



JOURNAL OF APPALACHIAN STUDIES

AUTHOR GUIDELINES

The *Journal of Appalachian Studies* (JAS) is a refereed, multidisciplinary publication which seeks to provide a written forum for quality scholarship on Appalachian history, culture, and society. The official journal of the Appalachian Studies Association (ASA), the JAS is published twice per year by the University of Illinois Press for the ASA with support from Marshall University. The *Journal of Appalachian Studies* supersedes earlier publications of the Appalachian Studies Association, including *Proceedings* and the *Journal of the Appalachian Studies Association* (JASA).

Proceedings was the first publication of the Appalachian Studies Conference and included collections of papers presented at the annual conferences. In 1989, the name was changed to the *Journal of the Appalachian Studies Association*, and the journal began publishing articles, studies, and book reviews in addition to conference papers. The name was again changed to the *Journal of Appalachian Studies* in the early 1990s when the ASA office relocated to the campus of West Virginia University in Morgantown, West Virginia. The current headquarters has been managing publication of the JAS since 2001 when the ASA relocated to Marshall University in Huntington, West Virginia.

By providing a venue for pieces regarding all aspects of Appalachia, the *JAS* is one way in which the ASA fulfills its mission. Membership in the Association includes a subscription to the journal. Articles, essays, and studies included in the *JAS* come from a wide array of disciplines. Anyone can submit work to the *JAS* for publication consideration, but [all submissions must follow the journal's manuscript submissions guidelines](#).

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MANUSCRIPTS SUBMISSION GUIDELINES

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 must be submitted to the journal's online manuscript submission portal. This secure, personalized resource will allow you to track your manuscript through each step of the review and acceptance process.

The journal 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).

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); URLs for the references have been provided when appropriate; the text is double-spaced and uses a twelve point font; all illustrations, figures, and tables have been placed within the text at the appropriate points, rather than at the end of the manuscript. You will be asked to insert image location callouts and submit high resolution files if your manuscript is accepted for publication.

Authors will be asked to provide an abstract and brief bio statement (**not more than thirty words**) for each contributor at the time of submission. Sample bio: Christopher Leadingham is the associate editor of the *Journal of Appalachian Studies*.

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

Submitted manuscripts must adhere to the formatting and stylistic requirements outlined below. Manuscripts are accepted pending editorial revision. Authors should expect to work with the editorial staff to prepare the document for copyediting and publication.

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 counts should be discussed with the editor before submission; some may need to be shortened before they are accepted for publication.

SUBMISSION PORTAL

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

[Scholastica \(scholasticahq.com\)](https://www.scholasticahq.com)

For information and instructions on how to use the Scholastica portal, access the author guide at:

[Author Guide - Scholastica Help Desk \(scholasticahq.com\)](https://www.scholasticahq.com)

PEER REVIEW

The journal uses a double-blind peer review process. Authors should prepare their manuscripts in a way that does not reveal their identity to reviewers.

Ensuring a Blind Peer Review:

To ensure the integrity of the blind peer-review for submission to this journal, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:

1. The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc.
2. For non-Microsoft Word documents, please look online for how to remove identification the properties for the file.
3. With Microsoft Office documents, author identification should also be removed from the properties for the file.

For **Microsoft** (Windows):

- Under the File menu select "*Info.*"
- Click on the "*Check for Issues*" icon.
- Click on "*Inspect Document*" icon.
- Uncheck all the checkboxes except "*Document Properties and Personal information.*"
- Select "*Inspect.*"
- Run the document inspector, which will then do a search of the document properties and indicate if any document property fields contain any information.
- If the document inspector finds that some of the document properties contain information it will notify you and give you the option to "*Remove All,*" which you will click to remove the

document properties and personal information from the document.

Article Review Process:

1. Manuscripts are assigned an editor; normally the main journal editor is assigned, or in the case of a special issue, the main journal editor is assigned as well as the themed issue editor(s).
2. Initial editorial review to ensure that the manuscript is anonymous, suitable for the journal, and ready for peer review; at this point articles might be returned to the author for further preparation.
3. If the article is ready, the editor uses the reviewer database to assign reviewers, or adds additional reviewers to the database as needed.
4. When reviews are back, the editor makes a decision and may decline the article, send the article out for major revision, or ask for minor revisions.
5. In the case of major revisions, the reviewers are asked to review the resubmission.
6. With at least two positive reviews the article is accepted, often with minor revisions requested before publication.

TERMS OF ACCEPTANCE AND PUBLICATION

[File submissions must adhere to the JAS author guidelines before being uploaded 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.

