

# submission guide

OUT LOUD welcomes anyone from any field to contribute original work. We are interested in a wide range of commentary and criticism and wish to publish a diverse selection of work.

## **SUBMISSION DETAILS**

### **CITATIONS:**

-All citations must follow the Chicago Style Manual, 16th edition.

-OUT LOUD uses endnotes rather than footnotes, which should also follow the Chicago Style Manual, 16th edition.

-The author is required to procure all image rights and is responsible for paying copyright fees and other costs. Compiled copies of written permission for publication should be combined into one .pdf document and submit along with text and graphic submissions.

-Illustration credits should be listed with image credits in one .doc document separate from the text.

-Sources may be included in citations if pertinent.

### **IN-TEXT SPECIFICATIONS:**

-Dates: Decades may be referred to without an apostrophe, i.e. "1930s." Dates should follow international standard format, "12 December," "12 December 1930," "December 1930," and "1930-35."

-Numbers: figures should be used for values over one hundred, not including one hundred.

-Measurements: Both metric and English units will be accepted and may be abbreviated, i.e. cm., in., etc. Numeric values tied to a unit of measurement should always be given as a figure. All of the following are acceptable: "20 cm.," "20 centimeters," "10 in.," "10 inches."

-Translations: All text must be in English, including in-text quotations. Foreign quotations may be allowed as long as a translation to English immediately follows.

-Titles of digital and print media and publications should be italicized, including blogs, books, films, etc.

-Other editorial issues may be resolved by referring to the Chicago Style Manual, 16th edition. Please direct additional questions to [publication@archoutloud.com](mailto:publication@archoutloud.com)

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