Victorian Periodicals Review

Sarah McNeely
Editing the Professional Publication
Fall 2007
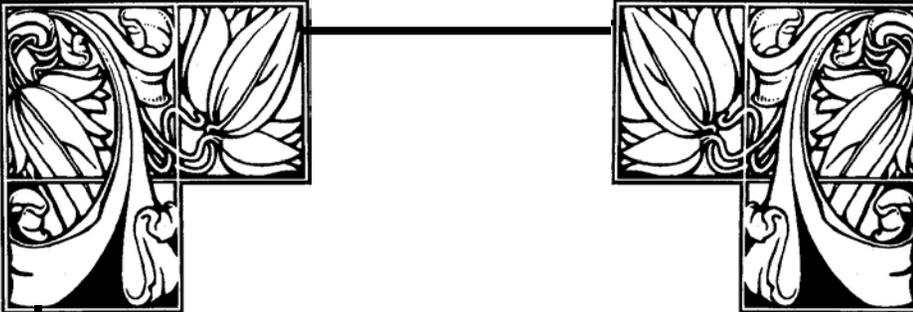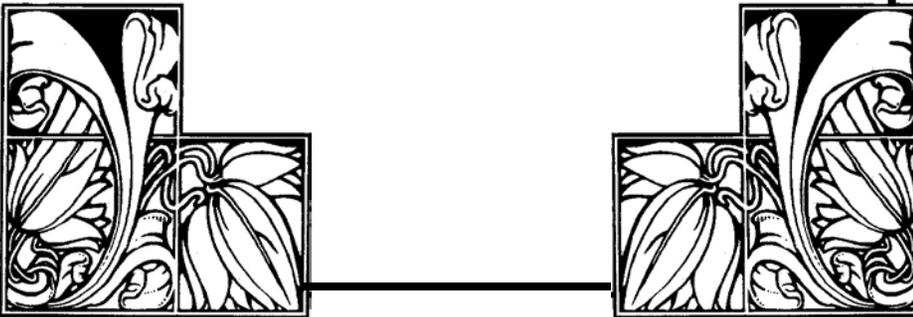
Victorian Periodicals Review

Editor's Handbook

2007

NOTES

NOTES

TABLE OF CONTENTS

INTRODUCTION TO THE HANDBOOK

This *VPR* Editor's handbook was created for RSVP as a service-learning project by Sarah McNeely, a graduate student in the MA-Technical Communication program at Texas State University-San Marcos and member of RSVP. Under the supervision of the current *VPR* editor, Kathryn Ledbetter, Sarah worked to compile information about the processes and procedures involved in the publication of *VPR*.

Victorian Periodicals Review is a quarterly journal of peer-reviewed articles which RSVP publishes in partnership with the University of Toronto Press. The journal's publication is funded through membership and subscription fees, and an editor is appointed by RSVP and serves for a term of about three to five years, or until they step down. The editor is wholly responsible for producing the journal, and no editorial assistance is provided. Because editors change every few years and because of the time constraints created by the position, an editor's handbook has never been developed.

The goal of this handbook is to simplify, streamline, and standardize some of the processes and procedures involved in *VPR's* publication to ease the transition between editors and to provide a reference guide that can be used to assist in the assembly and publication of each issue. This handbook addresses deadlines and issue contents, procedures, contacts, information about the University of Toronto Press and electronic access of the journal, and provides contact information for people involved in the organization.

This document can be updated as procedures and processes change from year to year and editor to editor so that the handbook may be a helpful guide to *VPR*'s editors both now and in the future.

PUNCTUATION AND USAGE GUIDE

Mistakes often occur in the conversion of British punctuation to American usage, which is required by *VPR*. The following are the most common mistakes in conversion:

Full stops/Periods in Abbreviations: American usage employs a period in abbreviation (*Mr.*, *Mrs.*, *St.*, *Dr.*) etc., while British will most often write *Mr*, *Mrs*, *St*, *Dr*, etc., following the rule that a full stop is used only when the last letter of the abbreviation is not the last letter of the complete word. Many British writers write other abbreviations without a full stop, such as *Prof*, *etc*, *eg*, and so on (so recommended by some Oxford dictionaries).
Authors should include the period in abbreviations for submissions to *VPR*.

