



The  
American Jewish  
Archives

Journal

Gary Phillip Zola, Editor

## Article Submission Guidelines

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### **Manuscripts should be sent to:**

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*AJAJ* does not accept simultaneous submissions. A manuscript that has been published or that is currently under consideration for publication elsewhere in either article or book form should not be submitted.

To submit an article for publication, send two paper copies of the manuscript and an electronic version to the managing editor. Contact information is above.

Please provide your full address, including e-mail, in all correspondence.

Because submissions are evaluated anonymously, the author's name should appear only on the title page of the manuscript.

The electronic version should be in Word or Rich Text format, on CD or as an e-mail attachment.

To minimize conversion problems, please keep your electronic file as simple as possible, with minimal formatting.

Insert one space, not two, between sentences.

All text, including quotations, appendices, and endnotes, should be double-spaced.

Please number all pages consecutively, in the bottom right-hand corner.

Articles should be organized into sections with subheads whenever possible. Subheads are flush left, boldface, in title case – *not* all caps. Double space (that is, double-double space, as the entire document is double-spaced) before each subhead.

Please do not hyphenate words at the ends of lines, either manually or by using your word processor's hyphenation feature.

For matters of style, follow the most current version of *The Chicago Manual of Style*. See the *Journal's* style sheet for further details.

In general, manuscripts, including endnotes, should not exceed 10,000 words.

Quotations consisting of three or more typed lines should appear as block text, indented from the left, with no quotation marks. Quotations of one or two lines should remain within the paragraph and be framed by quotation marks..

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Include a biography of approximately one hundred words in a separate file and on a separate sheet of paper.

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