

Submission Instructions

Hog Press publishes original works in any field (with the exception of astrology, spirituality, UFO and Zombie studies).

Submissions to Hog Press should be sent via email to editor@hogpress.com or via snailmail to

Editor Mikesch Muecke
Hog Press
922 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@hogpress.com to verify that a submission has been received.

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 *Webster's Third New International Dictionary*.

Specific Hog 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 humanities style is used for footnotes. (Note that it is not necessary to include the names of publishers or publishing houses in footnotes).

Books:

A. Stuart and J. K. Doe, *Basic Ideas of Scientific Sampling* (New York, 1968).
R. L. Stevens, "The Soils of Middle America and Their Relation to Indian Peoples and Cultures," in *Handbook of Middle American Indians*, ed. R. Wauchope and R. C. West (Austin, 1964), vol. 1, pp. 265–315.

Journal articles:

R. Sidrys, "Classic Maya Obsidian Trade," *American Antiquity* 41, no. 4 (1976): 49–54.

Dissertations:

R. F. Millon, "When Money Grew on Trees: A Study of Cacao in Ancient Mesoamerica" (Ph.D. diss., Columbia University, 1955).

Subsequent references should not use short titles, but should refer to the note in which the full reference is first cited. Short titles should only be included when necessary to differentiate between two works by the same author first cited in the same footnote:

R. Sidrys, "Classic Maya Obsidian Trade," *American Antiquity* 41, no. 4 (1976): 49–54. 2. R. F. Millon, "When Money Grew on Trees: A Study of Cacao in Ancient Mesoamerica" (Ph.D. diss., Columbia University, 1955); R. F. Millon, *Urbanization at Teotihuacan* (Austin, 1973). 3. Sidrys (see note 1), p. 50. 4. *Ibid.*, p. 52. 5. Millon, "When Money Grew on Trees" (see note 2), p. 28.

Illustration Captions

The standard format for Hog 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.

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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 Hog 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).

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

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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.