
Special Report

Submitting Articles to *Names*

Thomas J. Gasque, Editor

The Process

Names, a journal of world onomastics, publishes original scholarship of permanent significance touching on names wherever they may appear.

Names is a refereed journal. When a manuscript arrives, I read it to determine whether it meets the minimum expectations of subject matter, format, literacy, and scholarship. If it does not, I explain the reasons why it cannot be considered, but *I do not return the manuscript unless it has been accompanied by sufficient postage*. If it does meet these expectations, I write to the author to acknowledge receipt, explaining that the manuscript will be sent to referees for careful evaluation, a process that will take several weeks at least. If the author is not a member of the American Name Society, I urge him or her to join, although membership is not required for submission or for publication.

Each manuscript goes to two scholars, either members of the Board of Editors or to others especially qualified to judge the submission. These referees read each paper carefully and give an opinion whether it should be published. In some cases they recommend publication only after major revisions; in others they recommend that the paper not be published but, believing the topic worthwhile, that the author should be encouraged to rewrite it and submit it again. In all cases, however, it remains with me, as editor, to make the final decision and to notify the author whether we will publish the paper. If the decision is negative, I try to explain fully the reasons. If the paper is to be revised, I outline what needs to be done. Rarely is a paper accepted without at least some changes.

Evaluations of manuscripts are "blind": referees do not know the identities of the authors. Likewise, I do not reveal the identity of the referees of a specific paper. Both of these policies are standard among scholarly journals.

Writing

Articles written for *Names* should have those qualities appropriate to good writing of any sort: an effective structure, a proper balance of material, an appropriate level of language, and a responsible acknowledgment of previous scholarship.

All of us have experienced the pleasure of reading an article that leads us irresistibly into its argument, brings in evidence just at the right moment and in the right amount, and leads us toward a conclusion that is inescapable even if not finally convincing. Likewise, we have probably all felt the pain of trying to read an article that confuses us in the beginning, piles on evidence in all the wrong places (or not at all), and leaves us not

only unconvinced but even uncertain of what we've read. Structure cannot be defined by a formula, but most good essays have a clear beginning; a substantial, well-developed middle; and an ending that leaves no more to be said, at least for the moment.

The relationship between structure and balance of material is inescapable. Many articles attempt to say too much or to make too many points. An article should try to make only one major point, and all other points should be subordinate to that one. A good test is to summarize the whole article in one sentence. And, if I may use grammatical terminology, the sentence should be *simple*—at most *complex*—and not *compound*. That one-sentence summary may serve as an *abstract*; everything else in the article is supporting evidence.

Names, although concerned with a rather limited topic, is not a technical journal. Its readers come from many different professions and academic disciplines. Writers should therefore use language appropriate to general intellectual discussion and avoid language that is too narrowly specialized. When it is necessary to use jargon—and it often is—writers should define terms that might not be known outside their own disciplines.

Since *Names* is a journal of scholarship, authors who write about any topic are responsible for knowing what other authors have said about that topic. This does not mean that every article must start with a complete survey of the scholarship. It does mean that authors should acknowledge the major contributions or otherwise make clear that no major contributions exist.

Documentation

Different academic disciplines have developed different conventions for documenting sources, and editors in each discipline expect contributors to conform to the system they have adopted. For *Names*, I have adopted the system developed by the Modern Language Association (MLA) and explained fully in *The MLA Style Manual*, by Walter S. Achtert and Joseph Gibaldi. It is a relatively simple system, easy to learn in its basics and widely used in the humanities. Authors who intend to submit articles to *Names* should familiarize themselves with this system to avoid delay and the expense of having to redo articles to meet the journal's specifications.

In MLA style, references appear *in* the text, keyed to the "Works Cited" at the end of the paper. At the end of a quotation or of a paraphrase, the surname of the author and the page numbers from which the material comes appear in parentheses. The date does *not* appear. If the Works Cited has more than one work by the same author, it is necessary to include a short form of the title. Often it is desirable to mention the name of the author as part of the text. When this is done, the name is not repeated in the parentheses; only the page numbers appear. The first time an author's name appears in the paper, the full name is used; subsequent references use only the surname.