Quotations: Americans usage places commas and periods inside quotation marks (except for question marks and exclamation points that apply to a sentence as a whole), whereas British style places punctuation inside if it belongs to the quotation and outside otherwise. With direct speech, both styles retain punctuation inside the quotation marks, with a full stop changing into a comma if followed by explanatory text.

- Carefree means "free from care or anxiety." (American style)
- Carefree means "free from care or anxiety". (British style)
- "Hello, world," I said. (both styles)

Authors should follow American style for submissions to *VPR*.

Source: Algeo, John. *British or American English?* Cambridge: Cambridge UP, 2006.

ISSUE NUMBERING AND DEADLINES

Volume and Issue Numbering
Volume numbering of *VPR* begins with the Spring issue. The Winter issue is number four of the previous year. For example, a Winter issue that appears in January 2008 is dated Winter 2007, or Volume 40, Number 4, and the following Spring 2008 issue is numbered Volume 41, Number 1.

Spring Issue- Number 1
Deadline: March 1 to University of Toronto Press
Additional Inclusions: Announce Van Arsdel Prize deadline of April 1 in issue and on VICTORIA-L

Summer Issue-Number 2
Deadline: May 1 to University of Toronto Press
Additional Inclusions: Announce winner of Van Arsdel Prize

Fall Issue- Number 3
Deadline: August 1 to University of Toronto Press
Additional Inclusions: Announce Van Arsdel Prize deadline of April 1 in issue and on VICTORIA-L, "RSVP Bibliography" every other year (2006, 2008, 2010…)

Winter Issue- Number 4
Deadline: October 1 to University of Toronto Press
Additional Inclusions: Announce Van Arsdel Prize deadline of April 1 in issue and on VICTORIA-L, Annual Directory

THE ROSEMARY VAN ARSDEL PRIZE

The Rosemary Van Arsdel Prize is an annual graduate student essay contest. Entries for the Van Arsdel Prize for the best student paper on, about, or extensively using Victorian periodicals must be received by April 1 of the year in which the prize is awarded to be considered for the award.

Students are invited to submit a paper of 15-25 pages that have not previously appeared in print. The winner receives a plaque, a check for $300.00 (USD), and publication of the prize essay in the Fall issue of *Victorian Periodicals Review*. Entries should be sent to the editor in hard copy and saved on a CD. Submissions are not accepted by email, but inquiries are welcome to editor@rs4vp.org.

This message should be included in each issue leading up to the announcement of the winner of the prize, and should also be sent to the VICTORIA listserv at victoria@listserv.indiana.edu:

"Graduate students are invited to submit essays for the 2007 Van Arsdel Prize for the best graduate student essay on, about, or extensively using Victorian periodicals. Manuscripts should be 15-25 pages and should not have been previously published. The winner receives a plaque, $300, and publication of the prize essay in Victorian Periodicals Review. Send paper submissions by mail, postmarked by 1 April 2007, to {Editor Name} Department of English, {Editor Address, City, State, Zip Code}. Please include a description of current status in graduate school."

The editor and two other reviewers must read submitted essays and arrive at a decision on the winning essay. Once the winner is chosen, contact the author to find out if they will attend the next RSVP meeting. If they will attend, the check and plaque should be presented at the annual business meeting. If they will not attend, mail the check and plaque to their home.

Non-winning essays should be sent for review and considered for regular publication if they are publishable.

Spell out all contractions.

Include the original date of publication after the first reference to a text in your essay. Give full dates of all letters quoted in text.

Italicize titles of works such as books, plays, long poems, pamphlets, periodicals, and works of art and music. Use quotation marks for shorter poems or works such as essays, articles, and short stories.

Spell out numbers under 10. Use numerals for 10 and above, except when they begin a sentence.

Repeat the entire number for two digit numbers: 45-48.

Repeat only the last two numbers for three or more digits, : 245-48; 6,518-36.

Use numerals rather than spelling out a decade: 1880s rather than the eighties.

Include full names of persons.

Repeat only the last two digits when citing years: 1857-59.

