

Peninsula College Press

EDITORIAL POLICY

The Peninsula College Press publishes original, reviewed research and scholarship, as well as literary works, 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 and Multimedia Works
- Literary Works
- Scholarly and Researched 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 may be accepted: .avi, .mpg, .mpeg, .mp4.
- The following audio formats 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, the 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.

- Authors or 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 any creative writing, such as fiction, poetry or creative nonfiction that uses literary styles and techniques to tell a story, give expression to feelings and ideas, or to create factually accurate narratives.

SCHOLARLY AND RESEARCHED WORKS

These works may include scientific papers, researched essays, historical narrative, or commentaries on public policy issues. The Editorial Board is interested in a wide variety of original work, so please contact us at pcpress@pencol.edu if you have any questions.

Manuscript preparation should be appropriate to the genre of writing.

MANUSCRIPT PREPARATION

- Manuscripts should be produced in MS Word, formatted in 12-point type, sized for printing to 8 1/2 x 11 paper, and double-spaced.
- Margins should be one inch from top, bottom, and sides.
- Manuscript preparation should follow a standard manuscript style, such as APA, Chicago Style Manual, or MLA.
- All pages should be serially numbered.
- Manuscripts that contain images should provide the image files as separate attachments.
- Any content that is not original must be acknowledged using standard citation style.
- To promote anonymous review, authors must not identify themselves directly or indirectly in their work.

FORMAT

- Manuscript length should not exceed 30 pages, with the exception of commentaries.
- Commentaries should not exceed 2 pages in length.

- Manuscripts should be produced in MS Word, formatted in 12-point type, 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.”

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 must be 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.

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.

SUBMISSION FORM

- 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.

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, multi-mediated, and literary works should be submitted as an attachment via email addressed to 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.

Approved by the Editorial Board on _____