MLA style does not use footnotes or endnotes, with two exceptions. Occasionally, authors wish to cite a number of sources at the same time. If such a citation would clutter the text, the list could be gathered in a note, once again keyed to the Works Cited. Footnotes or endnotes can also be used for explanations that would otherwise clutter the text. But authors should ask themselves two questions: if this is important, why is it not part of the text? If this is not important, why is it here at all?

Consult any recent issue of *Names* for examples of the way MLA style works. *The MLA Style Manual* is widely available, and most college writing handbooks explain the method and give examples. No manual of style can cover all cases, and often authors must use logic and judgment. As a minimum, the information should include, for books and

separate publications: (1) full name of the author, (2) complete title of the publication, (3) city of publication, (4) name of publisher, and (5) year of publication; for articles in periodicals: (1) full name of author, (2) title of the article, (3) full name of the periodical, (4) volume number, (5) year, and (6) *inclusive* page numbers. If the article is a chapter of a book, inclusive page numbers are also essential.

Tables and Figures

Tables should be used sparingly. Authors who include tables should make certain that the data are significant, that the calculations are correct, and that the tables are clearly keyed to the text.

Figures (maps and diagrams) should be furnished camera ready and in the proper dimensions to assure the best quality reproduction. Maps and graphs should be professionally drawn with technical pens on mylar or drafting vellum or should be computer generated. Maps should include a graphic scale and an orientation symbol (north arrow). Lettering should be appropriately and professionally done.

Camera-ready figures cannot exceed 4.5 inches in width and 6.25 inches in height.

Photographs are occasionally used, but authors should inquire before assuming that photographs can be included with articles.

Submitting Articles

Before submitting articles to *Names*, or to any other journal, authors should take the time and effort to proofread their papers for misspelled words, typographical errors, and mistakes in grammar, as well to determine that they have met the expected standards for form and documentation.

All articles should be typed with a fresh ribbon on good quality white paper measuring 8.5 by 11 inches. Double spacing should be used throughout, including notes and works cited. For Europeans, A4, measuring about 8.25 by 11.75, is the nearest equivalent. Anything longer should not be used. Photocopies are acceptable.

An abstract written in the same voice and from the same point of view as the article should be included. It should be no longer than seventy-five words

Authors should submit three copies of each paper. I send two copies to referees and hold on to one in case something happens. If I receive only one, it must not only circulate for several weeks or months, but it may also disappear in the mail.

The name of the author should not appear anywhere on the paper. Instead, a title page, with the author's name and the full title of the article, should accompany each copy. All pages should be numbered.

Authors who want their papers returned in case they are not accepted should include adequate postage. Otherwise, I will discard all copies several weeks after notification.

I will ask authors whose papers are accepted to provide a copy of the paper in machine-readable form, if at all possible. I do not have secretarial assistance available on a regular basis and must make arrangements for typing to disk or do it myself. I am able to use most writing programs using MS-DOS and have even managed to convert Macintosh programs. I can also receive papers via electronic mail, but authors using this system should consult with me before sending anything this way. In all cases, it is essential to

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have a paper copy also, since underlinings and diacritical marks are frequently lost through electronic transfer.

Prior to publication, I will ask each author to write a short biographical sketch of less than one hundred words and to sign a statement indicating that the article has not been previously published.

Work Cited

Achtert, Walter S., and Joseph Gibaldi. *The MLA Style Manual*. New York: MLA, 1985.

AMERICAN NAME SOCIETY

A professional society dedicated to naming practices, naming trends, and the history of onomastics.

Annual membership, open to anyone interested in names, includes four issues of *Names*, three issues of the *ANS Bulletin*, and the opportunity to participate in annual conferences, such as the Blue Ridge Onomastic Symposium in April (Greensboro, NC), the Names Institute in May (New York City), the Connecticut Onomastic Symposium in October (Willimantic, CT), and the Annual Meeting of the Society in December (1991 in San Francisco; 1992 in New York City).

Send check or money order (payable to American Name Society) to Prof. Wayne H. Finke, Executive Secretary-Treasurer, ANS, Modern Languages and Comparative Literature, Baruch College, 17 Lexington Avenue, New York, NY 10010.

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