Add 's for the possessive of proper names ending in –s: Jones's.

Use p. and pp. to indicate page numbers only if there might be some confusion that the numbers are page numbers.

Place a comma after the second item in a series of three. If there are more than three items, separate them with a semicolon.

Punctuation

Commas should be placed before quotation marks and semicolons after. Double quotation marks are used for quoted material, with single quotation marks reserved for quoted material that appears inside another quotation.

Authors must change from British to American punctuation style, but British spelling conventions will be retained.

Other *VPR* Style Preferences

Use dashes and hyphens sparingly. Avoid use of quotation marks, italics, and underlining for emphasis.

Use the following format for dates: 1 January 2006. In notes, use abbreviations when referring to dates parenthetically: (1 Jan. 2006).

Italicize foreign words or expressions only if they cannot be found in an American dictionary.

Replace all common Latin abbreviations (etc., i.e., e.g.) with English equivalents; however, common Latin abbreviations may be used in notes. Avoid the use of Latin expressions.

Delete periods in acronyms and abbreviations except U.S. and U.N.

Use full capitals for all acronyms: HMO, NAFTA, NAACP. On first mention of a term, introduce its acronym in parentheses.

Use lowercase a.m. and p.m.

SPECIAL ISSUES

Special Issues are proposed by RSVP members and periodicals scholars on various special topics. For these issues, a guest editor may take on much of the work involved in assembling the issue. As editor, you have the authority to approve or reject proposals for special issues. You may also ask the Board or other RSVP advisors to propose ideas for special issues and undertake them yourself.

While guest editors will often be involved in special issues, the *VPR* editor is still responsible for the end product. It is best to be closely involved with guest editors and their special issues to avoid problems that arise when non-editors take on the editor role. Guest editors are often not as careful with copyediting and proofreading, and deadlines will need to be established to ensure timely deliver of the issue to all subscribers and affiliated entities (MLA, AMN, etc). Length is often a problem with special issues, and it should be made clear to guest editors that the number of pages permitted is not negotiable, as going over the page limit (100 printed pages) violates RSVP's contract with the University of Toronto Press and incurs additional costs that are not covered by the journal's budget.

Examples of Recent Past Special Issues

Interdisciplinary Work and Periodical Connections. VPR 38.2 (Summer 2005). Andrea Broomfield, guest editor.

Contents:
- Andrea Broomfield: Introduction to Special Issue
- Maria Frawley: Behind the Scenes of History: Harriet Martineau and *The Lowell Offering*

- Linda K. Hughes: Constructing Fictions of Authorship in George Eliot's *Middlemarch*, 1871-1872
- Jennifer Phegley: Domesticating the Sensation Novelist: Ellen Price Wood as Author and Editor of the *Argosy Magazine*
- Solveig C. Robinson: Expanding a 'Limited Orbit': Margaret Oliphant, *Blackwood's Edinburgh Magazine* and the Development of a Critical Voice
- Talia Schaffer: Craft, Authorial Anxiety, and the 'Cranford Papers'
- Clare Cotungo: 'Stay Away from Paris!' Frances Trollope Rewrites America

Australian, New Zealand, and South African Periodicals. VPR 37 (Winter 2004). Rosemary Van Arsdel, guest editor.

Contents:
- Rosemary Van Arsdel: Introduction to Special Issue
- Elizabeth Webby: Images of Europe in Two Nineteenth-Century Australian Illustrated Magazines
- Brian Cheadle: South African Serial Publications of the Anglo-Boer War
- Terry Barringer: What Mrs. Jellby Might Have Read. Missionary Periodicals; A Neglected Source
- Graham Law: Savouring of the Australian Soil?: On the Sources and Affiliations of Colonial Newspaper Fiction
- Lucy Sussex: 'Bobbing Around' James Skipp Borlaise, Adam Lindsay Gordon, and Surviving in the Literary Market of Australia, 1860s
- Meg Tasker. Two Versions of Colonial Nationalism: *The Australian Review of Reviews* v. the *Sydney Bulletin*

VPR STYLE GUIDE

Before an essay can be considered for publication in *VPR*, authors must review the following guidelines and revise their essay according to them, proofreading carefully for spelling, grammar, and punctuation errors they might have missed before submitting the essay. When the author submits the revised manuscript for consideration, they must include a short bio, a signed Copyright Agreement, and full contact details. The editor will return .pdf proofs by email when the essay reaches the production stage at the University of Toronto Press. Authors will have one week to respond with minor copyediting corrections, but further changes or revisions will not be allowed.

