

*The Author Guide provides tools and resources to enable authors to successfully publish a paper in the American Public University System Saber and Scroll history journal.*

# Saber and Scroll Journal Author Guide

2017

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## Journal Objectives

The *Saber and Scroll Journal* is a quarterly historical journal, intended to provide the American Public University System (APUS) history studies community with the opportunity to share works of high academic quality.

As a student-led publication, the journal relies on current APUS students and alumni as volunteer editors. The Editor-In-Chief (EIC) and the journal team collaborate with faculty advisors, APUS Student Affairs, and with APUS ePress to create the *Saber and Scroll* journal. **The most important member of the *Saber and Scroll* journal team is you, the author.**

The journal team created this **Author Guide** to help you in your journey to become a published author. It provides you with the tools and resources to become a successful author and outlines the roles and responsibilities of the journal team—including those of the author.

It is **important to note that journal articles are not the same as student papers created for classroom submission.** In the classroom setting, each professor establishes the standards and expectations that support the overall class learning objectives. In many cases, the instructor is seeking research paper submissions that display specific learning accomplishments. A journal article, on the other hand, is not only meant to showcase the author's academic research and writing skills, provide a paper of topical interest and quality, but it must also display excellent sentence structure, proper citation and bibliography style and serve as a standard for future authors to aspire to in the creation of their own articles.

This **Author Guide** introduces *Saber and Scroll* standards, tips and techniques for writing successful abstracts, and provides a process overview of what to expect if your article is selected for submission. For students seeking help on current APUS writing assignments, visit the [APUS Center for Teaching and Learning](#).

## Roles and Responsibilities

The key roles in the creation of every *Saber and Scroll* edition are those of Author, Editor-in-Chief, Editors, Copy Editor, and Proofreader. It is important to understand the role that each plays in the *Saber and Scroll Journal*.

**Author:** As a potential *Saber and Scroll* author, **your role is central to the creation of a successful journal** and you should understand journal expectations before you submit your initial manuscript. Your manuscript will be assigned to an editor who will review and edit your paper with an eye not only toward academic quality, but also toward sentence structure, spelling, punctuation, and overall writing quality. The journal requires that your citations and bibliography adhere to *Turabian* eighth edition guidelines. Based on the editor's initial review, your paper may be rejected. If your paper is accepted, you may or may not receive follow-up communications from the editor requesting that you revise or correct certain facets of your paper. If this happens, keep in mind the editor's role (see below) and keep your communication with the editor professional. He or she is providing the edits, changes, and suggestions to enhance the overall quality of your paper and ensure that it is suitable for publication.

*Editor-In-Chief:* The editor-in-chief (EIC) is an elected officer of the Saber and Scroll Historical Society and plays a key role in the creation of the *Saber and Scroll Journal*. The EIC sets the overall journal theme, issues the journal call for papers, provides the final opinion of abstract entries, assigns author-editor pairs, and manages the end-to-end process of journal publication.

*Editor:* *Saber and Scroll* editors play a crucial role in the production of the journal. Your editor will provide you with feedback on your entry, and in some cases, with recommended changes, comments, and suggestions to ensure that the final submission meets the *Saber and Scroll* standards. **Please maintain prompt communication with your editor.**

*Proofreaders:* Proofreaders provide the final review to ensure that all articles meet quality standards.

*Copy Editor:* The copy editor formats the final version of the journal for publication, designs the cover, and works with APUS ePress to create a print-on-demand version of the journal.

*Webmaster:* The webmaster creates and maintains content on the Saber and Scroll website.

## Process

The process to publish the *Saber and Scroll Journal* takes a number of steps and involves the efforts of many people.

### *Call for Papers*

The journal team publishes a call for papers on a quarterly basis which outlines the upcoming journal issue theme, establishes submission dates, and outlines manuscript requirements.

### *Abstract*

Reply to the call for papers by submitting either an abstract for your proposed feature paper or a brief description of your intended book review. Your abstract outlines the scope of your proposed research paper. It should be 200-300 words long and should include your thesis statement. Your initial submission is used to determine whether your proposed entry will fit into the established theme for the upcoming journal. Your initial entry is also reviewed as a sample of your writing style and will be analyzed to ensure that your proposed topic and writing sample conform to journal expectations. Review your initial submission carefully. Similar to a resume, your writing sample is your introduction to the journal's editorial team. Refer to the Purdue Online Writing Lab (Purdue OWL) for [tips to write an abstract](#).