PERMISSIONS

Preprints and Postprints:

Contributors may post preprints (contributions not yet accepted for publication) and postprints (contributions accepted for publication—after revisions have been completed) to personal websites until the final PDF versions are available from press.

PDFs:

Authors may submit final PDF versions of their contributions to an online institutional repository once those versions become available. Submissions must include one of the following notations.

- For contributions published prior to 2014:
Published as “[insert complete title here].” *Journal of Appalachian Studies* [insert volume number] ([insert issue number]). © [year] by the Appalachian Studies Association.
- For contributions published beginning in 2014:
Published as “[insert complete title here].” *Journal of Appalachian Studies* [insert volume number] ([insert issue number]). © [year] by the Board of Trustees of the University of Illinois.

PDFs will also be issued to contributors for the following purposes:

- promotion and tenure.
- special workshops conducted by the author.
- other requests evaluated on an individual basis.

PDFs of book and media reviews may be issued to publishers/producers of reviewed material for posting on their organizational website one year after the review was published. Review PDFs must include a link directing users to the journal’s UIP sales page.

All PDFs will include a statement of copyright and a provision that the articles or reviews will not be photocopied, distributed, or used for purposes other than the terms agreed to by the journal.

Reprint Requests:

Requests to reprint material published prior to 2014 should be directed to the *Journal of Appalachian Studies* | One John Marshall Drive | Huntington, WV 25755 | 304-696-2904 | asa@marshall.edu.

Requests to reprint material published beginning in 2014 should be directed to the University of Illinois Press | 1325 South Oak Street | Champaign, IL 61820 | 217-300-2883 |

uip-rights@uillinois.edu | using the form at this link:

https://www.press.uillinois.edu/forms/journal_permission.php?id=jas

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, or GIF (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, or GIF 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 in a Word document. Additionally, for the online version of *JAS*, alternate text describing your images for screen readers should be provided. See Appendix A for more information.

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 uses *Merriam Webster's Collegiate Dictionary*, 11th edition, for word breaks and spelling, and the *Chicago Manual of Style*, 17th edition, for its general style. The following topics are 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 (upper 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 zero to one hundred. Also spell out whole numbers from one to one hundred 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* 10.27 and 10.32)

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:

The journal 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 uses a variation of *Chicago's* **author-date system**. This system closely resembles its notes and bibliography system but employs parenthetical text citations and reference list entries instead of notes and a bibliography. 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.

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.

Do not abbreviate "edited by" or "translated by" in reference list entries.

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 and three consecutive underscore marks (_) in place of the author's name in subsequent entries. Entries should be 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 author. 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 should list 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)

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

Note: Include the later date in text citations and reference entries if it is most important; include the original date of publication at the end of the reference entry. For Example:

Text Citation: (Stuart 1984)

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

Note: Include both dates of publication if they are equally important. For example:

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 should follow the edition number.

CHAPTERS OR OTHER PARTS OF A BOOK

Text Citation: (Inscoe 1999)

Reference Entry: Inscoe, 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. doi: 10.5406/jappastud.22.1.0103.

Note: Include the digital object identifier in the reference entry if available.

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.

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.

NEWSPAPER ARTICLE

Text Citation: (Lowrey 2014)

Reference Entry: Lowrey, Annie. 2014. What's the matter with eastern K

Kentucky? *New York Times*, June 26.

<http://www.nytimes.com/2014/06/29/magazine/whats-the-matter-with-eastern-kentucky.html>.

Note: Newspapers articles should be cited in running text when possible and do not require a parenthetical citation or reference list entry in that case. For example: "Annie Lowrey noted in a *New York Times* article on June 26, 2014, that..."

BLOGS

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>.

Note: The reference entry should include the author's name, title of entry, title of blog, date, sponsor of site, and web address as available.

PODCASTS

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>.

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>.

Note: Text citations should include a shortened version of the video title and should omit any initial articles that begin the title. Initial articles should be included in reference entries but should be ignored when alphabetizing the reference list.

WEBSITES

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. <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.

YOUTUBE VIDEOS

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.

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>.

Note: Text citations should include a shortened version of the video title and should omit any initial articles 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, poster, date posted, and web address.

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. PhD 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>.

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.

APPENDIX A



How To Write Alt Text

The University of Illinois Press is committed to making online journals content accessible to as many readers as possible. Alternative text for images, charts, and maps plays aloud for readers with screen readers or text-to-speech software. It can also be viewed by readers whose limited access to digital bandwidth prevents visual content in journal articles from displaying.

