Article Proposal and Submission Form

Article Proposal

1. The article’s author(s) and translator(s)

Please copy and paste the contact information below for as many people as are involved in the project, replacing ‘Author’ with ‘Translator’ as needed.

Name of Author #1: ____________________________________________
Title and Affiliation: ____________________________________________
Email: _______________________________________________________
Address: ______________________________________________________

Name of Translator #1: _________________________________________
Title and Affiliation: ___________________________________________
Email: _______________________________________________________
Address: ______________________________________________________

2. Author’s biographical note or brief CV (50 words maximum)

Please provide a short description of the article’s author(s).

3. Article title

4. Abstract of the article (300 words)

The abstract will be used by the HUS editorial board in considering your article. Give a clear thesis of the article and its main arguments. Additionally, briefly describe the scholarly context (competing theses, for example) for which your article has significance and identify the target readership for your article. Is there anything particularly topical, ground-breaking, or controversial about your book’s subject matter or theoretical orientation? What makes the project a necessary addition to the field? What readership(s) do you envision for your article?

5. Length

Give the exact word count, not to exceed 10000 words including endnotes.
6. Projected submission date
*Please provide a realistic and certain* projected submission date for your article.

7. Figures and illustrations

8. Search terms
*Give up to 5 keywords or two-word phrases by which search engines should be able to find your article.*

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**Article Submission**

Please send us your manuscript with your last name and short title in the “Subject” line. Attach a Word copy of the manuscript and separate files of the list of captions, tables, and images. Use the checklist below to ensure your manuscript submission is complete.

a. Do the place-names, personal names, numbers, dates, transliteration conform to the [HURI "Brief Submission Guidelines"](http://www.huri.harvard.edu/images/pubs/HURI_pubs_guidelines.pdf)? Yes___
b. Have you removed indicators of the author’s identity from the text of the manuscript? Yes___
c. Have you attached a cover page? Yes___
d. Is your manuscript double-spaced and consistently in 12-point font size? Yes___
e. Are your endnotes formatted according to the latest edition of the *Chicago Manual of Style*, with a full citation at first mention and short form in subsequent citations? Yes___
f. Have you marked the text with the locations of figures? Yes___
g. Have you attached a list of captions for the figures and images? Yes___
h. Have you attached as separate files any tables, charts, or images, and labeled them with figure numbers? Yes___

Please note:

1. Transliteration, personal names, place-names, dates, etc. have to conform to our "Brief Submission Guidelines" (available at [http://www.huri.harvard.edu/images/pubs/HURI_pubs_guidelines.pdf](http://www.huri.harvard.edu/images/pubs/HURI_pubs_guidelines.pdf)).
2. Notes and citations
   We ask for all notes to be formatted in Word as end notes. Citations have to follow the latest *Chicago Manual of Style*.

3. Figures and illustrations
   Do not embed tables, charts, or images in Word. In the text, mark the approximate location of figures and illustrations (for example “figure 1 here”). Prepare a list of captions that corresponds to the figures (“caption 1” should correspond with “figure 1”). The captions to images must include permissions, either obtained or pending at the time of submission. (It is the author’s responsibility to obtain permissions.) Upload tables, charts, and images separately, with file names that identify them ("figure 1"). Image scans should be 600 X 600 dpi and saved in jpeg format.

4. Removal of indicators of author’s identity
   Remove all information from the manuscript that could identify the author during our double blind review. For example, instead of “See my article” use “See Jane Doe” and give a citation of the work.

5. Removable cover page
   A removable cover page must have the author’s name, contact information, article title, exact word count, and 300-word abstract (see 4 above).