

Submission Instructions

Culicidae Press publishes original works in any field.

Submissions to Culicidae Press must be sent via email to editor@culicidaepress.com or via snailmail to

Editor Mikesch Muecke
Culicidae Press
918 5th ST
Ames, IA 50010

All submissions must include the following:

1. A cover letter addressed to the editor.
2. The manuscript in Microsoft Word format. See below for style requirements for the main text and any footnotes/bibliography.
3. A single Microsoft Word or PDF document compiling any accompanying images in low resolution (make sure the file is small enough to be sent via email). High-resolution JPEGs/TIFFs and image permissions are not required for initial submissions, only articles that have been officially accepted.
4. A manuscript abstract of approximately 200 to 250 words.

The author should receive a confirmation of receipt within two weeks of submitting the article and other materials listed above. If such a confirmation is not received, a brief message should be sent to editor@culicidaepress.com to verify that a submission has been received.

Peer Review

After receipt of a new manuscript we strip it of any identifying information and send the text out to at least two outside reviewers who will comment, in writing, using the following categories:

Overall Impression/Summary of Text
Suggestions for Improvement
Suitability for Publication

The editor then combines the comments from the two outside reviewers, adds his or her own observations, and returns the review in written form to the author. Usually this process takes at least four to six weeks. Please note that, in most cases, we initially reject manuscripts but we also give constructive criticism through the peer review process that helps authors improve their manuscript for a second submission.

Manuscript Preparation and Word Usage

Text should be double-spaced, in 12-point font, aligned to the left (unjustified), with new paragraphs indented a half inch. Footnotes should be single-spaced. Pages should be numbered and have one-inch margins.

As a rule, word usage should follow the guidelines found in *The Chicago Manual of Style* (CMS) and *The Oxford English Dictionary* (see the online version at www.oed.com)

Specific Culicidae Press usage style requirements are outlined below:

Punctuation. No words should be hyphenated unless they usually contain a hyphen or form a temporary compound word.

En dashes (–) are used for inclusive dates and compound words comprised of one or more hyphenated words. Em dashes (—) are used in place of commas, semicolons, colons, or parentheses for a more emphatic separation of word clauses.

Periods are not used after metric abbreviations: e.g., cm, mm, km

Plural dates, such as 1920s, have no apostrophe.

Use the serial comma, i.e., commas should be used before the last element in a series: e.g., beads, pins, and clocks.

Possessives of proper names ending in s should generally be formed without an extra s: e.g., James' house.

Inclusive numbers and dates should be separated by an en dash and should be given in full. Examples: 8–10, 22–23, 100–102, 105–117, 107–109, 199–221, 133– 134, 1002–1006, 1074–1076. Dates: 1900–1901, 1914–1918.

Spell out whole numbers from one through ninety-nine and any whole numbers above followed by hundred, thousand, hundred thousand, million, and so on.

The word percent should be used within text, but the symbol % should be used in tables and lists.

Capitalization is used for proper names and those events, movements, eras, etc. that are customarily capitalized (see CMS). Use lower case if there is no precedent.

When citing images, the word "Figure" is abbreviated, uppercase, and placed in parentheses: e.g., (Fig. 9). All letter designations following figure numbers should be roman with no extra space: e.g., (Fig. 5a–b).

Spell out centuries: e.g., fifteenth century. Hyphenate centuries when they are used as adjectives: e.g., fifteenth-century painting.

Use small caps for B.C. and A.D. A.D. precedes the year; B.C. follows the year. B.C.E. (before the common era) and C.E. (common era) are equivalent to B.C. and A.D.

In footnotes, "cf." means "compare" or "contrast"; it should not be used to mean "see." Circa should be rendered as "ca." (not italicized), and should only be used in parentheses, footnotes, or captions. In the main text, use "around" or "about."

Foreign Languages. Do not italicize foreign words and phrases that are in common usage or that have been anglicized. Refer to *Webster's Third New International Dictionary*: do not italicize

words that appear in the main section of the dictionary; do italicize words or phrases that appear at the end in the section "Foreign Words and Phrases." If the word does not appear in the dictionary, the author's preference prevails.

Accents and Diacritics. Do not use accents for anglicized words in text. Use accents only for italicized foreign words, in foreign quotations, and in foreign titles.

References

We prefer if the author uses the humanities system of notation: footnotes and bibliography.

Miscellaneous guidelines for references:

Use title capitalization style for English-language titles of books, journal articles, and chapters. (Capitalize the first and last words and all other words except articles, coordinating conjunctions, and prepositions.)

Anglicize the city of publication in references to foreign books (e.g.: Munich, not München). Please consult CMS for other issues relating to bibliographic or footnote forms.

