should be between **5,000 - 7,000 words** (approximately 20 to 25 pages) including notes, citations, and references.

**Teaching/Research/Community Notes** should not exceed **4,000 words** (approximately 12-15 pages) including notes, citations, and references.

Manuscripts that significantly exceed the above word count limits should be discussed with the editor prior to submission and may need to be shortened before they can be accepted for publication.

Please follow the links below to begin the submission process. Your manuscript will be reviewed as soon as possible.

New user: <http://ojs.press.illinois.edu/index.php/jas/user/register>

Existing user: <http://ojs.press.illinois.edu/index.php/jas/login>

### **Terms of Acceptance and Publication**

Articles must be adapted to the Journal's style once accepted for publication and are subject to editorial revision as necessary. Authors must sign a standard copyright agreement with the Appalachian Studies Association and University of Illinois Press before the publication process can begin.

Authors must obtain written permission to reprint any copyrighted material that falls beyond the scope of fair use (see section 107 of the Copyright Act of 1976 for additional information, including a listing of factors used in determining fair use; available at <http://www.copyright.gov/title17/92chap1.html#107>). Permission must be obtained for both published and unpublished copyrighted works, including, but not limited to, the following: graphs, line drawings, maps, photographs, tables, musical scores or examples, and quoted prose, poetry, or song lyrics.

**Authors should request world rights for all languages and editions** and must provide appropriate captions, credit lines, and acknowledgements.

Authors will receive one complimentary copy of the issue in which their contribution appears at the address listed on the copyright agreement form.

### **Online Institutional Repository Policy**

JAS contributors may post both pre-prints (contributions not yet accepted for publication) and post-prints (contributions accepted for publication—after revisions have been completed) to personal websites until the official publisher's PDF is available. Authors may submit an official PDF to an institutional online repository immediately after the publisher's PDF is available (provided that both a notice of copyright and complete citation are provided).

For JAS contributions published prior to 2014:

"Published as [provide the complete bibliographic citation as it appears in the print version of the *Journal of Appalachian Studies*]. © [Year] by the Appalachian Studies Association."

For JAS contributions published beginning in 2014:

"Published as [provide the complete bibliographic citation as it appears in the print version of the *Journal of Appalachian Studies*]. © [Year] by the Board of Trustees of the University of Illinois."

## Photograph and Figure Specifications

### Photographs

Photographs may be submitted in either print or digital format. Print photographs should be submitted in black and white with a glossy finish. 8 x 10 inch prints are preferred. Please do not write on either side of the prints or use paperclips to attach captions or other explanatory notes about cropping or placement. Please number the prints by applying a pre-marked label to the back of each photograph. A separate list of captions should be provided by the author at the time of submission.

Digital images are the most commonly used and should be submitted as JPG, TIF, GIF, or EPS file formats (TIF preferred). Digital images should be submitted as separate files and must have a resolution of at least **300 dpi** (dots per inch). Check the properties menu when viewing an image to determine the resolution and file size.

### Graphs and Maps

Graphs, maps, line drawings, and other supplementary materials may be submitted in either physical or digital format. Physical representations should be submitted in a medium that may be readily scanned and reproduced. Figures that are already in published form should be submitted as a high-quality photocopy or 8 x 10 inch print photograph.

Digital images are the most commonly used and should be submitted as JPG, TIF, GIF, or EPS file formats (TIF preferred). Digital images should be submitted as separate files and must have a resolution of at least **1200 dpi** (dots per inch). Check the properties menu when viewing an image to determine the resolution and file size. Please do not include titles or other explanatory text on the images themselves; those should be submitted on a separate list.

### Tables

Tables will be reformatted by the University of Illinois Press production staff and should be submitted in an editable Microsoft Word file.

## Format and Style

The *Journal of Appalachian Studies* uses *Merriam Webster's Collegiate Dictionary*, 11th edition, for word breaks and spelling. Authors of accepted manuscripts must follow the stylistic and bibliographic guidelines outlined in the *Chicago Manual of Style (CMOS)*, 16th edition. The following are topics of particular relevance to the Journal:

### Capitalization

Generally, only proper nouns—the names of people and places—are capitalized.

