

Center for Louisiana Studies Guidelines for Submitting Manuscripts

The Center for Louisiana Studies, established in 1973, is a publishing arm of the University of Louisiana at Lafayette devoted to the promotion of scholarly investigation of Louisiana's rich culture and heritage. To this end, the Center develops, promotes, and works cooperatively with academics, students, and any interested individuals in research activities, acquisition programs, exhibitions, and publications.

We invite you to submit the results of your research to the Center for Louisiana Studies for possible publication. The Center welcomes submissions of manuscripts pertaining to all facets of Louisiana history—social and cultural, political and economic, religious and ethnic, and environmental and sentimental.

The Center gives priority to work of an exemplary caliber, with thorough documentation and a carefully presented argument, that makes a significant, original contribution to Louisiana historiography. Manuscripts should be thoroughly documented, with citations to specific sources for quotations and statements that are not common knowledge and must be based upon research in primary sources.

All manuscripts should adhere to the Chicago Manual of Style, with in-house modifications.* Accepted manuscripts MUST be Microsoft Word documents† and MUST be in final form, including all notes and bibliographic material. Manuscripts will be returned for corrections if it does not adhere to the guidelines below. Authors are strongly encouraged to submit final copies of their articles in electronic form on a CD-R once their manuscripts have been accepted for publication.

To expedite the review process, authors should adhere to the following guidelines:

- Authors should submit two complete hard copies of their manuscripts. A self-addressed, stamped envelope should be included if the manuscripts are to be returned.
- The author's name, address, and telephone number should appear on the title page. The author's identity should appear nowhere else in the manuscript.
- All manuscript text must be created with computer word processing programs and laser printers. All textual material, including tables and notes, should be double-spaced. Typewriter style fonts such as Courier are preferred.
- Notes should appear as footnotes. Please refrain from parenthetical citations.
- Topical headings are strongly discouraged.
- All quotations should be clearly marked and footnoted. Block quotations should be set apart from the text and indented.
- Only one space after a period, other grammatical marks, and normally after all stops (exceptions: e.g., i.e.). The spacing of names should be: A. N. Other. A space should follow p., f., c., col., no., etc. in references. Insert a comma in multiple thousands.
- Use italics to denote titles instead of underlining the text.
- Dates: use the standard month day, year format. If just month and year, do not separate with a comma.
- Numbers: In the narration and notes use Arabic numerals for numbers above one hundred but spell out if less: e.g. ten men, 120 miles, 4,500 soldiers (but keep hundred, thousand, million, billion if they appear as whole numbers: e.g. 'a thousand years ago'). Inclusive numerals do not repeat digits common to both numbers: e.g. 123–5, 325–67, except in the 'teens, e.g. 15–17, 1914–18, or where the last digit of the first number is 0, e.g. 100–101, 140–42.
- Names: Preferably give full names (and title or rank if appropriate) at first mention. Titles and ranks are not capitalized except where they precede names.
- Images: All images should be at least 300 dpi and in .TIFF format. All graphics should be linked to the text file rather than embedded in the text file.

Peer Review and Publication

Peer Review: the editorial staff for stylistic excellence examines each manuscript submitted to the Center for Louisiana Studies. Manuscripts deemed potentially publishable undergo critical review by at least two specialists in the appropriate field.

Authors may be asked to revise manuscripts on the basis of recommendations made during the peer review. Authors are afforded an opportunity to rebut specific suggested changes. Revisions should be made in a timely fashion, and the editorial office should be apprised of any unforeseen delays in production of a finished manuscript. Completed manuscripts are reviewed by the editorial staff for verification of recommended changes.

Copyright

In accordance with the Copyright Law of the United States §106, the Author grants and assigns to the Publisher the full, sole and exclusive right to arrange for the sale or licensing of each and every right in the Work, including but not limited to rights of publication, adaptation, display performance, or reproduction by any means, rights of storage and retrieval by electronic methods, and rights of use of the Work in whole or in any form and in any way. The Author agrees that the Publisher may, if it deems appropriate, license without charge the right to reprint brief selections from the Work and or the right to Braille transcription for publicity, educational, scholarly, or humanitarian purposes.

Editorial Rights

The editorial staff reserves the right to edit all submissions in conformity with the Chicago Manual of Style, supplemented by in-house rules. If corrections are lengthy, the manuscript will be remitted to the author for such corrections, which will postpone production.

* Manuscripts of a scientific nature may use the APA style that is the standard within those disciplines, and use parenthetical citation rather than footnotes. Format for citations must be consistent throughout the manuscript.

† If a manuscript is a WordPerfect document, it must be submitted as a Rich Text Format file, with a hard copy containing all formatting.