

# **COLORADO CRITICAL REVIEW SUBMISSION GUIDELINES**

## **MANUSCRIPT SUBMISSIONS**

You will submit two separate documents to the CCR. Please submit all text submissions as Microsoft Word (.doc, .docx) attachments to the editors through via email to: [editor@coloradocriticalreview.com](mailto:editor@coloradocriticalreview.com)

### **Document #1: Cover Page**

1. Author(s) contact information:
  - a. All contributing authors full names and titles (i.e. Dr., ABD, MA Student, etc.)
  - b. University
  - c. Program or Department Affiliation(s)
  - d. Email address
2. Paper Information:
  - a. Title
  - b. Key words
  - c. Revised Abstract (completed to accurately explain final manuscript)
3. Submission Preparation Checklist: As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.
  - a. Confirm that the submission has not been previously published. Let editor know in case published someplace else (we are open content).
  - b. Confirm that the text adheres to the Chicago citation style requirements outlined in "Citation Style & Formatting." (see below)
  - c. Confirm that you have followed the guidelines for "Removing Author Information for Blind Peer Review" have been followed. (see below)

### **Document #2: Manuscript**

Please submit a complete version of the manuscript with:

1. No author names
2. No addresses or institutional affiliation information
3. No other identifiers (please see "Removing Author Information for Double-Blind Peer Review" below)

### **Citation Style & Formatting**

CCR requires submissions using the **Chicago** citation style. All references and citations should follow the Chicago guidelines for endnotes. For additional formatting information, please consult the Chicago Manual of Style 16<sup>th</sup> Edition, <https://owl.english.purdue.edu/owl/resource/717/01/>.

Manuscripts should follow the General Chicago Manual of Style Guidelines:

- Margins of 1" on 8½ x 11 paper.
- Times New Roman typeface.
- 12 pt. font style.
- Double-spaced, excluding block quotations, table titles, and figure captions
- Page numbers begin in the footer of the first page of text with Arabic number "1".

### **Removing Author Information for Blind Peer Review**

By default, Microsoft Word saves the author's name with all documents that that author creates. Authors should remove personal information from uploaded Microsoft Office documents to ensure anonymous review. Additionally, the authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the author's' name, article title, etc.

For **Microsoft 2003** and previous versions, and **Macintosh** versions of Word:

1. Under the File menu select: Save As > Tools (or Options with a Mac) > Security > Remove personal information from file properties on save > Save.

For **MacIntosh Word 2008** (and future versions):

1. Under the File menu select "Properties."
2. Under the Summary tab remove all of the identifying information from all of the fields.
3. Save the File.

For **Microsoft 2007** (Windows):

1. Click on the office button in the upper-left hand corner of the office application
2. Select "Prepare" from the menu options.
3. Select "Properties" for the "Prepare" menu options.
4. Delete all of the information in the document property fields that appear under the main menu options.
5. Save the document and close the document property field section.

For **Microsoft 2010** (Windows):

1. Under the File menu select "Prepare for sharing."
2. Click on the "Check for issues" icon.
3. Click on "inspect document" icon.
4. Uncheck all of the checkboxes except "Document Properties and Personal information".
5. Run the document inspector, which will then do a search of the document properties and indicated if any document property fields contain any information.
6. If the document inspector finds that some of the document properties contain information it will notify you and give you the option to "Remove all," which you

will click to remove the document properties and personal information from the document.

## **MULTIMEDIA SUBMISSIONS**

In addition to all of the “Manuscript Submission” guidelines outlined above, for multimedia submissions you must own all music, images, etc. or have permission for any copyright materials included in your submission. To clarify details of the submission process of multimedia and creative works, please contact the editors at:

[editor@coloradocriticalreview.com](mailto:editor@coloradocriticalreview.com)

## **BOOK REVIEW SUBMISSIONS**

In addition to all of the “Manuscript Submission” guidelines outlined above, at the beginning of your book review manuscript, please include the following information for the book(s) being reviewed:

- Author, Publisher Information, Year
- Number of Pages
- Cost.
- Title of the review.