Canadian Review of American Studies
Submission Guidelines for Authors

Contents

Subject Matter and Scope

The *Canadian Review of American Studies* publishes academic articles and review essays whose purpose is the multi- and interdisciplinary analysis and understanding of the culture, both past and present, of the United States, and of the relations between the cultures of the United States and Canada. We invite contributions from authors in all relevant scholarly disciplines related to the study of the United States, in English or French.

CRAS is a peer-reviewed journal with a wide circulation in Canada and beyond. It is housed at Carleton University.

The Journal is published three times per year by the Canadian Association for American Studies with the support of Carleton University and the Department of Canadian Heritage.

Peer Review Process

The *Canadian Review of American Studies* is a peer-reviewed forum for solicited and original contributed manuscripts. Since *CRAS* uses a double-blind peer review process, only the title of the paper is to appear in bold and centred and the author's name must not appear anywhere within the manuscript or reference list. When you are ready, please submit a blinded manuscript by e-mail to cras@carleton.ca.

Blinding

The *Canadian Review of American Studies* uses a double-blind peer review process. Blinding a manuscript entails removing all references to your name and publications, and to the setting and participants in your research, where relevant. Appropriately blinding your manuscript requires that you replace your name (and any coauthors' names), wherever it occurs in the text, notes or references, with the word "Author." "Author" is then inserted into the reference list with the other "A" references. Try to avoid including any other characteristics that might lead to the identification of the individuals or institutions involved.

Please also remove any information that would identify you from the "Properties" section of your Word file.

Manuscript Submission Process

The *Canadian Review of American Studies* accepts articles written in either English or French. The abstracts of articles are published in both English and French. The journal will have the abstract translated on behalf of the author upon acceptance for publication.

All articles submitted to *CRAS* must be the author's original work, previously unpublished, and not being reviewed for publication with another journal. If accepted for publication, it will not be published elsewhere in the same form or in translation without the prior consent of the editors.

Authors are requested to use the Modern Language Association Handbook (7th edition) for citations and references. English Canadian spelling must be used. Please also use italics instead of underlining in references as well as in the text. More specific information is provided in the *MLA Handbook*.

After you submit your article it will be evaluated by the Editor to determine its admissibility. It is then assigned to at least two external reviewers with different disciplinary backgrounds whose reports are taken into consideration by the Editor who will then convey the editorial

decision. Based on this evaluation, you will receive one of the following responses: accepted, accepted conditional on certain revisions, revise and resubmit or rejected.

Manuscript Requirements

The final revised manuscript must be double-spaced, preferably in 12-point serif font (i.e., Times New Roman). Please adhere to a maximum of 8,000 words, including biographical notice, endnotes, and works cited. The article must also include an abstract of up to 150 words along with five keywords.

Please avoid page-layout formatting. The text should be aligned flush left and ragged right; do not justify or centre.

Use hard returns at the end of paragraphs only. Let your software make line breaks (word wrap), and do not add extra line spaces between paragraphs.

Headings should follow the following format: First-order headings should be in **bold typeface;** second-order headings should be in ***bold italic typeface***; third-order headings should be in *italic typeface*. If there are more than three subheadings, indicate the level as appropriate.

Use only one space after a period, colon, semicolon, and comma. Use an en-dash for date and page ranges, and an em-dash (without spaces on either side of it) as an interrupter. Refer to [MLA Handbook](#) for further guidance.

References

All articles must include a Works Cited list for works that are cited in the text. Please use endnotes (not footnotes) if necessary to provide additional explanations that cannot be incorporated into the text.

Notes
- Acknowledgement of either financial or intellectual assistance appears as the first note and is unnumbered and un-indented.
- Notes are single spaced.

In-Text Citations
- It is preferable to put citations in the text rather than as notes.
- Citations appear in parentheses with closing punctuation following.

Works Cited
- Works cited must appear on a new page, with the title in bold, initial capitals, at the top-left margin of the page. Please see the [MLA Handbook](#) for further guidance.

Additional Elements for Submission

Contact Information

A separate cover sheet must include the author's name, affiliation, title of paper, contact information (address, fax, e-mail) and a biographical notice.

Abstract and Keywords

Your abstract must be approximately 150 words. Following your abstract, include a list of no more than 5 keywords.

Letters of Permission

Provide a copy of permission to use copyrighted material, if applicable. If in doubt about what constitutes copyrighted material in Canada, please consult your reference librarian. Please note that failure to include letters of permission to use copyrighted material will, at the very least, delay the publication of the manuscript until the letters of permission have been received by the University of Toronto Press.

Figures

Figures should not be embedded in the text. Instead, please provide them as a separate document with high resolution. Each figure should be numbered consecutively in the order in which they are mentioned in the text. Indicate exactly where each figure belongs in text. Use the phrase, "Figure [1] about here" in the places where your figure should appear in the final version.

CRAS accepts figures in high resolution at 300 or 600 dots per inch in black and white; glossy photographic prints at publication size or larger are acceptable, especially for complex graphics in TIFF, EPS or JPEG formats.

Captions

Please provide captions for all figures. Further guidance for captions can be found in the MLA Handbook.

Queries

Questions relating to any of the above details may be directed to:

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"How to Alienate Your Editor: A Practical Guide for Established Authors"*,* written by Stephen K. Donovan and published in the *Journal of Scholarly Publishing*, is an excellent article on classic mistakes made during the submission process. Also useful is "Surviving Referees' Reports" written by Brian Martin and also published in *Journal of Scholarly Publishing*.