

MUSTER PUBLISHING GUIDELINES

1. We only publish material that has **not been previously published elsewhere**. Self citation is acceptable when used judiciously.
2. Posts should total **approximately 1,000-1,300 words** (exclusive of footnotes).
3. Please include **a title, your name** as you wish it to appear, and a **short biography** (of about 100 words).
4. **Include any images** (up to four) that you believe are relevant to your post. **Place a call out** (such as [INSERT IMAGE 1]) within your post, to note their ideal placement. Include **brief captions** for each image that are descriptive and that provide the archival/digital location. Please send images as links to an online resource (like the Library of Congress) or as a high resolution JPEG file. These should be images in the public domain.
5. **Use Chicago style** for your footnote citations. Please keep discursive notes to a minimum. **We prefer not to embed links.**
6. In terms of tone, this is a scholarly publication, but we also want to make it **accessible to the public**. If you use jargon or terms that might be unfamiliar to readers, please define them briefly, either in the text itself or in a short footnote. If you are not a regular reader of the blog, you will find it useful to skim some of our recent posts.
7. Please **submit your work as a .doc or .docx file** via email to kkepps@uca.edu.

Muster posts follow the [University of North Carolina Press style guidelines](#) and *Chicago Manual of Style* when practicable. Below are some relevant reminders:

- Websites should be cited thusly: Author Name (if available), "Article/Page Title," Website Name, published/last modified date, accessed date, URL.
- Most compounds beginning with commonly used prefixes—including anti, co, counter, extra, inter, intra, non, over, post, pre, pro, re, semi, socio, sub, trans, un, and under—will be closed up rather than hyphenated.
- A comma will be used to separate items in a series of three or more: red, white, and blue rather than red, white and blue.
- Regarding capitalization, we use the South, the Southeast (regions); south, southeast (directions); southern(er), southeastern(er), *but sometimes* Southern(er) in a Civil War context; Deep South; Old South.
- Initials of persons have a space between them (e.g., G. K. Chesterton, W. E. B. Du Bois).
- As a noun, "United States" can be either abbreviated or spelled out; as an adjective, "U.S." (which is closed up) is generally preferred.
- As a rule, decades should be referred to in full form (e.g., 1960s).
- "Percent" will be spelled out in the text (e.g., 45 percent).
- In text, cardinal numbers under 100 will generally be spelled out, and numbers over 100 will generally be given in numerals.... In manuscripts containing relatively few numbers, numbers over 100 that are even hundreds or thousands may also be spelled out (e.g., two hundred species, fifteen thousand soldiers).