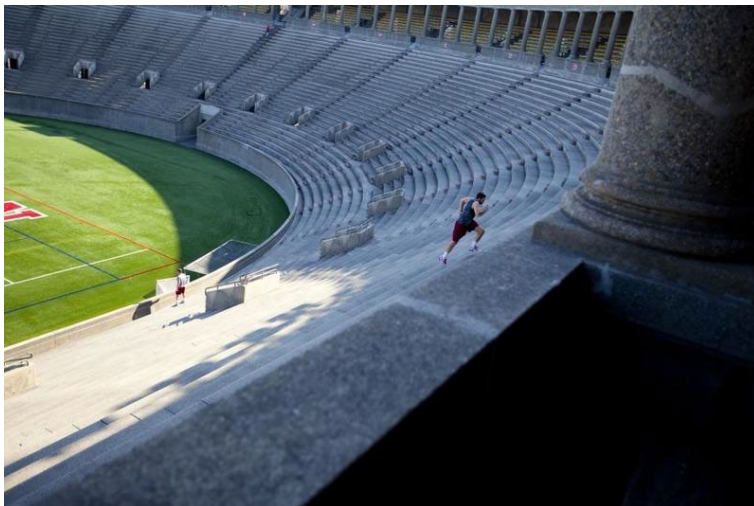
As the author, you are the authority on the images in your article, so just as we ask you to provide captions for all images in your article, we also ask you to also provide alt text. Our copy editors will edit your alt text just as they edit text and captions, but here, for your benefit, are some best practices we have found useful.

MANUSCRIPT PREPARATION: Alt text should be included with the image captions for your manuscript as numbered items at the end of your article, e.g.:

Figure 1. caption text

Figure 1 alt text: description of image.

THE TEXT ITSELF: Avoid long descriptions that will disrupt the reader's concentration on the main text. Keep it to 25 words if possible, 50 words maximum. Describe what you see as concretely and objectively as possible, moving from general description to interpretation, **with a focus on what the image means beyond just its visual characteristics**. What is important to point out in the alt text will vary depending on the context of the image. Below is an example:



Alt-text with no context:

A mostly empty stadium.

Alt-text on a page about recent turnout for track tryouts:

Harvard Stadium with two lone runners bounding up the steps.

Alt-text on page about renovation projects:

Harvard Stadium with cracked concrete pillars.

STYLE: Use proper punctuation and check your spelling, as errors can confuse screen reading software. Use the present tense. Do not use all lowercase letters, emojis, or other nonstandard vocabulary. Avoid constructions such as “a photo of” or “an image of.”

REPEAT TEXT VERBATIM: If an image contains text, repeat that text verbatim in the alt text.

AVOID REDUNDANCY: If information about the image is available in the main text or the image captions, do not repeat it in the alt text.

SKIP ORNAMENTS: If an image is purely decorative, such as a design motif, skip the alt text so you don’t distract the reader. However, if a visual device such as a corporate logo seems relevant, provide a brief description.

SUMMARIZE TABLES AND GRAPHS: For complex tables and graphs, alt text should be used in tandem with the caption to convey the main thrust of the data presented.

AVOID AUTOMATIC ALT TEXT: Some software programs provide automatic alt text, but it is often inadequate. We ask that our authors write the content themselves.

EXAMPLES OF HELPFUL AND UNHELPFUL ALT TEXT



Unhelpful alternative text: Student

Bad alternative text: Female student with long black hair standing in the Case Western Reserve University on-campus student bookstore reading a calculus textbook with a copper spring on the cover.

Good alternative text: Female student reading a calculus textbook in the Case Western Reserve University bookstore.

The first example excessively describes the image and detracts from the key information, whereas the second example doesn't describe much about the image.

The good example succinctly provides the information necessary to understand the image. If you use the bad alternative text example, the listener might become confused or miss the primary purpose of the image.

WRITING ALT TEXT FOR CHARTS, GRAPHS, AND MAPS

Some people understand complex information best when it's presented visually, such as a chart or diagram, while others find that reading the information suits them better. For people who use screen readers, a good text equivalent of the information that's presented graphically is essential for their understanding.

