

Submission Guidelines

Thank you for considering the *Journal of Canadian Studies* (JCS) as the right publishing venue for your article. Editors and reviewers invest many hours reading manuscripts, and therefore appreciate receiving manuscripts that are easy to read and edit. The information in these submissions guidelines is designed to accomplish that goal in ways that meet the JCS's particular editorial needs.

JCS Scope and Criteria

The JCS Editorial Team welcomes the submission of essays that are both solidly researched and engagingly written in either English or French. The JCS represents innovative interdisciplinary scholarship that engages with key issues in Canadian Studies. The JCS seeks writing that is likely, in both subject and approach, to be of general as well as specialized scholarly interest. The JCS is published three times per year in January, May, and September and is available online through Project Muse.

Papers accepted for publication in the JCS must meet the highest standards of academic integrity. The quality of published papers is ensured by a rigorous peer review process. A manuscript should demonstrate evidence of original research, appropriate format and knowledge of the relevant scholarship. The JCS publishes only original work. We will not consider manuscripts that have been published previously, that are part of a thesis or dissertation, or are being considered for publication elsewhere. If you are a student, we request the inclusion of a note from your supervisor, either by hard copy or by e-mail, to confirm that he/she believes your manuscript is ready for the peer review process.

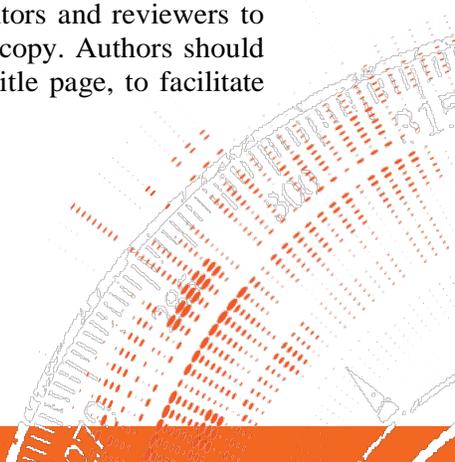
Length

We prefer to receive manuscripts of 7,500 to 12,000 words in length (double-spaced, 12-point serif font), excluding notes and bibliography.

Style Guide

The *Journal of Canadian Studies* adheres to the *Chicago Manual of Style*, 17th edition. Please familiarize yourself with the JCS before you send us work by buying a sample issue or browsing Project Muse online.

Double-spacing all portions of the manuscript—including the title page, abstract, text, references, individual tables, and legends—and generous margins make it possible for editors and reviewers to edit the text line by line and add comments and queries directly on the paper copy. Authors should number all of the pages of the manuscript consecutively, beginning with the title page, to facilitate the editorial process.



Manuscripts should be arranged in the following order (each numbered section should begin on a separate page):

(1) Title and abstract

The title page should include a descriptive title. Authors should include all information in the title that will make electronic retrieval of the article both sensitive and specific. The abstract should be approximately 150-200 words. Because abstracts are the only substantive portion of the article indexed in many electronic databases, and the only portion many readers read, authors need to be careful that they accurately reflect the content of the article.

(2) Text

All text should be typed in 12-point font and double-spaced. Pagination should begin on the first page following the abstract. The author's name should be removed from the text as well as all references identifying the author. Any acknowledgements should only be included once an article has been accepted for publication. Make a good first impression with clean referencing, spelling, grammar and punctuation.

(3) References

The JCS uses endnotes rather than footnotes, which must be appended at the end of the article. Begin references on a separate page following the notes.

(4) Figures and Tables

Figures and tables should be in separate files. Within the text of the article, the approximate placing of the table or figure should be noted with the sentence, "Table [X] about here."

How to Submit

Authors should submit their manuscripts via JCS ScholarOne platform:

https://mc04.manuscriptcentral.com/utp_jcs

Follow the steps for registering on ScholarOne and submitting your article. Articles, tables and figures should be uploaded as separate files in MS Word, Excel or PDF formats. Do not embed illustrations or tables in the text of the article. All author names and identifying information must be removed from the manuscript, to allow blinded review. All identifying information must also be removed from the file name and properties of Word documents (use 'prepare for sharing' functions), supporting figures and tables, and/or additional files for review. All submissions should be accompanied by a formal cover letter in the space provided on ScholarOne.

Permissions

Authors are responsible for obtaining permission to reprint extracts and reproduce such permissions as may be required to reprint any copyrighted material, whether previously published or not. Fair dealing may apply in limited cases, but authors should still seek permissions wherever possible. This includes but is not limited to graphs, line drawings, maps, photographs, tables, musical scores or examples, portions of or entire chapters, and quoted prose, poetry, or song lyrics. Copies of permission forms must be supplied with the final manuscript. We cannot publish such materials until clearance is obtained. It is also the author's responsibility to include acknowledgements in the final draft of accepted articles as stipulated by the particular institutions and granting agencies. All necessary credits and acknowledgments must be included with the figure legends. Any cost involved is the responsibility of the author. All image files should be high resolution (300 dpi), and tables and charts should be prepared in Microsoft Excel.

Editorial Policy

The Editorial Team endeavours to inform authors about the acceptability of manuscripts within four months of receipt. Each manuscript is read by the Editorial Team to determine its suitability. The decision to reject a manuscript prior to peer review may be a result of the following: the essay is not an appropriate fit for the JCS, its arguments are not developed adequately, they are not situated in relation to the existing literature on the topic, or they are too narrowly focused and would be better suited for more specialized journals.

If approved for peer review, the manuscript is then submitted anonymously to at least three external reviewers from two different disciplines. Peer reviewers will have the following possible options for each manuscript: Accept, Accept with revisions, Revise and Resubmit, and Reject.

The evaluations are reviewed and discussed by the Editorial Team before the decision letter is sent. The referees' reports, which also remain anonymous, are included with the editorial decision returned to the author(s). The modifications suggested by the reviewers are required to take place before a revised essay can be accepted.

It is unusual for a manuscript to satisfy all criteria when it is first submitted. The interactions among reviewers, the Editors, and the authors during the peer review process are of great benefit, and the resulting improvement to a manuscript often results in publication. In some cases manuscripts cannot be or are not improved so that they meet the criteria, and are therefore not published.

Once an essay is accepted, the author will be asked to submit the final version of the article, following the editorial guidelines closely. It is important, at this stage, for the manuscript to conform to the Chicago Manual of Style, 16th edition. Authors will be required to sign a publication agreement at this stage.

The copyediting process is facilitated with the submission of a carefully prepared manuscript using correct and complete documentation. No substantive changes should be made once the final version has been sent and copyediting has begun. The JCS employs the services of a professional copyeditor. The author will be sent a typeset proof of their article to approve before the issue is sent to press.

Copyright Notice

Copyright of articles published in the JCS rests with the Journal of Canadian Studies. If accepted for publication, each article will be published in print and online, and it will not be published elsewhere in the same form, for commercial purposes, in any language, without the consent of the JCS.

Contributors' Copies

Authors of articles and review essays will receive one free copy of the journal issue in which their article appears. Corresponding authors will be contacted within a week of publication to assign access online to the volume in which the article is published. Co-authors may contact us to obtain an additional account with access to the volume online. We are unable to directly provide authors with individual PDF copies of their published articles.