Details

The following section is a verbatim quotation from the Online Version of the Chicago Manual of Style at

http://www.chicagomanualofstyle.org/tools_citationguide.html

accessed July 29, 2015

Notes and Bibliography: Sample Citations

The following examples illustrate citations using the notes (1. and 2.) and bibliography system. Examples of a footnote/endnote (1.) are followed by a shortened version of the same citation if it is used later as a footnote/endnote (2.). The next citation in each category shows the formatting for the bibliography. For more details and many more examples, see chapter 14 of *The Chicago Manual of Style*.

Book

One author

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.
2. Pollan, *Omnivore's Dilemma*, 3.

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Two or more authors

1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

2. Ward and Burns, *War*, 59–61.

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by *et al.* (“and others”):

1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s . . .*
2. Barnes et al., *Plastics . . .*

Editor, translator, or compiler instead of author

1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.
2. Lattimore, *Iliad*, 24.

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

Editor, translator, or compiler in addition to author

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.
2. García Márquez, *Cholera*, 33.

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

Chapter or other part of a book

1. John D. Kelly, “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War,” in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.
2. Kelly, “Seeing Red,” 81–82.

Kelly, John D. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

Chapter of an edited volume originally published elsewhere (as in primary sources)

1. Quintus Tullius Cicero, “Handbook on Canvassing for the Consulship,” in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.
2. Cicero, “Canvassing for the Consulship,” 35.

Cicero, Quintus Tullius. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., *The*

Letters of Cicero, vol. 1 (London: George Bell & Sons, 1908).

Preface, foreword, introduction, or similar part of a book

1. James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.
2. Rieger, introduction, xxxiii.

Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

1. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.
2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, <http://press-pubs.uchicago.edu/founders/>.
3. Austen, *Pride and Prejudice*.
4. Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19.

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle edition.
Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed February 28, 2010. <http://press-pubs.uchicago.edu/founders/>.

Journal article

Article in a print journal

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

1. Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104 (2009): 440.
2. Weinstein, "Plato's *Republic*," 452–53.

Weinstein, Joshua I. "The Market in Plato's *Republic*." *Classical Philology* 104 (2009): 439–58.

Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

1. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.
2. Kossinets and Watts, "Origins of Homophily," 439.

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405–50. Accessed February 28, 2010. doi:10.1086/599247.

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

1. Daniel Mendelsohn, “But Enough about Me,” *New Yorker*, January 25, 2010, 68.
2. Sheryl Gay Stolberg and Robert Pear, “Wary Centrists Posing Challenge in Health Care Vote,” *New York Times*, February 27, 2010, accessed February 28, 2010, <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.
3. Mendelsohn, “But Enough about Me,” 69.
4. Stolberg and Pear, “Wary Centrists.”

Mendelsohn, Daniel. “But Enough about Me.” *New Yorker*, January 25, 2010.
Stolberg, Sheryl Gay, and Robert Pear. “Wary Centrists Posing Challenge in Health Care Vote.” *New York Times*, February 27, 2010. Accessed February 28, 2010.
<http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

Book review

1. David Kamp, “Deconstructing Dinner,” review of *The Omnivore’s Dilemma: A Natural History of Four Meals*, by Michael Pollan, *New York Times*, April 23, 2006, Sunday Book Review, <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.
2. Kamp, “Deconstructing Dinner.”

Kamp, David. “Deconstructing Dinner.” Review of *The Omnivore’s Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, 2006, Sunday Book Review.
<http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

Thesis or dissertation

1. Mihwa Choi, “Contesting *Imaginares* in Death Rituals during the Northern Song Dynasty” (PhD diss., University of Chicago, 2008).
2. Choi, “Contesting *Imaginares*.”

Choi, Mihwa. “Contesting *Imaginares* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago, 2008.

Paper presented at a meeting or conference

1. Rachel Adelman, “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition” (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).
2. Adelman, “Such Stuff as Dreams.”

Adelman, Rachel. “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition.” Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009.

Website

A citation to website content can often be limited to a mention in the text or in a note (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

1. “Google Privacy Policy,” last modified March 11, 2009, <http://www.google.com/intl/en/privacypolicy.html>.
2. “McDonald’s Happy Meal Toy Safety Facts,” McDonald’s Corporation, accessed July 19, 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.
3. “Google Privacy Policy.”
4. “Toy Safety Facts.”

Google. “Google Privacy Policy.” Last modified March 11, 2009.

<http://www.google.com/intl/en/privacypolicy.html>.

McDonald’s Corporation. “McDonald’s Happy Meal Toy Safety Facts.” Accessed July 19, 2008.

<http://www.mcdonalds.com/corp/about/factsheets.html>.

