

Center for Big Bend Studies Submission Guidelines

Contact Addresses

Manuscripts for the Journal of Big Bend Studies should be e-mailed to the Editor at the Center for Big Bend Studies at cbbseeditor@sulross.edu.

If sent through the mail, a hard copy of the manuscript should be accompanied by original artwork, and a digital version of the paper on a disk. Send your material to:

Editor
Center for Big Bend Studies, SRSU, Box C-71
Alpine, TX 79832.

Abstracts of less than 200 words are required to introduce each article.

Writing Guidelines

Please type all documents in Microsoft Word, and automatically link citations by utilizing the **Insert > Footnote/Endnote** option in the toolbar (Word 97-2003) or **Insert > Footer > Blank** (Word 2007).

Include your full name, e-mail, address, and phone number somewhere on the submission.

Turn off auto-formatting before typing the paper, and do not try to embellish papers with special formats, fonts, etc. All formatting and style will be changed for layout.

Do not use the tab key to indent - set indents with the ruler bar or format option. Do not press the Enter key twice between paragraphs - once is enough.

Do not embed tables or images in the manuscript. Tables should be done in Word in the table format.

Historical and cultural papers must follow Turabian style for text and notes. Please refer to *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate L. Turabian (Chicago: The University of Chicago, 1996) or visit <http://www.gbv.de/dms/ilmenau/toc/515844764.PDF>. For manuscripts in the social sciences, please follow the author-date system delineated in Turabian style (parenthetical references), with a references cited section. Contact the Editor at the above address for a copy of the guidelines or for any question relating to editorial requirements.

For anthropology, archaeology, etc. papers visit the Society for American Archaeology style guide at www.saa.org/AbouttheSociety/Publications/StyleGuide/tabid/984/Default.aspx.

Please note that references and footnotes will be converted to a “house style” by the editor for publication.

Upon publication of the Journal, each author will receive a copy of the finished Journal and ten copies of the individual article.

Artwork

Authors are encouraged to submit photographs, artwork, maps, etc. to accompany their paper. Every image must have a credit and permission must be obtained to use archived and copyrighted images. Digital images may be e-mailed to the editor along with the manuscript. Otherwise, original art must be mailed or delivered for scanning. Tables and artwork must be in a document separate from the manuscript.

The Center cannot guarantee drafting services for amateur cartography or tables, and authors are thus encouraged to have all such artwork professionally drafted before submitting. Tables must be done in Word in a table format in a document separate from the manuscript.

Original artwork is returned to the author along with a copy of the finished Journal and ten copies of the individual article.

June 1—May 31 Subscription Rates

The Journal of Big Bend Studies is available as a benefit of membership as a Center Associate. Levels and costs of membership are:

- Individual—\$45
- Family—\$60
- Student renewal—\$20 (first year is free)
- Institutional—\$50 Lifetime—\$1000.

Current and past volumes of the Journal of Big Bend Studies are available for \$15 each.

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