

Arcanum - INSTRUCTIONS FOR AUTHORS

Arcanum (ISSN 2152-6621) is an online, interdisciplinary, peer-reviewed journal that will focus on the elusive aspects of the literature of the High Middle Ages and relate them to contemporary esoteric theories and mystical tendencies.

Beginning in the middle of the twelfth century, the dominant Christian culture regained, through the intermediary of translating schools, mostly in Moorish Spain, some of the lost learning of classical Greece and simultaneously won access to Arabic achievements in diverse fields of science. As the heir to ancient civilizations, Arabic culture also conveyed the fascination with esoteric theories in alchemy, astrology, and hermeticism.

The cultural confluence and agitation was mirrored by widespread spiritual unrest which threatened to undermine the foundation of orthodox Christianity and became manifest in the dualistic heterodoxy of the Cathars and the yearning for mystical ascent in Christian, Jewish, or Islamic semblance.

Arcanum will publish articles that explore the enigmatic aspects of literary works considered to be within the cultural mainstream. *Arcanum* will also publish articles that explore contemporary esoteric doctrines and mystical beliefs. The intended cross-fertilization will lead to a more subtle comprehension of the zeitgeist of the High Middle Ages and encourage research to trace the path through which it entered the literature of the time.

Submission of manuscripts. We require electronic submissions of manuscripts. A Microsoft Word file as well as a pdf file of the complete manuscript including all tables, figures, and captions should be attached to an email to arcanum@eaglehill.us. The email message should have "Arcanum Submission" as the subject line, and should include a statement that the manuscript has not been published or submitted for publication elsewhere, either in whole or in part. Authors are welcome to suggest the names, qualifications, and e-mail addresses of up to 3 potential guest editors and/or reviewers. Please note that the journal's email server has a 10 MB size limit for attachments, so files larger than this need to be sent to us on a CD. We will acknowledge the receipt of all submissions within about 1 week. Please let us know if there are aspects of your manuscripts which may be considered by some to be potentially controversial in some way, or if there are other special considerations. This will help the journal to better understand your manuscript and to optimally consider options for an impartial and balanced peer-review process.

Format basics. Manuscripts should be double-spaced in their entirety (12 pt. Times or Times New Roman), with left-justified text in one column, for 8.5" by 11" paper, with at least 1" margins on all sides of the page. All manuscript pages should be numbered. The cover page should list the article title and author name(s), address(es), phone number(s), and e-mail address(es) and should clearly specify the corresponding author. Major headings should be centered and in bold, with a blank line above. Subheadings, or 2nd level headings, should be in bold on their own left-justified lines, with a blank line above. Sub-subheadings, or 3rd level headings, should be in italic at the beginning of indented paragraphs, without a blank line above. The first line of each paragraph should be indented by using an inserted 0.25" tab, rather than by using a "split boundary margin."

Footnotes. Footnotes cited in the manuscript text should be placed in a separate section towards the end of the manuscript (not embedded within it) and should be formatted as hanging paragraphs. Footnotes in tables should be placed at the end of each table and should be formatted as hanging paragraphs.

Figure basics. *Arcanum* will have a page size of 8.5 by 11 inches, with a maximum printable area in most instances of 6.75 by 9.3 inches. Figures should be placed on separate pages at the end of the manuscript (not embedded in the manuscript), and each page should be numbered and have the name(s) of the author(s). Figures should be submitted in the same size they are to appear in the journal. Widths can be up to 6.75" in portrait mode; if in landscape mode, the width should be 9.3". Several images may be mounted together as a composite figure. Since *Arcanum* is an online publication, color figures and photographs can be magnanimously included. Figure captions should be on a separate page placed just prior to pages with figures. Cover photograph suggestions are welcome.

Supplementary files. Authors have the option to have supplementary online files linked to their articles, i.e., files that enhance, but are not essential for, the understanding of an article, or whose size or format would make inclusion in the article difficult. Supplementary files are also subject to the peer-review process. The decision to include them is made by the author in collaboration with the Guest Editor and the Publisher. Supplementary files should be smaller than 5 MB in size because of the difficulties that some users will experience in loading or

downloading files of a larger size. Supplementary files should be publication-ready, since they are not copyedited. The within-article text reference to a hotlinked supplementary file is as follows: "(see Supplemental File X, available online at <http://www.eaglehill.us/ARCANUMonline/suppl-files/sXX-X-XXX-Xxxxx-nX>." [We will replace the Xs with the appropriate information].

Literature Cited. Literature citations should be formatted as hanging paragraphs with a quarter-inch indent, with no blank lines between citations, and no use of tabs or a series of spaces. The following examples should be carefully reviewed. Please note the sequence of information, use of italics, capital vs. lower case letters, initials, the use of spaces, parentheses, abbreviations, use of en dashes and regular dashes, inclusion of total number of pages for books, use of capital letters for book titles, use of lower case letters for journal article titles, use of full journal names rather than abbreviations, etc.

Sarver, S.G., and W.L. Robinson 2006. Light as Glamour: The Luminescent Ideal of Beauty in the Roman de la Rose. *Speculum* 72:934–959.

Rubinoff III, W.L. (Ed.) .1999. *A Companion to Wolfram's Parzival: Studies in German Literature, Linguistics, and Culture*. Camden House, Columbia, SC. 295 pp.

Rudolph, U. 1990. Christliche Theologie und vorsokratische Lehren in der "Turba Philosophorum." *Oriens* 30:97–123.

Adamson, M., Jr. 1948. "Ali al-Bayhaqi's Tatimmat Siwan al-Hikma:" A Biographical Work on Learned Men of the Islam. *Osiris*. 12: 122–217.

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Additional guidelines. Additional manuscript guidelines are listed in the accompanying reference checklist of editorial considerations.

