

Author Guidelines

ESSAY PREPARATION

Formatting:

- Essays should be double spaced, left justified, and in Times New Roman, point size 12.
- Number all pages.
- Do not include headers or footers.
- Do not use Word's hyphenation feature.
- Maximum 9,000 words
- File naming convention: [LAST NAME_Essay Title]

Footnotes:

- Narrative notes are allowed but ideally kept to a minimum. Use footnotes rather than endnotes.
- Marginalia are reserved for guest respondents and the public.
- *Techniques Journal* follows the author-date citation style rather than notes-bibliography. See below for more.

Title:

- Provide essay title in italics at the beginning of the essay.
- Below the title, list your name, pronouns (e.g., "she/her/hers"), title(s), and affiliation(s) as you would like them to appear in the publication.

Section headings:

- A-Level Headings (underlined, headline-style capitalization)
- *B-Level Headings* (italicized, headline-style capitalization)
- C-Level Headings (use Roman type)
- Leave a blank space above and below headings.

URLs:

- Do not place URLs in brackets.
- Ensure all links throughout the essay are accurate, functioning, and clickable.

SPELLING, PUNCTUATION, AND WORLD ENGLISHES

- Use US English spelling and punctuation.
- Beyond spelling and punctuation, *Techniques Journal* welcomes World Englishes—not as a colonial gesture but as an attempt to acknowledge that there is no gold standard.

CITATIONS

- Cite all sources using Chicago Manual of Style's (17th ed.) author-date system.
- See Chicago's Author-Date Sample Citations for helpful examples.
- Provide a full list of references; include only those cited in your essay.
- Ensure all URLs in the references list are accurate, functioning, and clickable.

VIDEOS, IMAGES, AND CAPTIONS

Video files:

- Provide video files rather than links to external sites.
- Maximum 500MB
- Resolution: min. 1280x720px
- Preferred file format: MP4

Image files:

- Maximum 1MB
- Maximum 1920px (width or height)
 - bio portraits: min. 520x720px (w x h)
 - article images: min. 1280x720px (w x h)
- Accepted file formats: JPG, PNG, GIF
- Black/white and full-color images are welcome.
- Via comment bubbles, provide descriptive titles for images (e.g., rare-photo-of-camus-smiling.jpg) to improve accessibility and search engine results. These will not be visible to website visitors. If you prefer, our editor can generate the descriptive title for your images.

Captions:

- Captions are not required.
- Place images and captions (if using) after the paragraph referring to the image.
- Keep your captions concise but descriptive enough that readers do not need to read the text to understand the meaning of the illustration.

Image permissions:

- If you do not own the rights to your images, provide full credit in captions.
- Authors are responsible for securing permissions by the time of publication. Failure to do so will result in publication delay.
- Send a copy of all permissions at time of submission. *Techniques Journal* is not responsible for permissions fees.

EDITING

Techniques Journal uses a professional editor to copyedit, line edit, and apply house style to all articles. You will have the opportunity to review suggested changes prior to publication; if you do not respond within the given time frame, we may publish your essay with all suggested changes implemented.