- e.g.: Pike County (upper case), the county (lower case), Pike and Elliott counties (lower case)  
General Lee, the general, President Kennedy, John F. Kennedy, president of the United States

The three subregions of Appalachia are considered to be proper nouns, and so are capitalized.

- Northern Appalachia, Central Appalachia, Southern Appalachia; also Northern, Central, and Southern Appalachians (referring to the people of the region).

However, regions within states are not capitalized.

- eastern Tennessee, southern West Virginia, western North Carolina.

Capitalize only the word *Appalachian* in Appalachian studies.

For academic concerns, capitalize official course names and subjects that are part of the name of a department.

- e.g.: He is chair of the Department of Philosophy. She is studying modern history.

### Numbers

Spell out whole numbers from one to ninety-nine. Also spell out whole numbers from one to ninety-nine followed by hundred, thousand, million, etc. Express all other numbers as numerals. Exceptions to this rule are in the use of percentages (see below) or when referring to tables and figures.

- For example: sixty-eight; one hundred; 347; forty-one thousand; 233,000; four hundred thousand; twenty-three million; 101 million.
- Percentages are always expressed as numerals followed by the word “percent” (except in tables): 45 percent; 3 percent (not 45% or 3%).
- Spell out any number that is the first word in a sentence.

### Abbreviations

Spell out US states, territories, and possessions when used as nouns in running text. For example: “Whitesburg, Kentucky, is the home of the media, arts, and education center, Appalshop.” Abbreviations may be used when these places are used as adjectives. For example: *US Department of Agriculture*, *US dollars*, *US domestic and foreign policy*, *KY Department of Education*. Use the two-letter postal code system to abbreviate US states, territories, and possessions. (see *CMOS* 10.28 and 10.33)

### Ellipses

The *Journal of Appalachian Studies* uses the “three-or-four-dot-method” for formatting ellipses. With this style, use three dots to indicate an omission of part of a single sentence, and four to signal the omission of one or more sentences. With three dots, a space is used both before and after the first dot, but when using four dots, the first dot is a true period with no space preceding it. Both the sentence before and the sentence after the use of four dots should be grammatically complete, even if only part of either sentence is quoted. If the omission of one or more sentences occurs at the end of the quoted material, the quote should be ended with a single period unless it is significant to point out that unquoted material follows.

### Quotations

Short quotations should be indicated in the surrounding text with quotation marks. Please limit stylized use of quotation marks for words or phrases used differently than they are typically understood. Quotations of a hundred words or more, or of at least six to eight lines, should be set off in a block. Block quotations do not use quotation marks and always start a new line. Block quotes are generally indented five spaces from the left and right margins. When quoting, include the page number of the book, chapter, or article if page

numbers are provided in the source material. The source of a block quotation is given in parentheses after the final punctuation mark of the quotation.

### Endnotes

*JAS* uses endnotes rather than footnotes. Endnotes should be used only to supplement the discussion, not to list references or other bibliographical details. To keep endnotes to a minimum, endnote material should be incorporated into the body of the text wherever possible. The note section must not overbalance the text.

### **Citations and References**

The *Journal of Appalachian Studies* uses a variation of the **author-date system** outlined in chapter 15 of the *CMOS*, 16th edition. This system closely resembles *Chicago's* notes and bibliography system but employs parenthetical text citations and reference list entries. Please note that any sources cited in the manuscript must be listed in the references at the end of the paper.

Text citations must include the author's last name and the date of the publication being referenced, with no punctuation between them. If the author is quoted verbatim, the page number should follow the year of publication with a comma separating the year and page number. Complete author names must be given in the corresponding reference entries.

Reference list entries should be formatted in "sentence" style. Only the first word in book and article titles should be capitalized, with the exception of proper nouns and the first word following a colon. However, titles of journals should be capitalized in the more common headline style. (see *CMOS* 8.156)

Omit the initial article *The* from the names of publishing companies. For example: University of Tennessee Press *not* The University of Tennessee Press. Abbreviations and other corporate tags such as *Inc.*, *Ltd.*, *Co.*, & *Co.*, *Publishing Co.*, etc. should not be included in reference list entries. (see *CMOS* 14.140)

Do not abbreviate *edited by* or *translated by* in reference list entries. (see *CMOS* 14.88 and 15.9, p. 791)

The basic format for reference list entries follows:

Last name, First name. Date. Article title, or section of book, if applicable. *Book title*. City of Publication:  
Publisher.

