

Clark Atlanta University
PHYLON: The Clark Atlanta University Review of Race and Culture

Manuscript Submission and Processing Guide

MANUSCRIPT SUBMISSION AND PROCESSING

All manuscripts must follow the MLA Style Manual and Guide to Scholarly Publishing, 3rd edition. Manuscripts should not include footnotes/endnotes. Please find below the general guidelines from MLA. For more details please consult: www.owl.english.purdue.edu/owl/resource/747/02/

“This quarterly review purposes to study and survey the field of race and culture, and of racial and cultural relations. It emphasizes that view of race which regards it as cultural and historical in essence, rather than primarily biological and psychological. Looking over the world today we see an incentive to economic gain, as a cause of war, and as an infinite source of cultural inspiration, nothing so important as race and group contact. Here, if anywhere, the leadership of science is demanded not to obliterate all race and group distinctions, but to know and study them, to see and appreciate them as their true values, to emphasize the use and place of human differences as tool and method of progress; to make straight the path to a common world humanity through the development of cultural gifts to their highest possibilities.”

W.E.B. Du Bois, 1940, Founder of PHYLON

General Guidelines

- The paper should be no more than 10,000 words including works cited on standard, white 8.5 x 11-inch paper.
- Double-space the text of your paper, and use a legible font (e.g. Times New Roman). Whatever font you choose, the regular and italics type styles contrast enough that they are recognizable one from another. The font size should be 12 pt.
- Leave only one space after periods or other punctuation marks.
- Set the margins of your document to 1 inch on all sides.
- Indent the first line of paragraphs one half-inch from the left margin. Use the Tab key as opposed to pushing the Space Bar five times.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.
- Use italics throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.

Basic in-text citation rules

Referring to the works of others in your text is done by using what is known as **parenthetical citation**. This method involves placing relevant source information in parentheses after a quote or a paraphrase.

- Any source information that you provide in-text must correspond to the source information on the Works Cited page. More specifically, whatever signal word or phrase you provide to your readers in the text, must be the first thing that appears on the left-hand margin of the corresponding entry in the Works Cited list.
- The author-page method of in-text citation is required. This means that the author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on your Works Cited page. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence.

Works Cited Guidelines

- Any source information that you provide in-text must correspond to the source information on the Works Cited page. More specifically, whatever signal word or phrase you provide to your readers in the text, must be the first thing that appears on the left-hand margin of the corresponding entry in the Works Cited List.
- Begin your Works Cited page on a separate page at the end of your paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.
- Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- Indent the second and subsequent lines of citations by 0.5 inches to create a hanging indent.
- List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50. Note that MLA style uses a hyphen in a span of pages.
- At the end of the citation place the medium used to access the source, i.e. print, web, etc.

General Submission Instructions

- a.) Forward your paper to oclayton@cau.edu
- b.) Include a page abstract not more than 250 words on a separate page before the first page of the paper
- c.) Ensure that the manuscript is not under review with any other journal.
- d.) Note that if the manuscript is not accepted for publication it will be destroyed. However, if the manuscript is accepted for publication, the author (s) is/are expected to transfer copyright privileges to Phylon.