Blog entry or comment

Blog entries or comments may be cited in running text (“In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. There is no need to add *pseud.* after an apparently fictitious or informal name. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

1. Jack, February 25, 2010 (7:03 p.m.), comment on Richard Posner, “Double Exports in Five Years?,” *The Becker-Posner Blog*, February 21, 2010, <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html>.
2. Jack, comment on Posner, “Double Exports.”

Becker-Posner Blog, The. <http://uchicagolaw.typepad.com/beckerposner/>.

E-mail or text message

E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”) instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.

1. John Doe, e-mail message to author, February 28, 2010.

Item in a commercial database

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.

Choi, Mihwa. “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago, 2008. ProQuest (AAT 3300426).

Illustration Captions

The standard format for Culicidae Press captions is as follows.

For a photograph:

Artist, People in Photograph, Location of Photograph, Date. Photo: Courtesy of _____. [OR Photo: Name of Photographer. Courtesy of _____.]

For an artwork:

Artist, Name of Work, Date. Materials, Dimensions. Museum. Photo: Courtesy of _____. [OR Photo: Name of Photographer. Courtesy of _____.]

If a particular credit line is required by the copyright holder of the illustration or artwork, that wording must be used.

Copyright and Permissions

Obtaining permission to use copyrighted materials in a publication and paying any associated fees is a responsibility that fully rests with the author. Permission is required for the reproduction of most illustrations, quotations, and other protected and copyrighted materials, and is governed by United States copyright law. The author should define what materials in the manuscript require permission for use, contact the copyright holder, obtain permission release letters, and pay any related fees. The author must confirm that all permissions have been obtained by providing the editorial office with copies of signed permission release letters. The manuscript cannot go into production until a complete set of permission releases has been received. The following guidelines are intended to assist the author in determining when permission to quote or reprint must be sought. These are merely guidelines. They do not constitute a legal interpretation.

Direct Quotation

Permission is needed to quote 500+ words in total from a scholarly work and 250+ words from a scholarly article. Proper credit must always be given.

Permission is needed for any quotation from a trade, or commercial, publication.

No more than two lines of poetry may be quoted without permission. If two lines constitute a stanza, permission is needed.

Permission is always needed for any quotation from a copyrighted song.

Quotations from unpublished works such as dissertations, academic papers, and material from unpublished collections require permission.

Permissions must be requested to quote from any letters or personal papers that have been copyrighted, unless the copyright has expired. If the letters or papers were never copyrighted, you must request permission to quote from the writer. If the writer is deceased, you will need permission from the writer's heirs. If the quote is from a collection of papers housed in a special repository, the permissions request must be addressed to the curator of the collection.

In respect to reprintings or revisions of the author's own published material, it is important that he/she review the original contracts or agreements to ascertain whether or not permission must be

secured from the publisher. In every case when previously published material is used, full facts of the original publication must be cited.

Paraphrase

The copyright law is intended to prevent one writer from "using the mind of another writer." If the author must repeat the development of another's argument, even for purposes of illustration, permission must be secured.

Image Specifications for Accepted Manuscripts

Once a manuscript has been accepted for publication at Culicidae Press, the author should immediately submit high-resolution images suitable for publishing. These images should be sent through a file transfer service such as Dropbox or Box.

Color and/or Halftone images must be at least 300 dpi in resolution, with the size of the image approximately 8 x 10 in. File format should be .tif or .jpg. All line art must be at least 1200 dpi.

Image Permissions for Accepted Manuscripts

Upon the article's acceptance, the author must immediately secure permissions for all images from the copyright holder. It is the author's responsibility to pay any required fees for reproduction.

The reproduction or adaptation of artwork, photographs, tables, and charts requires permission.

When obtaining permission to reproduce an illustration, the individual or organization holding the copyright may specify a certain form of credit line, which must be included in the captions (see above for caption formatting).

When an illustration is traced/copied from another person's original piece of artwork, this does not result in a new original; it results in a copy of someone else's original artwork for which permission must be obtained.

Making slight modifications to someone else's previously published figure and then crediting the illustration as "after" the original author is an entirely unacceptable way of trying to avoid obtaining proper permissions.

Verbal communications are not legal documents and are not sufficient documentation for our files; we need written permission from the copyright holder. Email correspondence with the photographer may be submitted as evidence of official permission.

Photographs taken by anyone other than the author require the permission of the photographer.

Drawings done by anyone other than the author require the permission of the artist.

Photographs of any object in a museum collection or private collection require the permission of the museum or the collector.

Sometimes, despite an author's best efforts, no response is received to requests for permissions. In such cases, copies of the author's letters requesting permission are adequate documentation of a good-faith attempt. A good-faith attempt at obtaining permission requires that the author has sent at least three requests that have not been answered in six months or more. Sending three letters within a few days of each other in the month before publication will not be accepted as documentation of a good-faith attempt.