

Transfers: Interdisciplinary Journal of Mobility Studies

SUBMISSION INFORMATION FOR CONTRIBUTORS

The editorial team welcomes contributions. Articles should be prepared as Microsoft Word or Rich Text Format (rtf) files and submitted using the journal's online submission system:
<http://ojs.berghahnjournals.com/index.php/transfers/information/authors>.

Please note that all correspondence will be transmitted via e-mail.

All article submissions should be based on the author's original, unpublished research. Articles should be **6,000 to 8,000 words** (including notes), although longer texts may be considered, with a maximum of five subheadings.

FORMATTING

The document must be set at the US letter standard size. The entire document (including notes) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings and notes. All diacritics (especially the umlaut and ß) should be retained. Unusual characters or diacritics should be flagged by placing the entire word in **red type**, as they may not translate correctly in typesetting.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number, and e-mail), biographical data of approximately 100 words for each author, a total word count, the number of tables and/or figures included, and any acknowledgments. Affiliations and e-mail addresses will be posted online for indexing/abstracting purposes.

ABSTRACT/KEYWORDS

The article must include an abstract of no more than **150 words** and **6 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data, and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order, and separated by commas; only proper names should be capitalized. Half of the keywords should be chosen from the *Transfers* keywords list [here](#).

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ARTWORK

For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. Additionally, all images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or RTF. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

Transfers is a refereed journal. Submissions are considered on the understanding that the article is not currently under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and if so, with what recommended changes. The editors respond to the author with their decision and a list of any changes needed for the article to be accepted for publication. They also send the anonymous referees' comments to the author, or a summary thereof.

PUBLICATION

Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

STYLE GUIDE

The *Transfers* style guide is based on *The Chicago Manual of Style (CMS)*, 16th edition. Please note that the journal uses **US punctuation and spelling**, following *Merriam-Webster's Collegiate Dictionary*.

CITATION SYSTEM

Transfers uses the **endnote system**. Endnotes must include full bibliographic information on first citation, including a full page range for the work and the exact page for a quotation. Subsequent citations should provide last name(s) and a short-title form. Every quotation must be cited.

CITATION EXAMPLES

Book with one author/editor

First note citation

1. Michael Uzendoski, *The Napo Runa of Amazonian Ecuador* (Urbana: University of Illinois Press, 2005).

Later citations

4. Uzendoski, *The Napo Runa*, 112.
5. *Ibid.*, 145–169.

Book with multiple authors/editors

First note citation

8. Frederique Apffel-Marglin and Stephen A. Marglin, eds., *Decolonizing Knowledge: From Development to Dialogue* (Oxford: Clarendon Press, 1996), 45.

Later citations

11. Apffel-Marglin and Marglin, eds., *Decolonizing Knowledge*, 154.

Chapter or other part of a book

First note citation

12. Anne Carr and Douglas J. Schuurman, "Religion and Feminism: A Reformist Christian Analysis," in *Religion, Feminism, and the Family*, ed. Anne Carr and Mary Stewart Van Leeuwen (Louisville, KY: Westminster John Knox Press, 1996), 11–32, here 14.

Later citations

18. Carr and Schuurman, "Religion and Feminism," 29.

Journal article

First note citation

19. See Temma Kaplan, "On the Socialist Origins of International Women's Day," *Feminist Studies* 11, no. 1 (1985): 163–171.

Later citations

21. Kaplan, "Socialist Origins of International Women's Day," 171.

Translated work

First note citation

22. Tatyana Kuzminskaia, *Tolstoy as I Knew Him: My Life at Home and at Yasnaya Polyana*, trans. Nora Sigerist (New York: Macmillan, 1948), 81–82.

Later citations

24. Kuzminskaia, *Tolstoy as I Knew Him*, 81.

Translated title

First note citation

25. Florence Hervé, *Brot und Rosen: Geschichte und Perspektiven der demokratischen Frauenbewegung* [Bread and roses: Stories and perspectives of the democratic women's union] (Frankfurt am Main: Verlag Marxistische Blätter, 1979).

Later citations

28. Hervé, *Brot und Rosen*, 15.

Article in a newspaper or magazine

First note citation

29. Eric C. Fontanelle and Valerie Mandible, "Iron Despair: Postwar Bewilderment," *World Spectator*, 6 April 1951, 12.

Later citations

35. Fontanelle and Mandible, "Iron Despair," 15.

Thesis, dissertation, or unpublished manuscript

First note citation

40. Adrienne Marie Harris, "The Myth of the Woman Warrior and World War II in Soviet Culture" (PhD diss., University of Kansas, 2008).

Later citations

51. Harris, "The Myth of the Woman Warrior," 228.

Archive materials

Archive materials may be cited according to the particular kind of archival material being cited. Note that public documents might be cited differently than private documents in archives.

First note citations

1. Patrick Scott to Duchess of Atholl, 15 July 1706, Blair Castle Archives Manuscripts 45.(6).73, Blair Atholl, Scotland (hereafter cited as Blair MSS).
4. Claudia Dedyk, Linguistics Memos, Rossiskii Gosudarsvenyi Isoricheskii Arkhiv (RGIA), fond 1129, opis 1, delo 491 (11 February 1933), 74–83.

Later citations from the same collections

26. Duke of Atholl to Duchess of Atholl, 19 October 1706, Blair MSS 45.(6).121.
38. RGIA 1129-1-491: 81.

Websites

Access dates are only required when no date of publication or revision can be determined from the source.

First note citation

36. "Ukraina pamiataie, svit vyznaie: Svidchennia ochevydtsiv" [Ukraine remembers, the world recognizes: Testimonies of the eyewitnesses], <http://holodomor33.org.ua/category?id=6> (accessed 25 April 2012).

Later citations

38. "Ukraina pamiataie."

ARTICLE SUBMISSION CHECKLIST

- ❑ **Copyright assignment form** is signed and submitted (*no later than the final revised article submission*);
 - ❑ **Cover sheet** is included and provides:
 - **Title** of the article;
 - An **abstract** (no more than 150 words) that is a summary or overview of the entire article and does not duplicate verbatim sections of the main text;
 - Six to eight **keywords** in alphabetical order and separated by commas (only proper names capitalized);
 - Complete **contact information** for each author (mailing address, phone number, and e-mail);
 - A **bio** of approximately 100 words for each author;
 - Total **word count**, the number of tables and/or figures included, and any acknowledgments.
 - ❑ For any **figures**:
 - **Placement** indicators and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
 - Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions** included.
-

PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings and notes, is set in a standard 12-point type, such as Times New Roman, and is double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;
- US spelling is used throughout and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A-head** (a main text heading). Use **bold italic** for a **B-head** (a first-level subheading). Use *non-bold italic* for a **C-head**;
- Superscript note reference numbers and/or asterisks are **not** placed on article titles, headings, epigraphs, or the contributor's name;
- Contributions are referred to as articles (not essays or papers);
- Numbers 0–100 are spelled out, as are large whole numbers (e.g., fourteen hundred), and all number ranges are non-abbreviated;
- Foreign-language words that are not common in US usage are italicized on every instance;
- Double quotation marks are used for all quotations and terms, except for quotes or terms within quotes;
- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;
- Contractions and abbreviations such as e.g., i.e., etc., and et al. are not used in the main text;
- Every quotation is cited.