### Citation Examples

#### **BOOK WITH SINGLE AUTHOR**

Text Citation: (Williams 2002)

Reference Entry: Williams, John Alexander. 2002. *Appalachia: A history*. Chapel Hill: University of North Carolina Press.

Note: For reference entries listing multiple books by the same author, or by the same group of authors (all authors in the listing must be the same), use the author's full name in the first entry, followed by three consecutive underscore marks ( \_ ) in place of the author's name in subsequent entries. Multiple-author entries are ordered chronologically. For example:

Danford, H. Edmund. 1912. *Soakum: A story*. Bellows Falls, VT: P. H. Gobie Press.  
\_\_\_\_\_. 1926. *The West Virginian*. New York: Harold Vinal.  
\_\_\_\_\_. 1928. *Trail of the grey dragon*. New York: Harold Vinal.  
\_\_\_\_\_. 1931. *Ohio Valley pioneers*. Chicago: Rand, McNally.

### **BOOKS WITH TWO OR THREE AUTHORS**

Text Citation: (Reid and Taylor 2010)

Reference Entry: Reid, Herbert and Betsy Taylor. 2010. *Recovering the commons: Democracy, place, and global justice*. Urbana: University of Illinois Press.

Note: Parenthetical citations should include the last name of each other. The names of second and third authors should not be inverted in the reference list entry.

### **BOOKS WITH FOUR OR MORE AUTHORS**

Text Citation: (Laumann et al. 1994)

Reference Entry: Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: University of Chicago Press.

Note: Parenthetical citations name the primary author (followed by *et al.*) and the year of publication. Reference list entries should include the full name of each author.

### **EDITOR, TRANSLATOR, OR COMPILER**

Text Citation: (Berry, Obermiller, and Scott 2015)

Reference Entry: Berry, Chad, Phillip J. Obermiller, and Shaunna L. Scott, eds. 2015. *Studying Appalachian studies: Making the path by walking*. Urbana: University of Illinois Press.

Note: If citing a work with both an author and an editor, translator, or compiler, list the latter after the title of the work. For example:

Text Citation: (Lewis 2012)

Reference Entry: Lewis, Helen Matthews. 2012. *Helen Matthews Lewis: Living social justice in Appalachia*. Edited by Patricia D. Beaver and Judith Jennings. Lexington: University Press of Kentucky.

### **REPRINT EDITIONS AND MODERN EDITIONS**

Text Citation: (Stuart [1950] 1984)

Reference Entry: Stuart, Jesse. (1950) 1984. *Clearing in the sky and other stories*. Reprint, Lexington: University Press of Kentucky.

Text Citation: (Stuart [1934] 2011)

Reference Entry: Stuart, Jesse. (1934) 2011. *Man with a bull-tongue plow*. New York: E.P. Dutton. Reprint, Ashland, KY: Jesse Stuart Foundation. Citations refer to the Stuart Foundation edition.

### **SUBSEQUENT EDITIONS**

Text Citation: (Marshall 1824)

Reference Entry: Marshall, Humphrey. 1824. *History of Kentucky*. 2nd ed. 2 vols. Frankfort, KY: S. Robinson.

Note: If citing an updated edition of a book, list the edition number after the title; if the volume number is included, it follows the edition number.

### **CHAPTERS OR OTHER PARTS OF A BOOK**

Text Citation: (Inscoc 1999)

Reference Entry: Inscoc, John. 1999. The racial “innocence” of Appalachia: William Faulkner and the mountain South. In *Back talk from Appalachia: Confronting stereotypes*, edited by Dwight B. Billings, Gurney Norman, and Katherine Ledford, 85–97. Lexington: University Press of Kentucky.

### **CHAPTER OF AN EDITED VOLUME ORIGINALLY PUBLISHED ELSEWHERE**

Text Citation: (Woodson [1916] 1985)

Reference Entry: Woodson, Carter, G. (1916) 1985. Freedom and slavery in Appalachian America. In *Blacks in Appalachia*, edited by William H. Turner and Edward J. Cabbell, 31–42. Lexington: University Press of Kentucky. Originally published in the *Journal of Negro History* 1 (2): 132–50.

