



The
American Jewish
Archives

Journal

Gary Phillip Zola, Editor

Submission Guidelines

updated October 2007

The American Jewish Archives Journal (AJAJ) is committed to expanding the frontiers of knowledge about the American Jewish experience. Pursuant to this, *AJAJ* publishes both original scholarly articles and edited/annotated documents that are illustrative of the American Jewish experience throughout its more than three centuries of existence. *AJAJ* will not consider submissions that duplicate other published works in either wording or substance.

Please submit manuscripts to:

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***AJAJ* does not accept simultaneous submissions.** Do not submit manuscripts that have been published or that are currently under consideration for publication elsewhere in either article or book.

References must be meticulously and verifiably cited. Inaccurate or incomplete citations will result in your manuscript being returned to you. In addition, it is your responsibility to verify for accuracy any transcribed copies of original text.

Send two paper copies and an electronic version of the manuscript. The electronic version should be sent as an e-mail attachment in Word or Rich Text Format.

Please provide your full address, including e-mail, in all correspondence.

In general, manuscripts, including endnotes, should not exceed 7,500 words.

For matters of style, refer to *AJAJ*'s style sheet. For issues not covered by the style sheet, consult the most current version of *The Chicago Manual of Style* (15th Edition).

Submitted materials must be formatted as follows:

- Your name and contact information should appear only on the title page.
- Double-space all text, including quotations, appendices, and endnotes.
- To avoid conversion problems, use standard fonts and minimal design elements. (Please avoid excessive tabs, excessive paragraph formatting, borders, running heads, etc.)
- Insert one space, not two, between sentences.
- Number all pages consecutively, in the bottom right-hand corner.

- Use endnotes only, not footnotes. Endnotes should be designated with Arabic numerals, not letters or Roman numerals. We request that endnotes not be auto-generated from your word processing software.
- Organize articles into sections with subheads whenever possible. Subheads are flush left, boldface, in title case—not all caps. Double space (that is, double-double space, as the entire document is double-spaced) before each subhead.
- Do not hyphenate words at the ends of lines, either manually or by using your word processor's hyphenation feature.
- Set quotations of three or more lines as block text, indented from the left, with no quotation marks. One- or two-line quotations should remain within the paragraph and be framed by quotation marks.
- Place appendices immediately after the main article and before the endnotes.
- Include a biography of approximately one hundred words in a separate file and on a separate sheet of paper.

Additionally, you are encouraged to submit photographs and/or illustrations to accompany your article. It is your responsibility to provide copyright information on all submitted photographs and/or illustrations. The editor will also work with you to determine if material held at the American Jewish Archives is suitable for inclusion. The editor will determine the final selection and format of all accompanying illustrations and photographs.

If your article is accepted for publication, AJAJ will request that you transfer the copyright to the American Jewish Archives. Please see our agreement for details.

All articles accepted for publication will be edited for style. If substantive changes are required, the editor will contact you.