

University of Tennessee, Knoxville Trace: Tennessee Research and Creative Exchange

BLACK@UT Commission for Blacks

3-4-2012

BLACK@UT Submission Guidelines

Commission for Blacks

Follow this and additional works at: http://trace.tennessee.edu/utk blacknewl

Recommended Citation

Blacks, Commission for, "BLACK@UT Submission Guidelines" (2012). BLACK@UT. $http://trace.tennessee.edu/utk_blacknewl/2$

This Article is brought to you for free and open access by the Commission for Blacks at Trace: Tennessee Research and Creative Exchange. It has been accepted for inclusion in BLACK@UT by an authorized administrator of Trace: Tennessee Research and Creative Exchange. For more information, please contact trace@utk.edu.

BLACK@UT SUBMISSION GUIDELINES:

Please review the following information when submitting articles for the newsletter:

- Submit articles electronically in MS Word format to cfb@utk.edu;
- Manuscripts should be 200-1000 words in length. Short well-written and relevant articles will be more beneficial to the audience than longer ones;
- Provide a short biography (i.e., your name, department, primary job title, email address);
- Provide complete bibliographic information for references, APA 6th edition guidelines. Include author(s), title, date of publication, publisher, volume, issue#s, page number;
- Avoid using lots of formatting within the text;
- Use active voice; and
- Avoid idioms.

•

TEXT FORMAT:

- MS Word (DOC or DOCX)
- Include a title and a byline

- Single line space
- Double line space between paragraphs
- Do not use headers or footers

IMAGES/PHOTOGRAPHS: Authors are responsible for supplying their own images for their articles. Authors must obtain proper permissions for the use of ALL images. The images MUST be submitted in TIFF or JPEG format. Please include the file names with captions for each item.

SUBMISSION DEADLINES: Intent to publish an article must be confirmed by the **15th** day of the month before publication. The newsletter is published annually around the **1st of the month April.** This means the authors must be confirmed by March 15th. All submission materials, including text, images etc., for the article itself must be received 2 weeks before the publication date, which for the spring newsletter is **April 1st.**

The editorial staff provides the proposed themes for each publication. Additional suggestions are always welcome. To propose an article, please send an e-mail describing your topic and your angle to cfb@utk.edu. Authors will receive electronic confirmation of receipt of the proposal and/or submission. If the proposal is accepted (i.e., focus of the issue and based on the availability of space); authors will be responsible for

the preparation and submission of the article per guidelines. Article proposals should be submitted as early as possible to assist with the planning.