### **PREFACE, FOREWORD, INTRODUCTION, AND SIMILAR PARTS OF A BOOK**

Text Citation: (Udall 1963)

Reference Entry: Udall, Stewart L. 1963. Foreword to *Night comes to the Cumberlands: A biography of a depressed area*, by Harry M. Caudill, vii–viii. Boston: Little, Brown.

### **JOURNAL ARTICLE**

Text Citation: (Obermiller and Maloney 2016)

Reference Entry: Obermiller, Phillip J. and Michael E. Maloney. 2016. The uses and misuses of Appalachian culture. *Journal of Appalachian Studies* 22 (1): 103–12.

Note: Include the issue number, if given, as part of the reference entry. Articles accessed online may be subject to changing web addresses. Though not generally required by CMOS, please include an access date parenthetically at the end of the citation. For example:

Reference Entry: Obermiller, Phillip J. and Michael E. Maloney. 2016. The uses and misuses of Appalachian culture. *Journal of Appalachian Studies* 22 (1): 103–12. <http://www.jstor.org/stable/10.5406/jappastud.22.1.0103> (accessed August 29, 2016).

### **BOOK REVIEW**

Text Citation: (Tice 2016)

Reference Entry: Tice, Karen W. 2016. Review of *Thinking outside the girl box: Teaming up with resilient*

*youth in Appalachia*, by Linda Spatig and Layne Amerikaner. *Journal of Appalachian Studies* 22 (1): 122–24.  
<http://www.jstor.org/stable/10.5406/jappastud.22.1.0122> (accessed August 30, 2016).

Note: Include a web address and access date if the review was accessed online.

### **MAGAZINE ARTICLE**

Text Citation: (Epstein 2016)

Reference Entry: Epstein, Emily Anne. 2016. Another Appalachia. *Atlantic*, January 10.

Note: Popular magazines are typically cited by date alone, even if volume and issue numbers are readily available. When in doubt whether a periodical is best treated as a magazine or journal, use journal form if the volume and issue number can be easily located (see *CMOS*, 14.172). For example:

Text Citation: (McKinney 1996)

Reference Entry: McKinney, Gordon. B. 1996. The future of the Appalachian past. *Appalachian Heritage* 24 (1): 14–21.

Note: Include a web address and access date if the article was accessed online.

### **NEWSPAPER ARTICLE**

Text Citation: (Lowrey 2014)

Reference Entry: Lowrey, Annie. 2014. What's the matter with eastern Kentucky? *New York Times*, June 26. <http://www.nytimes.com/2014/06/29/magazine/whats-the-matter-with-eastern-kentucky.html> (accessed August 29, 2016).

Note: Newspapers articles may be cited in running text and therefore would not require a corresponding parenthetical citation or reference list entry. For example: "Annie Lowrey noted in a *New York Times* article on June 26, 2014, that..." Include a web address and access date if the article was accessed online.

### **BLOGS** (see *CMOS* 14.246)

Text Citation: (House 2014)

Reference Entry: House, Silas. 2014. The matter is you don't know what you're talking about. A country boy can surmise (blog), July 10. <http://silashouseblog.blogspot.com/2014/07/the-matter-is-you-dont-know-what-youre.html> (accessed August 31, 2016).

Note: Basic elements of the reference entry should include the author name, title of article, title of blog, sponsor of site, web address, and access date.

### **PODCASTS** (see *CMOS* 14.221)

Text Citation: (Appalachia looks to improve its future 2016)

Reference Entry: Appalachia looks to improve its future; looks for helpful leaders. 2016. Hosted by Steve Inskeep. Morning Edition. NPR, April 21.  
<http://www.npr.org/2016/04/21/475079053/in-economic-troubled-appalachia-which-presidential-candidates-are-favored> (accessed August 31, 2016).



Text Citation: (View from Appalachia 2016)

Reference Entry: A view from Appalachia: Living below the poverty line. 2016. Hosted by Steve Inskeep. Morning Edition. *NPR*, April 21. <http://www.npr.org/2016/04/21/475079074/a-view-from-appalachia-whitesburg-kentucky> (accessed August 31, 2016).