### *Manuscript submission*

If your submission is accepted for the journal, you will be matched with an editor. Either the EIC or your assigned editor will contact you to provide you with the delivery e-mail address for the first submission of your paper and the critical dates for your manuscript delivery. As the journal review is frequently an iterative process, please adhere to the dates outlined to ensure that your

submission is received timely and that editing changes needed are incorporated into the final copy.

Feature articles (and book reviews which cite additional sources) require Turabian-style endnotes and a bibliography. Refer to the Kate L. Turabian 8th Edition for style and format. The manual is available at <http://www.press.uchicago.edu/books/turabian/manual/index.html>

It is likely that you and your editor will correspond several times before the final draft is completed. In the event that you and your editor disagree on certain change recommendations after communicating together and attempting to resolve any differences, you may request a second review by another editor, however, the decision of the editorial panel and the EIC will be final regarding papers accepted into the journal.

## **Grammar and Format**

### *Active Voice*

Use active voice in sentence construction.

Active voice: Lieutenant Colonel Banastre Tarleton and his British Legion attacked the American rebels.

Passive voice: The American rebels were attacked by Lieutenant Colonel Banastre Tarleton and his British Legion.

### *Third Person*

Avoid the use of first and second person in formal academic writing; use third person.

### *The Apostrophe*

Determine whether the noun is a singular possessive or a plural possessive. Below are examples of both.

Singular: The die maker's micrometers are accurate.

Plural: The die makers' work area has many Kennedy toolboxes.

Singular: Caesar's legions were highly disciplined.

Plural: During the imperial period, many of the Caesars' administrations were marked with excess.

Singular: The President's State of the Union speech received applause.

Plural: The Presidents' transportation options have included Air Force One.

Use care to differentiate between plural, singular possessive, and plural possessive. For example:

Singular possessive: Macomb County's tax base grew rapidly.

Plural: The counties formed a coalition.

Plural possessive: The combined counties' summer fair surpassed the planners' expectations.

### *Using quotations in journal articles*

Editors expect that journal submissions will provide fresh insight into historical topics. As such, it is important that an author balance personal insight and analysis, synthesize existing research and historiography, paraphrase research from respected academic sources, and limit quoted material to those phrases that have direct bearing on the author's analysis. The author should introduce any quoted material in such a manner that the quote directly ties to the author's argument and supports the author's analysis.

**Block Quotes:** Format any quote in excess of five lines as a block quotation. Block quotations are single-spaced. Do not use quotation marks at the beginning and end of a block quote. If introducing the quotation with a sentence, end the sentence with a colon. If introducing the quotation with a phrase, end the phrase with a comma.

Refer to *Turabian* manual section 25.2.2 for additional instructions. Below is an example of a block quotation introduced with a phrase.

Caesar states,

Gaul is a whole divided into three parts, one of which is inhabited by the Belgae, another by the Aquitani, and a third by a people called in their own tongue Celtae, in the *Latin* Galli. All these are different one from another in language, institutions, and laws. The Galli are separated from the Aquitani by the river Garonne, from the Belgae by the Marne and the Seine. Of all these peoples the Belgae are the most courageous, because they are farthest removed from the culture and the civilization of the Province, and least often visited by merchants introducing the commodities that make for effeminacy; and also because they are nearest to the Germans dwelling beyond the Rhine, with whom they are continually at war.<sup>1</sup>

**Epigraphs:** Authors frequently use epigraphs to set the tone of a feature article, research paper, or book chapter. Epigraphs are treated similar to block quotes; the epigraph is indented, is single spaced, and does not begin or end with quotation marks. On the line below the epigraph, place the author's name, preceded by an em dash. Do not cite an epigraph. See sample below and *Turabian* 25.2.2.3 for further details.

All our hopes were blasted by that unhappy affair at Trenton.