Peer-review, revisions, acceptance, and galley. Manuscripts will be peer-reviewed by a guest editor in collaboration with two reviewers, all subject matter experts, each of whom will make editorial recommendations. Manuscripts will be edited in collaboration with the author(s) for readability, clarity, accuracy, and brevity. Authors are encouraged to get outside review of their manuscript before submitting it to the journal. Once a manuscript has been revised and accepted for publication, the author will be asked to provide a an electronic copy of the manuscript text (in Microsoft Word), and either a paper copy of the manuscript with original (best) copies of all figures or a pdf file of the final version of the manuscript with 600 dpi resolution tif or jpeg files of all figures sized as they are to appear in the journal. A galley version of each article will be sent to the author, guest editor, and proof editor, each of whom will review the galley for any necessary final changes. If there are suggestions for substantive changes, the author will be notified.

Arcanum (ISSN 2153-6678) is an online inter-disciplinary peer-reviewed journal which is available in full text version on the www.eaglehill.us website. Arrangements for indexing in online databases are pending.

Manuscripts and inquiries. Manuscripts for *Arcanum* should be sent to the Eagle Hill Institute at the following address. The Institute is a tax exempt 501(c)(3) nonprofit corporation of the State of Maine (Federal tax ID # 010379899). It also publishes the *Northeastern Naturalist* and *Southeastern Naturalist*, two natural history science journals; the *Journal of the North Atlantic*, an archaeology and environmental history journal; and *Space and Evolution*, a journal focusing on humankind's potential for survival and evolution through its exploration of Space and eventual settlement of off-Earth Space.

Arcanum

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ARCANUM - REFERENCE CHECKLIST OF EDITORIAL CONSIDERATIONS

The following is a routine checklist to be used to review whether your manuscript has met basic journal formatting guidelines. Manuscripts that significantly depart from these guidelines will be returned for revision prior to being considered for review.

Title, author names and affiliations, abstract, acknowledgments

The title should generally be no more than 60 characters long, including spaces.

Capitalize first letter of words in title, other than words like “and, by, for, from,” etc.

Spell out at least full first names of all author(s).

Flag each author address with a superscripted number, and add an asterisk for the corresponding author.

Include a brief abstract for your article, generally with no more than 120 words, and an Acknowledgments (note spelling) section.

Main body of article

Paragraphs should be indented by using an inserted 0.25" tab, rather than by using a “split boundary margin.”

Do not use ampersands (&).

Do not italicize ... i.e., e.g., or et al.

Follow quotation mark conventions ... “xxx,” ... “xxx.” ... “xxx?” ... “xxx” (Smith 1972). ...

Use double quotes (“xxx”) instead of single quotes (‘xxx’)

Follow comma conventions ... a, b, and c e.g., ... i.e.,

Preferentially use parentheses instead of brackets, except when nested... (xxx) instead of [xxx] ... (xxx [mmm] zzz).

For major headings, i.e., Introduction, etc., capitalize first letter of each word, other than words like “and, by, for, from,” etc.

For subheadings, or 2nd level headings, capitalize first letter of first word and proper names; insert blank line above.

For sub-subheadings, or 3rd level headings, capitalize first letter of first word and proper names; italicize; no blank line above.

Use Fig. instead of Figure, if used within parentheses.

Use only subscripted and superscripted characters as automatically provided by the Word (not by changing position in font menu).

Cite informal observations by colleagues as ... (name, affiliation, location, pers. comm. [or unpubl. data]).

All double spaces in the manuscript should be removed.

Figures

Scale figures to fit the printed page (up to 6.7”, or 9.3”). Try experimental photocopy reductions to be sure.

Make sure size of text in scaled figures is no larger than 2 mm in height. Use only sans serif font such as Helvetica for labelling.

Bold formatting of text should be avoided. Lines heavier than hairlines should be avoided.

Figures should have no background color.

Avoid filling in figure elements with solid black. Use distinct shades of gray or different line patterns instead.

Avoid using gridlines in graphs.

For each character string (axis labels, legends, etc.), capitalize only the first letter of the first word and proper names.

Provide each figure as a separate high resolution (600 dpi for grayscale, 350 dpi for color) jpg or tif file or high quality pdf file.

Make sure all figures are crisp and clear with ample contrast (no fuzziness or jagged lines).

Citations within main body of text

Citations within text should be listed alphabetically rather than chronologically.

Use of citation separators ... (xxx 1988, yyy 1989, zzz 1966) (xxx 1988, 1989; yyy 1989; zzz 1966).

Do not use commas between authors and year published ... (xxx 1999) ... not (xxx, 1999).

Literature Cited section

Format citations as hanging paragraphs; only one paragraph return per citation (at the end) and no tabs or multiple spaces.

Names of authors should not be fully capitalized, e.g., ... R.G. Smith ... not ... R.G. SMITH

Substitute initials for author full first and middle names, with a period after each initial and NO space between initials, e.g., R.B. Smith

Note sequencing of author names and initials and comma before the “and” ... Smith, Sr., A., B.B. Brown, Jr., and C.C. Gold III, 2000.

If author names are identical for multiple articles, repeat names of authors rather than using an underscore.

Remove spaces in journal volumes, issues, and pages; e.g., Smith, A. 1981. Article title. *Speculum* 54(1):83-87.

In titles of books, capitalize the first letter of each word, other than words like “and, by, for, from,” etc.

For titles of articles, reports, dissertations, and theses, only capitalize the first letter of the first word and proper names.

For titles which have a colon, always capitalize the first letter of the first word after colon.

Use full journal names rather than abbreviations.

For publishers of books, reports, etc., list city, state or province (postal abbreviations), and foreign country.

For theses and dissertations, list the academic institution, city, state or province (postal abbreviations), and foreign country.