

**Guidelines for Preparing Manuscripts
AATF Convention Selected Proceedings
2011**

Please read these guidelines thoroughly before submitting your paper for consideration. It is crucial that authors adhere to the guidelines so that we may ensure a high-quality publication.

A. General Guidelines and Policies

1. The *AATF Selected Proceedings* is a refereed, on-line publication that will include selected papers from the 2011 AATF National Convention.
2. The rubrics for the *Selected Proceedings* are
 - Literary History and Criticism
 - Course Materials and Methodology
 - Professional Issues
 - Linguistics
 - Film
 - Society and Culture

The editors will also consider papers that do not fall within these categories but that are deemed of sufficient merit and interest to readers to be published.

3. The editors will adhere to a blind review policy. Given the inherent difficulties in blind reviews of conference presentations after the conference, reviewers will be asked to recuse themselves if they know the identity of the author. Reviewers will be asked to recommend whether a paper should be 1) published with no revisions, 2) published with revisions, or 3) not published. Please see further instructions and timeline below.
4. To be considered, papers must be submitted electronically by September 1, 2011. All papers submitted must have been delivered at the July 2011 AATF National Convention. All authors—including joint authors—must be members of AATF in 2011 for their papers to be considered for publication.
5. Papers must be original work, not previously published or submitted for publication elsewhere. If the editors of the *Selected Proceedings* learn that a paper has been published elsewhere or has been submitted at the same time to two different publications, they will not publish that paper nor entertain a submission from that person again.
6. Authors should use the guidelines of the *MLA Style Manual* (2008) and its student-oriented version, the *MLA Handbook, seventh edition* (2009). Please see more specific guidelines below, as well.

7. Papers may be written in French or English, but the editors strongly encourage authors to write in the language in which they are most at ease.
8. All papers accepted for publication are subject to editing.

B. Submission Guidelines

1. Papers must be submitted electronically, as Microsoft Word documents, to Professor Ann Williams at **gascona@mscd.edu**. Each paper, and its cover letter (see below), must be submitted as an attachment by September 1, 2011. Please see section C below for specific format guidelines.
2. The paper's title should contain no more than 12 words. It should give the reader a precise idea of the topic covered in the paper.
3. To facilitate the blind-review process, authors must
 - eliminate the name(s) of the author(s) and other personally-identifying information from the paper itself (please see section D below), and
 - submit a cover letter as a separate attachment along with the paper. The cover letter must contain a) the title of the paper submitted; b) the name(s) and e-mail address(es) of all the authors; and c) the name, mailing address, e-mail address, and telephone number of the principal author.

C. Instructions for Manuscript Preparation

1. Papers must be written using Microsoft Word 2003 or 2007.
2. The font used must be 12-point Times New Roman.
3. Papers must be between 2500 and 5000 words, including the Works Cited list and any endnotes.
4. The entire manuscript should be double-spaced, including the Works Cited list and any endnotes.
5. The manuscript should be left-hand justified throughout. The title should appear at the top of the first page, centered.
6. Papers should conform to standards laid out in the *MLA Style Manual* (2008) and *MLA Handbook* (2009).
7. Italicize words or phrases that would be underlined in other formats. Do not use other formatting features such as boxes, boldface, etc.
8. Use the tab key to indent 5 spaces (.5 inch) throughout the manuscript. Do not use the space bar to indent.

9. For spelling, hyphenation, etc., consult *Webster's Third New International Dictionary of the English Language*. For capitalization of titles of French books, plays, etc., please see the *French Review* Guide for Authors, item 6.
10. To cite references, do not use footnotes or endnotes but rather in-text citations as laid out in the *MLA Handbook, seventh edition*, 6.1-6.4. In these parenthetical citations, state the name of the author and the relevant page number: e.g., (Smith 246). Full information on references should come in the Works Cited section at the end of the paper.
11. Do not use footnotes, and use endnotes very sparingly if at all, to communicate content. Include significant information within the text rather than in endnotes. Do not use automatic footnoting programs available with computer software. If you use endnotes, simply use superscript numbers in the text and non-superscript numbers in the list of notes at the end. Label that list "Notes."
12. In the list of Works Cited, the first line should be left-justified; indent the other lines by .5 inch using the hanging indent feature, not the space bar or tab key. For formatting the list of Works Cited, please refer to the *MLA Handbook, seventh edition*, chapter 5. For citation of web pages, see the *MLA Handbook, seventh edition*, 5.6.
13. Periods and commas go within quotation marks; semi-colons and colons go outside them. Question marks and exclamation points also go outside quotation marks, except when they are part of the quoted material.
14. If articles are in French, they should be prepared according to French typographical norms, with the exceptions laid out in the *French Review* Guide for Authors item 9.
15. Images or illustrations should be used sparingly because they can cause problems with permission. It is the responsibility of the author(s) to determine when images are copyrighted, to obtain written permission to use the image from the copyright holder, and to send a copy of that permission to the editors at the time the paper is submitted. The author(s) must also pay for any costs associated with obtaining that permission; neither the *Selected Proceedings* nor the AATF will bear any of those costs.
16. All images (non-text) must be sent separately from the Word document and not embedded in the text. They must be sent in the TIF (TIFF) format, with as high a resolution as possible. It is crucial that the author begin with a high-quality (i.e. high-resolution) format. Indicate where the image should be inserted by putting the reference to this image in the corresponding location in the text, centered and in brackets, as follows: [Insert Photo/Table 1 here].

17. Material from other sources such as song lyrics, charts, handouts, extended quotes, etc., may also require permission from the copyright holder. It is the responsibility of the author(s) to determine when these materials are copyrighted, to obtain written permission to use the material from the copyright holder, and to send a copy of that permission to the editors at the time the paper is submitted. The author(s) must also pay for any costs associated with obtaining that permission; neither the *Selected Proceedings* nor the AATF will bear any of those costs.

D. Preparing the Manuscript for Blind Submission

1. As described above, include pertinent author information in a cover letter sent as an electronic file (attachment) separate from the paper.
2. Within the manuscript itself, eliminate reference(s) to the author(s) and to their home institutions or other personally-identifiable information. For instance, instead of writing “At the University of Iowa, *our* sequence of courses includes...,” write “At the University of *ABC*, *the* sequence of courses includes...”
3. When the paper is accepted and returned to the editor, after any revisions or corrections and in its final format, the personally-identifying information should be re-inserted into the article.
4. Please submit the electronic versions of the manuscript and the cover letter, as well as any images, to Ann Williams at **gascona@mscd.edu**.

E. Tentative Timeline 2011-2012

September 1, 2011	Deadline for designated committee member to receive electronic submission of manuscripts for first review and consideration for publication in AATF 2011 Conference Proceedings (gascona@mscd.edu)
September 5, 2011	Manuscripts sent to reviewers for first review
October 15, 2011	Comments for first-round reviewers sent to editor
October 31, 2011	Compilation of reviewer comments sent from editors to authors with decision to accept manuscript as it is, to request revision and review, or not to publish
November 15, 2011	Authors send revisions of manuscripts to editors, who will forward to second-round reviewers
November 30, 2011	Reviewers return comments on second review of manuscripts to editors
January 2, 2012	Final decision to continue working with authors to publish manuscripts or to notify them that they will not be published. Final selection of articles, notification of authors of status of their articles, thank-you to reviewers
January 3 to 14, 2012	Editors in contact with authors of accepted articles for continuing revisions
January 15, 2012	Final drafts of manuscripts to editors

January 15 – February 15, 2012, Editorial team proofreads and finalizes layout of AATF 2010 Conference Proceedings

March 2012 Final form, page layout to online host
Available online