General Requests

Authors should refer to the *Chicago Manual of Style* for details about preparing their manuscript for publication in *Victorian Periodicals Review*. In brief, the style requires that quotations be documented in a notes section at the end of your essay. Each sentence containing a quotation should be followed immediately by a superscript, in-text note number created by use of the endnote function of your word processor. Note numbers should appear at the end of the sentence, not in the middle. Notes should not be formatted as roman numerals. The note directs the reader to brief bibliographic information in the corresponding entry at the end of the document. Parenthetical page number citations are allowed in the text if no other source has intervened since the original note linking the page number to its source. Please consult the *Chicago Manual of Style* for proper note format. A Bibliography then follows, containing full citations of all works cited in the notes. If the author chooses not to provide a Bibliography, full details should be given in the first citation of a work in the notes.

UNIVERSITY OF TORONTO PRESS CONTACTS

VPR editors work closely with the following contacts at University of Toronto Press:

Name	Department	Email Address
Anne Corrigan	Pricing	acorrigan@utpress.utoronto.ca
Tami Ehrlich	Printing	tehrlich@utpress.utoronto.ca
Evelyn Holmberg	Subscriptions	eholmberg@utpress.utoronto.ca

Subscriptions
Communication regarding **new** subscriptions should be sent to:
University of Toronto Press
Journals Division
5201 Dufferin Street
Toronto, ON, Canada, M3H 5T8
Tel.: (416) 667-7810
E-mail journals@utpress.utoronto.ca

Marketing and Advertising
Advertising Rates
    full page (4½" X 7¾"; $330
    half page (4½" X 3½") $230
    inside back cover $370
    outside back cover $400

30% discount for 4 consecutive insertions
20% discount for 3 consecutive insertions
10% discount for 2 consecutive insertions

For more marketing information, please contact:
For Audrey Greenwood
Advertising and Marketing Coordinator
University of Toronto Press Inc.
5201 Dufferin Street North York, Ontario
Canada M3H 5T8
tel: (416) 667–7777 ext. 7766 fax: (416) 667–7881
email: agreenwood@utpress.utoronto.ca

The 19th-Century Press in India, VPR 37 (Summer 2004). Julie Codell, guest editor.

Contents:
- Julie F. Codell: Introduction: The Nineteenth-Century News from India
- Máire ní Fhlathúin: The Campaign Against Thugs in the Bengal Press in the 1830s
- Edwin Hirschmann: The Hidden Roots of a Great Newspaper: *Calcutta's Statesman*
- Debapriya Paul: Hindoo Patriot and Hurish Chunder Mookerjea: A Study in Colonial Resistance
- Krishna Sen: Lessons in Self-Fashioning: Bamabodhini Patrika and the Education of Women in Colonial Bengal
- Peter H. Hoffenberg: Promoting Traditional Indian Art at Home and Abroad: *The Journal of Indian Art and Industry*, 1884-1917
- Julie F. Codell: Getting the Twain to Meet: Global Regionalism in East and West: A Monthly Review

REVIEWERS

VPR's Editorial Board and Senior Advisory Council comprises the bulk of reviewers for submitted articles, though occasionally if there is a submission on an esoteric topic it is beneficial to send the article to an RSVP member whose scholarly interests are more closely aligned with the article's topic. Reviewers should be allowed two to three months to respond to submissions, and three reviewers should review each submission. A consensus of two out of three reviewers is necessary to publish the article, though the editor has the authority to make the final decision if there are differing opinions.

