

# **Country School Journal**

## **Submission Guidelines**

Publication will be determined by juried review. Submissions should be relevant to CSAA members and others interested in country schooling. Each manuscript should be accompanied by a statement that it is unpublished and has not been submitted to another publisher for possible publication. Articles should be submitted by email to Lucy Townsend ([ltownsend@niu.edu](mailto:ltownsend@niu.edu)). Authors are responsible for obtaining permission to reproduce copyrighted material. The journal obtains only rights to first publication from the author, and the author then retains all future rights. Thus, in the case of a submission accepted for publication, the author already owns the future rights, and all we ask is that when the material is reused that it be indicated that it was first published in the *Country School Journal*.

For more information, contact Lucy Townsend ([ltownsend@niu.edu](mailto:ltownsend@niu.edu)).

### **Proofs**

Page proofs are sent via email to the designated author. They should be carefully checked and returned within two weeks of receipt. If authors have any problems, they should contact Lucy Townsend.

### **Article Submissions**

The suggested length for submissions is 10 to 30 double-spaced pages. *Chicago Manual of Style* and published *Country School Journal* articles can serve as guides for formatting a submission. The author should not write his or her name or any identifying information on the manuscript. That information belongs in the author's email message to the editor.

### **Book and Video Review Submissions**

Book and video reviews are important contributions to artistic and scholarly work on country schooling. Reviews keep other country school enthusiasts and scholars informed and examine important issues. Reviewers should reveal the strengths, weaknesses, and uniqueness of the work in question. Also, they should include the quality of the author's scholarship and its

contribution to the body of visual and scholarly work on country schooling. Reviewers are encouraged to use their knowledge, experience, and taste to write a review. Length of a review may vary from 1,000 to 2,000 words. The submission should include a word count at the bottom of the text. If the video is online, they should provide viewers with a link.

### **Icon Submissions**

Icons (line drawings, halftones, photos, photomicrographs, etc.) may be in color or black and white. The author should submit them as separate digital files (300dpi or higher), they should be sized to fit a journal page, and should be formatted in TIFF, EPS, or PSD. The submissions should include a word count at the bottom of the text. If the video is online, the author should provide viewers with a link.

### **Criteria for Judging Articles for *The Country School Journal***

The journal editors plan to include interdisciplinary, open-access articles, curriculum, reviews, and icons in the *CSJ*. The journal's audience consists of people who wish to preserve country schools, disseminate scholarship about these schools, create and/or maintain the schools as museums, promote living history programs, and enable people of all ages to explore country schooling as practiced in the past and present. Historical scholarship is very different from poetry, a review, an oral history, guidelines for preserving a school, a dramatic script, or curriculum. Thus, select from these evaluation criteria or ignore them entirely and write a paragraph about your reaction to the submission.

The editors plan to help authors whose submissions have potential but have weaknesses, such as a lack of familiarity with *Chicago Manual of Style*. For a printable list of evaluation criteria access the link provided on the *CSJ* HOME PAGE.

### **Bibliographic Information and Referencing Guidelines**

Each scholarly submission should provide complete references, text citations, and notes according to *The Chicago Manual of Style*, Sixteenth Edition.

### **Table and Figure Submissions**

Tables and figures should not be included as separate files. Each table should also include a brief descriptive title with a clear legend and any footnotes identified below the table. All units should be included. Figures should be completely labeled, taking into account necessary size reduction. Captions should be typed, double-spaced, on a separate sheet. All other figures should be clearly marked in pencil on the reverse side with the number, author's name, and top edge indicated.