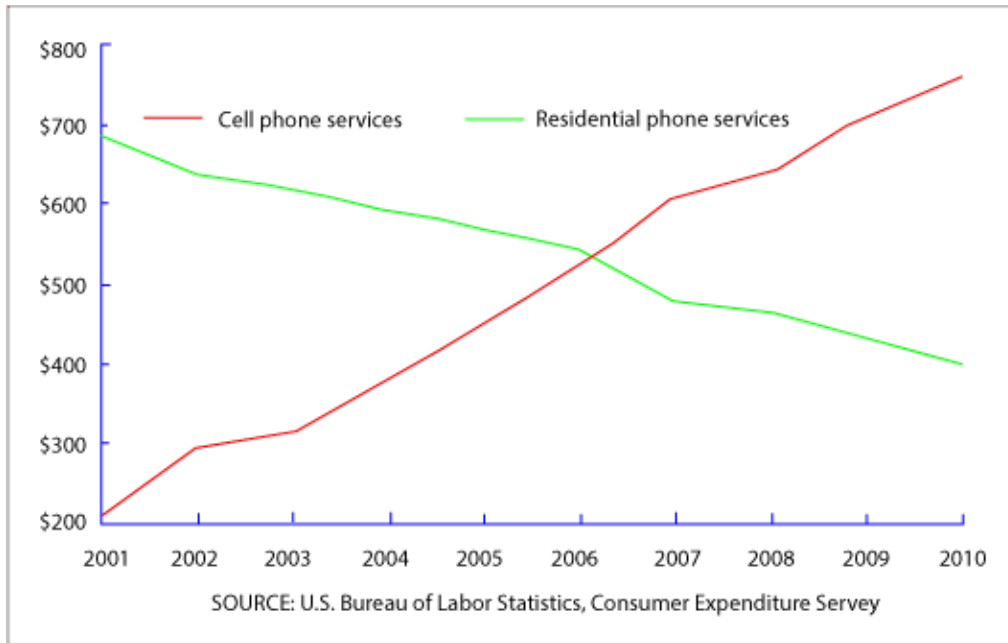
For simple graphics, providing a succinct, informative text alternative is usually fine. But for complex graphics, it's not enough to provide a screen reader user with only short alternative text, such as "population graph." You also need to think about the information that the graphic conveys, such as the categories of data being shown, trends, and maximum and minimum values.

Below are several examples.

GRAPHS

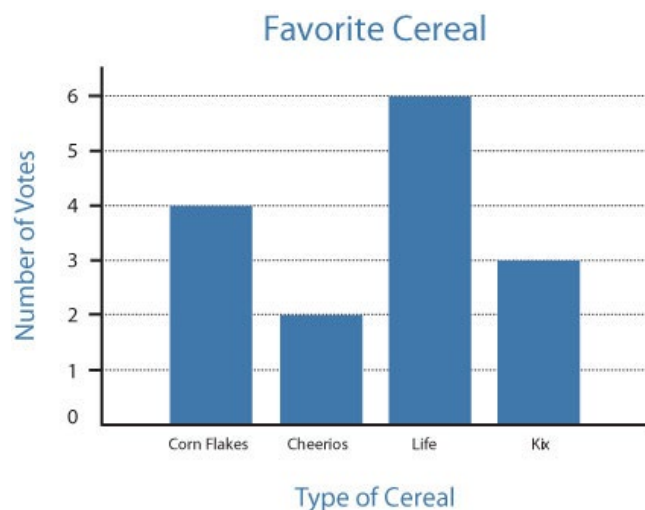
Usually, the absolute best alt text for any chart or graph is something like: "Chart showing an upward trend over time; refer to the data table on this page for details." If possible, include the source data table for any chart or graph within the source document. If that isn't possible, depending on the complexity of the chart, either general trends should be described, or each data point should be described in the alt text. Consider the intended context of the graph when determining how much detail to include.

The following graph can be described relatively simply: "Line graph showing an upward trend in cell phone services from 2001 through 2010, with a corresponding downward trend in residential phone services over the same period."



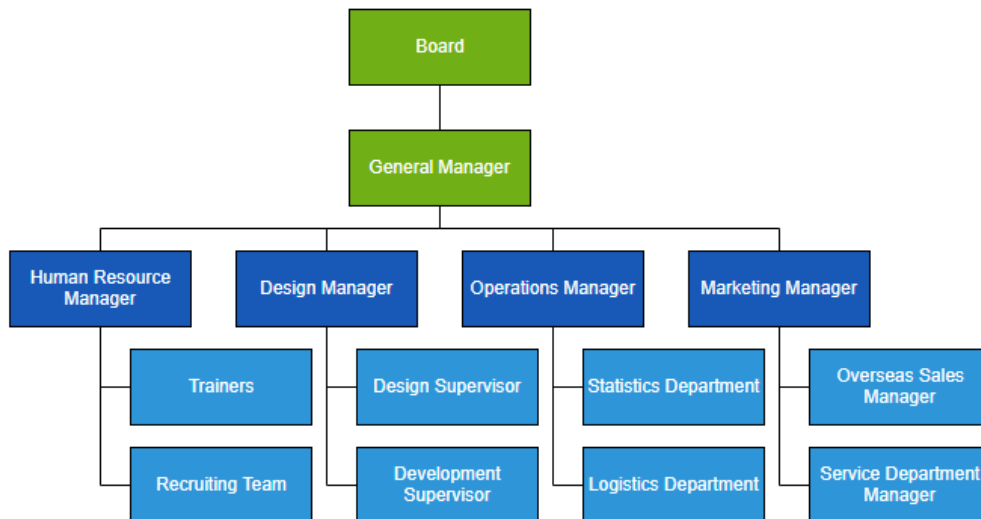
For the bar graph below, however; it is necessary to provide the various data points in order to convey the information. So you would write something like: “Graph of favorite cereals by vote. Life 6 votes, Cornflakes 4 votes, Kix 3 votes, Cheerios 2 votes.”