RSVP CONTACTS

Name	Email Address
President: Maria Frawley	president@rs4vp.org
Vice-President: Patrick Leary	vp.us@rs4vp.org
Secretary: Carol Martin	secretary@rs4vp.org
Treasurer/VPR Editor: Kathryn Ledbetter	vpr@rs4vp.org
Bibliographer: Alexis Easley	biblio@rs4vp.org
Book Review Editor: Solveig Robinson	book.reviews@rs4vp.org
Membership Chair: Katherine Harris	membership@rs4vp.org
Webmaster: Jim Mussell	webmaster@rs4vp.org
Archivist: N. Merril Distad	archivist@rs4vp.org

Editorial Board

Name	Email Address
Margaret Beetham	m.beetham@mmu.ac.uk
Marysa Demoor	Marysa.Demoor@UGent.bE
David Finkelstein	dfinkelstein@qmuc.ac.uk
Monica Fryckstedt	monica.fryckstedt@engelska.uu.se
Leslie Howsam	lhowsam@uwindsor.ca
Anne Humpherys	ahumphreys@gc.cuny.edu
Aled Jones	agj@aber.ac.uk
David Latané	dlatane@vcu.edu
Robert Patten	patten@rice.edu
Linda Peterson	linda.peterson@yale.edu
Jennifer Phegley	phegleyj@umkc.edu
Joanne Shattock	ejs4@le.ac.uk
D. J. Trela	djtrela@umflint.edu
Mark Turner	mark.2.turner@kcl.ac.uk

Senior Advisory Council

Name	Email Address
Joseph O. Baylen	
Laurel Brake	l.brake@bbk.ac.uk
Julie Codell	Julie.Codell@asu.edu
Christopher Dahl	cdahl@geneseo.edu
Richard Fulton	rfulton@whatcom.ctc.edu
Linda Hughes	l.hughes@tcu.edu
Penny Kanner	kanhist@ucla.edu
William H. Scheuerle	wscheuer@cas.usf.edu

ELECTRONIC ACCESS

VPR on-line ISSN: 1712-526X

Project Muse
Victorian Periodicals is a part of Project MUSE. Project MUSE is a unique collaboration between libraries and publishers providing 100% full-text, affordable and user-friendly online access to over 300 high quality humanities, arts, and social sciences journals from various scholarly publishers.

JSTOR
Back issues of *VPR* and *VPN* (*Victorian Periodicals Newsletter*) will be available in fully searchable, digitized format through JSTOR within two years.

Abstracting/Indexing
VPR is abstracted / indexed in the following publications:
- International Bibliography of Book Reviews of Scholarly Literature on the Humanities and Social Sciences (IBR)
- International Bibliography of Periodical Literature on the Humanities and Social Sciences (IBZ)
- Modern Language Association
- Victorian Bibliography

SUBMISSION PROCEDURES

The editors of *VPR* welcome articles or notes on the editorial and publishing history of Victorian periodicals, with a historical, critical, or bibliographical emphasis on the importance of periodicals for an understanding of the history and culture of Victorian Britain, Ireland, and the Empire.

1. Contributions should be prepared on an IBM compatible computer, double-spaced using Microsoft Word or WordPerfect and submitted on a standard disk or CD with one paper copy.

2. Manuscripts should be prepared according to the *Chicago Manual of Style.* A "*VPR* Style Guide" is available from the editor.

3. Correspondence concerning essay submissions should be sent to Kathryn Ledbetter, *Victorian Periodicals Review*
    Department of English, Texas State University
    601 University Drive
    San Marcos, Texas 78666

4. Book reviews and correspondence concerning book reviews should be sent to:
    Solveig Robinson, *Victorian Periodicals Review*
    Publishing and Printing Arts Program
    Pacific Lutheran University
    Tacoma, Washington, 98447-0003

5. All essays should use standard one-inch margins in Times New Roman 12-point font.

6. Quoted passages of more than four lines should be double-spaced and indented 10 spaces or two tabs from the left margin. Right margins should not be justified. If any of these specifications are not met, request that the author re-send their essay in the correct format.

7.   As many as 10 images may illustrate each essay.
      a. Authors should submit original photographs or copies
        of prints when possible.
      b. Scanned images should be at least 300 dpi, and full
       illustration details, including complete publication data,
       permission documentation, and description should be
       included.

