

Submission Requirements, Peer Review, Copy Right, and Permissions

Culicidae Press publishes original works in almost any field, with the exception of astrology, spirituality, UFO and Zombie studies. Over the last few years we have emphasized biographies, publications about the designed environment, and fine arts.

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 (.doc or .docx), Apple Pages (.pages), or Rich Text (.rtf) formats. [Follow this link for style requirements of the main text and any footnotes/bibliography.](#)
3. A single text 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. We will send instructions on how to transfer high-resolution images only after your manuscript has 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 indeed 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.

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.