Notice that these figures have been arranged in descending order, not the order in which they appear. This allows for an easier understanding of the trends. It would be of more importance if there were a list of more items on which to vote, but this method of arranging in descending (or ascending) order should be used unless the graph has other sequential structure to consider (such as dates). This method is easier for assistive technology users to understand the data being presented. That way if the user needs to quickly find the highest or lowest value, it is much easier than re-reading every item again. Note also that “votes” has been spelled out each time. This avoids confusion about what the various numbers are referencing.



ORGANIZATIONAL CHARTS

Organizational charts can be tricky to describe using alt text. The more complex the org chart, the more words are required to accurately present the information. It can become very cumbersome to navigate alt text describing an organizational chart if there are a large number of elements.

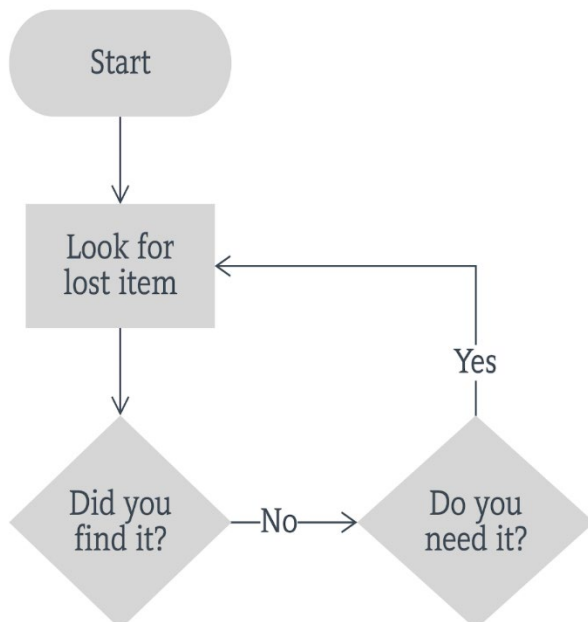


This organizational chart would be complex to describe as alt text. It is better rendered as a nested list, like so:

- Board
 - General Manager
 - Human Resource Manager
 - Trainers
 - Recruiting Team
 - Design Manager
 - Design Supervisor
 - Development Supervisor
 - Operations Manager
 - Statistics Department
 - Logistics Department
 - Marketing Manager
 - Overseas Sales Manager
 - Service Department Manager

FLOW CHARTS

Flow charts can consist of many elements, sometimes requiring a lengthy description as alt text. The more interconnected the elements of the flow chart, the lengthier the description.



An example of alt text for the above: “Steps to finding an object: To start, look for lost item. Did you find it? No. Do you need it? Yes. Look for lost item.” A conscientious reader does not need to be told that the cycle should continue until either the item is found or is no longer needed.

MAPS

Maps can be extremely difficult to describe accurately using alt text. Often the alt text used is simply “map of...” This is not especially useful for an assistive technology user who might actually want to know how to get from point A to Point B or the location of a specific destination. However, if the information conveyed by the map (directions or specifically cited locations like mailboxes or coffee shops) is thoroughly covered in the text of the document, the alt text “map of mailbox locations” might be perfectly appropriate.

Remember the context of the map needs to be considered. It’s not always necessary to describe the entire map. The map below could take hundreds of words to describe in the alt text.



However, the best way to provide the intended information for this particular map is to give clear directions to each point listed on the map. So, you might write:

“Map of the course for the 2021 Baltimore Half Marathon. Start at the intersection of Pratt and Light streets. Make the second right onto Baltimore Street. Turn right at the fifth intersection at Patterson Park. Then take the next left onto Eastern Avenue and proceed one block. Turn left onto Linwood Avenue....” and so on, describing the path of the marathon. This is the information intended by the map. Again, if the text around this map already includes step-by-step directions, it is not necessary to reiterate them in the alt text. “Map of Route for 2021 Baltimore half marathon” would suffice.