—Lord George Germain to Parliament

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<sup>1</sup> Caesar, *Gallic Wars* 1.1.

**Complex Notes:** The editors recommend that authors avoid long quotations and prefer that authors paraphrase and cite material. Often, authors will paraphrase material from several sources in a single paragraph. Rather than placing a footnote or endnote after each sentence, use the complex note format. See *Turabian* 16.3.5.1 or *The Chicago Manual of Style* (CMS) Online 14.52 for further details. Both *Turabian* and CMS stipulate that the citations in the complex note be separated by a semicolon and appear in the same order used within the text.

**End Notes:** The *Saber & Scroll* requires the use of endnotes. Endnotes immediately follow the text.

**Shortened Notes and Ibid.:** After providing the full bibliographic details for a work, authors may use shortened note by using an "author-title" note. Additionally, when citing the same individual work immediately preceding a note, authors may use *Ibid.* following a shortened note. The word *Ibid.* is an abbreviation of the Latin word, *Ibidem*, which means "in the same place." *Ibid.* is always capitalized and, because it is an abbreviation, it is always followed by a period.

## Checklist

### Sources



<input type="checkbox"/>	Use only academic and scholarly sources
<input type="checkbox"/>	At a minimum, must have 7-10 sources for a feature article
<input type="checkbox"/>	

### Format



<input type="checkbox"/>	12 point Times New Roman font for main article and bibliography entries
<input type="checkbox"/>	10 point Times New Roman font for endnotes
<input type="checkbox"/>	Endnote numbers must be Arabic numerals and may be in superscript
<input type="checkbox"/>	Endnotes, bibliography and block quotes are single spaced
<input type="checkbox"/>	Main article is double-spaced
<input type="checkbox"/>	Single space after period
<input type="checkbox"/>	Punctuation marks are within quotes
<input type="checkbox"/>	Punctuation rules differ for footnote/endnote and bibliography entries
<input type="checkbox"/>	Footnotes and endnotes are indented for the first line, remaining lines flush to page
<input type="checkbox"/>	Bibliography entries are flush to the page on the first line, remainder is indented
<input type="checkbox"/>	Indented material (footnotes, etc.) match the margin for the first line of a paragraph



### Grammar

	Use active voice. At the Saber & Scroll Journal, we try to eliminate the passive voice outright. A basic guide to help eliminate the passive voice is to never use, <i>is, am, was, were, are, has been, have been, will be, will have been,</i> and <i>being</i> before any word ending in <i>ed</i> . Here is a helpful link. <a href="https://www.grammarly.com/blog/a-scary-easy-way-to-help-you-find-passive-voice/">https://www.grammarly.com/blog/a-scary-easy-way-to-help-you-find-passive-voice/</a>
	Check for appropriate homonym use; i.e., reign, rain, rein
	Check for use of contractions versus possessive pronouns and use appropriately
	Match subject and verb for singular versus plural
	History is written in third person and past tense



### Citations

	Every direct quote is cited individually, see <i>Turabian</i> 16.3.2
	Lengthy quotes (5 or more lines for prose) should be set as block quotes
	Refer to <i>Turabian</i> 25.2.2 for specific block quote requirements
	Special rules apply for epigraphs, see <i>Turabian</i> 25.2.2.3



### Miscellaneous

	Refer to <i>Kate L. Turabian, A Manual for Writers, Eighth Edition</i>

## Bibliography

Strunk, William and E.B. White. *The Elements of Style*. 4th ed. Boston: Pearson, 2000.

Chapter four contains a list of words often misused.

Trimble, John R. *Writing with Style, Conversations in the Art of Writing*, 2nd ed. Upper Saddle River: New Jersey, 2000.

In chapter one, Trimble reminds writers of their obligations to the reader.

Turabian, Kate L. *A Manual for Writers of Research Papers, Thesis, and Dissertations*. 8th ed. Chicago: Chicago University Press, 2008.

Section 11.1 has good advice concerning sentence structure.

Williams, Joseph M. *Style, Ten Lessons in Clarity and Grace*. 7th ed. New York: University of Chicago, 2003.

Chapter seven discusses concision and points the way to eliminating convoluted sentences.