Intrepid Submission Guidelines

These guidelines are designed to streamline the formatting of Intrepid submissions and to ensure their timely publication. Please refer any questions to your Christopher Sands (csands@jhu.edu) Intrepid’s editor, who is the final arbiter on all matters of length, style, grammar, tone, and content.

File Formats

When your review is complete, please e-mail it to your commissioning editor as an attachment in one of the following preferred formats: Microsoft Word (*.doc or *.docx) or Rich Text Format (*.rtf). We can also generally convert Word Perfect and Open Document Format/ODF (*odt, which is used in programs such as OpenOffice.org, LibreOffice, and Lotus Symphony) file formats as well.

Content and Substance

Since it appears on the SAIS web site, Intrepid will reach a global audience. As such, please clarify regional or discipline-specific terminology and avoid the use of “we” when referring to one’s home nation or government. Refer to countries in the third person neutral form.

When referring to individuals, please include their full name, and title and office upon first use.

Please avoid sarcasm, irony, or comments upon the author’s motives or beliefs. Reviews should engage an author’s ideas and arguments rather than the author’s person. Please do not directly address question or comments to the author of the work and instead frame those questions in the third-person or in a neutral manner.

Length

Although there is no fixed word limit, most submissions should fall between 500-2,000 words. Unlike many print journals, Intrepid has the flexibility to print longer submissions if necessary. Please discuss this with your commissioning editor.

Style

Intrepid generally follows The Chicago Manual of Style (15th ed) with the following amendments. Please note that direct quotations require citations to exact page numbers.

- Acronyms: Please spell-out the first full reference, followed by the acronym in parentheses, for example, “United States (U.S.)” or “Association for Canadian Studies in the United States (ACSUS).” Include periods only for the acronym U.S.
• Spacing: Use a single space after all punctuation.
• Numbers: One to twenty are written as words, 21 and above in numerals. Set numbers over 1,000 with commas. Spell out page ranges in full, for example, 125-135.
• Use the serial or Oxford comma (as specified in The Chicago Manual of Style, Section 6.19). So, “With gratitude to my parents, Intrepid, and the anonymous journal readers,” and not, “With gratitude to my parents, Intrepid and the anonymous journal readers.”
• Quotations: Use either American or British/Canadian conventions (not both) regarding quotation mark and punctuation styles. Single-space and indent block quotations. Keep the original spelling and punctuation in all quotations, indicated edits with square brackets. Include parenthetical page citations for quotations from the work under review using MLA style, with the period following the parentheses. Please place the closing quotation mark at the end of the sentence. So, “…brevity is the soul of wit” (251). And not “…brevity is the soul of wit. (251)”
• Quotation Marks: Use double quotation marks (“”) only for direct quotations, otherwise use single quotation marks (‘’).
• Footnotes: Provide full citations in Chicago/Turabian style, including author (first and last name), title, place of publication, publisher, and publication date. Do not use p. or pp.; simply cite the page numbers. Cite archival documents in descending order Archive/Series/Folder … Item/Date). Ibid. may be used, do not use op. cit.
• Underline or italicize foreign words and all book, journal, or film titles. Place journal article titles in quotation marks.
• Web Links: Place web addresses in your text inside square brackets as in [http://www.sais-jhu.edu/content/center-canadian-studies#overview]; they will be placed into the final text as links for you.

Biographical Sketch of the Reviewer

Please include at the end of your review a one paragraph biographical sketch that indicates current affiliation, selected publications, and research interests.

Submit your article as an attachment to an email message to csands@jhu.edu with Intrepid in the subject line.