

JURIED PAPER SUBMISSION

Theatre Design & Technology, the journal of the United States Institute for Theatre Technology, seeks to maintain the highest level of journalistic quality, including thorough peer review. For those authors who wish to be published in a journal that practices the more rigorous blind peer review, *TD&T* offers a special submission and review process.

REVIEW PROCESS: Papers will be juried by an anonymous review process after initial screening to eliminate papers clearly not up to scholarly standards, papers not relevant to *TD&T* and papers for which the Institute cannot provide a proper jury. All papers approved by the jury will be published; however decisions as to when a paper will be published will be in the hands of the editor(s) of *TD&T*. All such decisions will be final.

CRITERIA FOR JUDGING PAPERS: Juried papers will be evaluated for their contribution to scholarly research, including historical, critical, and esthetic studies in all areas of theatrical design and/or technology (lighting, scenery, sound, costume, makeup, properties, and effects) and the area of theatrical consultation regarding new facilities or the renovation or restoration of old facilities. All types of manuscripts within the broad areas above will be accepted, including research reports, reviews of design activities, and papers related to USITT concerns. Papers are not restricted to any particular methodology or approach.

All manuscripts must be original and not under consideration by any other publisher. Papers will be expected to meet high standards of clarity, concise expository style, and good use of the English language. They should be written in active voice and employ non-sexist language. Style, including end notes, must satisfy the standards of the *Chicago Manual of Style*.

HOW TO SUBMIT MANUSCRIPTS: manuscripts must be sent to the chair of the *TD&T* jurying panel (see address below). Five copies should be submitted. The original should be kept by the author; no copies will be returned except in the case of papers sent back for revision. Manuscripts should be 3,000 to 10,000 words long, exclusive of tables and references.

MANUSCRIPT FORMAT: the title page (and only the title page) should include:

1. The title, author(s) corresponding address, telephone number, and fax and/or email address, if appropriate.
2. A 50- to 70-word biography of the author.
3. A statement certifying that the paper is not under consideration by any other publishing entity.

4. Certification that permission to use any quotations or illustrative material has been granted to the author.

The remaining pages, including those carry tables and/or illustrations, should contain no author identification. The text, including the title, should begin on p 2. with the remaining pages numbered consecutively. It should be printed double-spaced in at least 12-pt type in an easily readable font (such as Times). Notes and references should immediately follow the MS.

TABLES AND ILLUSTRATIONS:

1. Although each copy submitted must include copies of all tables and illustrations, only one set need include originals ready for reproduction; photocopies will be adequate for the remainder. Illustrations and tables, each on a separate sheet, should be clearly identified by their reference number.
2. Reference number, caption copy, and credits should be attached to the back. If photographs are submitted, they should be high-contrast black and white 4 x 6 or larger. No writing or other marking on the backs should show through on the front. If the article is selected for publication, color transparencies may also be submitted.
3. Locations of tables and illustrations should be indicated in the text by their reference number as: Insert __ here.

AUTHOR NOTIFICATION: papers will be judged acceptable, returned for revision, or rejected. A brief statement of reasons will accompany returned papers. Author(s) will be advised of the jurying schedule for their papers via the acknowledgment mailed upon receipt of the paper.

ADDRESS FOR ALL SUBMISSIONS:

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