Note: Text citations should include a shortened version of the full video title and omit any initial articles (*the*, *a*, and *an*) that begin the title. Initial articles should be included in reference entries but should be ignored when alphabetizing the reference list. Include a web address and access date if the podcast was accessed online.

### **WEBSITES** (see *CMOS* 14.243–14.246 and 15.51)

Text Citation: (Minnesota Population Center 2011)

Reference Entry: Minnesota Population Center. 2011. National historic geographic information system: Version 2.0. University of Minnesota. <http://www.nhgis.org> (accessed August 30, 2016).

Text Citation: (Bureau of Economic Analysis 2016)

Reference Entry: Bureau of Economic Analysis. 2016. About BEA. US Department of Commerce. Last modified August 31, 2016. <http://www.bea.gov/about/index.htm> (accessed August 31, 2016).

Note: Reference list entries should include as much information as possible about the website, including the author of the content, owner/sponsor of the site, page title, publication date or date of last revision, web address, and access date. If no date of publication or revision can be identified, simply list the year of access in its place.

### **YOUTUBE VIDEOS** (see *CMOS* 14.280 and 15.32)

Text Citation: (Northwest stories 2011)

Reference Entry: Northwest stories: The Seattle Subversive Square Dance Society. 2011. YouTube video, 5:27. Posted by “YourNWFolklife,” December 28. [https://www.youtube.com/watch?v=5kJJxTPQt\\_Y](https://www.youtube.com/watch?v=5kJJxTPQt_Y) (accessed August 30, 2016).

Text Citation: (Under the Power Tower 2011)

Reference Entry: The Under the Power Tower square dance. 2011. YouTube video, 1:38. Posted by “Doug Plummer,” August 26. <https://www.youtube.com/watch?v=JOnOnLNeOj8> (accessed May 20, 2016).

Note: Text citations should include a shortened version of the full video title and omit any initial articles (*the*, *a*, and *an*) that begin the title. Initial articles should be included in reference entries but should be ignored when alphabetizing the reference list. Reference list entries should include the full title of the video, information about the original performance, format and duration, posted by, date posted, web address, and date accessed.

### **PERSONAL COMMUNICATIONS**

Text Citation: (Bailey and Wiley 1996)

Reference Entry: Bailey, David and Cuba Wiley. 1996. Interview by author. Tape recording, Andrew, West Virginia, April 13.

Text Citation: (Kistler 2001)

Reference Entry: Kistler, Gene. 2001. Telephone conversation with author, August 23.

### **THESES AND DISSERTATIONS**

Text Citation: (Lewis 1970)

Reference Entry: Lewis, Helen Matthews. 1970. Occupational roles and family roles; a study of coal mining families in the Southern Appalachians. Ph.D. diss., University of Kentucky.

### **PAPER PRESENTED AT MEETING OR CONFERENCE**

Text Citation: (Puckett 1995)

Reference Entry: Puckett, Anita. 1995. What's this machine good for? Appalachian language and culture relationships in the electronic networking environment. Paper presented at the Eighteenth Annual Appalachian Studies Conference, March 17–19, in Morgantown, West Virginia.

### **GOVERNMENT DOCUMENTS**

Text Citation: (Appalachian Regional Commission 2012)

Reference Entry: Appalachian Regional Commission (ARC). 2012. Assessing the landscape of local food in Appalachia: Executive summary, written by Jean Haskell for the ARC. Washington, DC. Available at <http://www.arc.gov/images/programs/entrep/AssessingLandscapeofLocalFoodinAppalachia.pdf> (accessed August 30, 2016).

Text Citation: (US Department of Labor 2015)

Reference Entry: US Department of Labor. Mine Safety and Health Administration (MSHA). 2015. Mine injury and worktime, quarterly (January–December 2015). Washington, DC.

Text Citation: (US Department of the Interior 2012)

Reference Entry: US Department of the Interior. National Park Service. 2012. *Trails of New River*. Washington, DC.

### **CHURCH DOCUMENTS**

Text Citation: (St. John in the Wilderness Episcopal Church 1836)

Reference Entry: St. John in the Wilderness Episcopal Church. 1836. Vestry Book. Flat Rock, North Carolina.