

# PENINSULA COLLEGE PRESS

## SUBMISSION GUIDELINES

The Peninsula College Press publishes original, reviewed research and scholarship, as well as literary works, and artistic and multimedia creations for scholarly and professional communities and the broader public.

The general criteria for publication are the quality and originality of the contribution and its relevance to the interests of the target audience.

### GENERAL GUIDELINES FOR SUBMISSION:

Submitted research, scholarship, literary works, and artistic and multimedia creations are evaluated according to the following criteria:

- Work is original and not previously published.
- Content is appropriate and relevant to the intended audience.
- Writing is clear and compliant with the general standards of composition and grammar.
- Assertions and data are appropriately documented.
- Opinions are presented within the confines of civil and ethical discourse.
- Research or study methods are appropriate to the discipline.
- Conclusions are supported by evidence.
- Acknowledgement of contributions by anyone other than the author or originator is clearly noted or cited.
- Artistic work can be displayed online without loss of resolution or integrity of the original work.
- Multimedia creations can be delivered without degradation to the quality of the original.

The names of individuals who submit their work for publication will not be known to reviewers. Readers are required to maintain confidentiality about the work they review and must not disclose any information about a specific work or its content to any third party. The right to all intellectual property remains with the originator.

Accepted manuscripts are edited in accordance with the editorial policy of the Peninsula College Press and returned to the author for approval. Authors are responsible for all

content embodied in their work, including changes made during editing and production that are authorized by the author.

## EDITORIAL POLICY

The Peninsula College Press publishes original, reviewed research and scholarship, as well as literary works and artistic and multimedia creations for scholarly and professional communities and the broader public.

The general criteria for publication are the quality and originality of the contribution and its relevance to the interests of the target audience. Specific criteria are provided for each of the following genres:

- Artistic & Multimedia Works
- Literary Works
- Nonfiction Works

The submission, in its entirety, must be original, except that for which attribution is provided according to standard citation practice or for which express permission has been granted by the legal owner of the original content. Permissions must be provided with the manuscript or artistic work, or media files, when applicable.

The primary publication medium for articles and monographs is digital; monographs may be printed on demand. All publications will be open source at no cost to the author, artist, or creator; intellectual property may be copyrighted through the Creative Commons.

## ARTISTIC & MULTIMEDIA WORKS

Artistic works include "graphic works," such as drawings, paintings, photographs and any creative work that may be captured in a digital image. Multimedia works include audio and visual works that may be broadcast either alone or in combination using Web-based technologies, e.g., music, oral history, and video.

- The content of artistic and multimedia works must be consistent with existing copyright laws.
- Artistic and multimedia works must be produced at a resolution sufficient to generate a high-quality image.
- The following photo/graphic formats are preferred: .gif, .jpeg, .psd, .pdd, .png, or .gif.
- The following video formats will be accepted: .avi, .mpg, .mpeg, .mp4.

- The following audio format will be accepted: .mid, .midi,.mp3, .mpga, .wav.
- Bandwidth intensive presentations may need to be transmitted in a .zip file.
- The Submission Form that accompanies the electronic file(s) should include the title of the work, artist's or creator's name, title (if applicable) and affiliation, email address, acknowledgments, and at least three keywords (more are desirable if pertinent). Keywords are required to assist in indexing the work.
- Creators of artistic and multimedia works are requested to provide an abstract of between 150 and 250 words (to accompany the Submission Form) and keywords that describe the work and provide information that may be useful to reviewers.
- A signed release form may be required for photographic or video images that include persons who will need to grant permission for their images to be publicly broadcast.

## LITERARY WORKS

Literary works may include poetry, prose, and personal essays. Manuscript preparation should be appropriate to the genre of writing, except for the following format requirements:

- All manuscripts should be produced in MS Word, formatted in 12-point font, sized for printing to 8 1/2 x 11 paper, and double-spaced.
- Margins should be one inch from top, bottom, and sides.
- To promote anonymous review, authors must not identify themselves directly or indirectly in their work.
- The Submission Form that accompanies the manuscript should include the title of the work, author's name, title (if applicable) and affiliation, email address, acknowledgments, and at least three keywords (more are desirable if pertinent). Keywords are required to assist in indexing the work.
- All pages should be serially numbered.

## NONFICTION WORKS

### MANUSCRIPT PREPARATION

- Manuscript preparation should follow a standard manuscript style, such as APA, Chicago Style Manual, or MLA.
- Any content that is not original must be acknowledged using standard citation style.
- Manuscripts should be as concise as the subject and research method permit.
- Manuscripts that contain images should provide the image files as separate attachments.

- To promote anonymous review, authors must not identify themselves directly or indirectly in their papers or in supplementary material included with the submission (e.g., appendices).
- The Submission Form that accompanies the manuscript should include the title of the work, all authors' names, titles and affiliations, email addresses, acknowledgment and at least three keywords (more are desirable if pertinent). Keywords are required to assist in indexing the work and identifying qualified reviewers.

#### FORMAT

- Manuscript length should not exceed 30 pages.
- Commentaries should not exceed 2 pages in length.
- Manuscripts should be produced in MS Word, formatted in 12-point font, sized for printing to 8 1/2 x 11-inch paper, and double-spaced.
- Margins should be one inch from top, bottom, and sides.
- All pages should be serially numbered according to the manuscript style used.
- Single authors should not use the editorial “we.”

#### ABSTRACT

- An *Abstract* of between 150 and 250 words should be presented on a separate page immediately preceding the text. The *Abstract* should concisely inform the reader of the manuscript's topic, its methods, and its findings. The manuscript's title should appear on the Abstract page.

#### TABLES & FIGURES

The author should note the following general requirements:

- Every table column must have a heading.
- All tables and figures should be referred to in the text and numbered in the order in which they are mentioned.
- Lettering in a figure should be no smaller than 8 points and no larger than 12 points.
- All figures should be numbered consecutively with Arabic numerals.
- Source notes should be included as necessary.

#### DOCUMENTATION & CITATION STYLE

- In-text and end-of-paper citations are consistent with a standard citation style, such as APA, Chicago Style Manual, or MLA. The citation of works cited within the text must correspond to the list of “works cited” at the end of the paper.
- End-of-text references contain only those works cited within the text. Each entry should contain all information necessary for unambiguous identification of the published work, consistent with

the citation style selected.

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## SUBMISSION OF MANUSCRIPTS

Authors should note the following guidelines for submitting manuscripts:

- Previously published works or manuscripts currently under consideration by another publisher should not be submitted.
- Any information that might identify the author(s)/creator(s) must be deleted from submitted and supplementary files, apart from the Submission Form.
- Artistic, multimediated, literary, and nonfiction works should be submitted as an attachment via email addressed to [pcpress@pencol.edu](mailto:pcpress@pencol.edu).
- All submitted works must be accompanied by a Submission Form that is attached as a separate file.

**Please note:** Submission of a work does not guarantee publication.