When a submission is received, acknowledge it via email. If it is missing components or is not formatted incorrectly, ask for a correct copy before reading it to determine of it should be refereed. Do not send a submission to reviewers until it conforms to the journal's style specifications.

UPON PUBLICATION

After publication, send extra copies of the issue via UPS to the following entities:

MLA Indexing
David Wright
MLA
26 Broadway, 3rd Floor
New York, NY 10004-1789
David.wright@mla.org

AMN Humanities Index
Jill Wolcott
Whitson Publishing Company
The AMN Humanities Index
1717 Central Avenue, Suite 201
Albany, NY 12205

Article Authors
Authors should receive one copy each

Book Reviewers
Send Book Review Editor one copy for each reviewer

This content can also be copied over into each issue, but must be updated as Editorial Board members are replaced or as other information changes.

3. **Table of Contents** (not counted in page count)
   a. Journal Title
   b. Volume Number, Issue Number, Date Contents

4. **Articles**

5. **Book Reviews**

6. **Contributor Biographies** (50 words each)

7. **Endnotes**
   a. Announcements
   b. News
   c. Calls for Papers

Since each issue is uploaded to the University of Toronto Press's FTP (file transfer protocol) site, for consistency and identification purposes the entire issue should be saved and named according to the schema vpr_issue_year. For example, the issue for Spring 2008 would be named vpr_spr_2008. While you may save the different components of the issue separately while it is being assembled, you must upload the issue to the University of Toronto Press's FTP site as a single, complete file. Additionally, all *VPR*-related materials should regularly be backed up to a server or external device in case of a disaster.

REVIEW PROCEDURES

When a submission arrives:

1. Skim it to determine if it complies with *VPR's* style specifications
   a. If it does, read it to determine if it should be reviewed
   b. If it does not, ask author to send a revised copy

2. Email reviewers to ask if they would be willing to review the essay
   a. Use RSVP directory to select reviewers
   b. If they agree to review the essay, send a xeroxed copy along with the Reviewer Permission form letter
   c. Give reviewers a 2-3 month lead time, and follow up after six weeks to ensure the essay is not forgotten

3. Reviews must be returned with one of the following recommendations
   a. Accept Without Revisions.
      1. The essay does not require content changes and is accepted for publication
      2. An essay accepted without revisions should still be carefully proofread for typographical and formatting errors
      3. Send .pdf proofs to authors when they are available from UTP for copy changes, but at this point there are no more content changes permitted

b.   Accept With Revisions
1.   The essay should be revised based on the reviewer's suggestions
2.   After the suggested revisions are made, the essay will be published in *VPR;* a second review is not necessary
3.   Send .pdf proofs to authors when they are available from UTP for copy changes, but at this point there are no more content changes permitted

c.   Not Accepted, but Recommend Revisions
1.   The essay has merit, but is not appropriate for *VPR's* focus
2.   Reviewers may suggest alternate journals for the author to consider

d.   Reject
1.   The essay is not appropriate for publication in *VPR*
2.   Advise the author that the essay will not be published

Passing on Reviewer's Comments
While reviewers' comments can be extremely helpful to authors, especially to scholars and graduate students making their first forays into academic publishing, *VPR's* editors should use discretion when passing along reviewer's comments. The value of cruel, hurtful, or non-constructive negative reviewer comments should be ascertained before passing them along to authors and, if possi-

ASSEMBLING THE ISSUE

The issue can be assembled using the file from the preceding issue as a boilerplate or template. The University of Toronto Press generates the front cover (art and text), title page, publication and ownership statement, the endpapers, and back cover (art and text). The complete issue (articles, book reviews, biographies, and endnotes) should be no more than 100 printed pages, which should appear in this order:

1.   **Front Matter** (not counted in page count)
   a..   Subscriptions
   b.   Contributors
   c.   Officers of the Research Society for Victorian Periodicals
   d.   Board of Directors
   e.   Senior Advisory Council
   f.   RSVP website
   g.   University of Toronto Press website

This content can be copied over into each issue, but must be updated as Board members are replaced or as other information changes.

2.   **Editorial Information** (not counted in page count)
   a.   Journal Title
   b.   Editor
   c.   Associate Editor
   d.   Editorial Board
   e.   Editorial Office