



March 2012

BLACK@UT Submission Guidelines

Commission for Blacks

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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.