

FAQ

What is the production timeline?

- Upon initial submission, our editorial process calls first for an internal review by members of the editorial collective (or the special issue editors), which will allow us to make a decision about whether to send the manuscript out for further review. This internal review process takes around 6-8 weeks. Once a manuscript is sent out for external review, this takes another 3-6 months. We will notify authors about the internal review decision and any other updates along the way.
- The final production timeline is usually 6 months. A manuscript accepted for publication is copyedited and typeset, with the opportunity to approve edits and look over the formatted proof before it finally goes to print.

Does the standard 10,000 word count for essays (unless otherwise requested by the editors during revision) include notes and bibliography?

- Yes, our requested word count includes notes and bibliography.

Can I submit multiple submissions to the journal at the same time?

- Our policy is to only review one essay submission from any single author at a time. If you have multiple submission possibilities, please feel free to consult the editorial team by contacting us at verge@psu.edu.

Does the journal provide a copy editor?

- After the Press receives the final manuscript confirmed for publication, there will be a copy editor who will send authors a round of edits. There will also be another chance to see the formatted proof of your essay before it goes to print, but authors can only request minor changes for errors at this stage.

Will the images in my manuscript appear in color?

- All images will appear in black and white in physical print, but they will be available in full color online/through Project MUSE.

What if my image files are too large to attach to an email?

- Please upload your images to a Dropbox or Google Drive folder and send us the link with your other materials.

What can be considered fair use and does not require additional permissions?

- Some materials do not require permissions and can be covered under fair use. This usually includes screen captures of films; advertisements, posters, interior pages of newspapers or magazines, book and magazine covers, album art, and fliers when produced in their entirety with no cropping; and visual representations of data like maps, tables, and charts that do not have a strong artistic element.
- Please note that although quotations from poetry or song lyrics do not require permissions if only 2-4 lines or 10 seconds of the play time are quoted (but never more than 10 percent of the whole), you will require additional permission beyond this amount.
- Please refer to pp.31-32 of the UMN Press Style Guide for more information and reach out to us directly if you are uncertain about whether you require permissions.

Do I need permission to republish parts of my article for *Verge* elsewhere?

- Yes, please contact Jeffery Moen (moenx017@umn.edu) about requesting permission from UMN Press.

How do I join the Global Asias listserv (for CFPs, events, and other information)?

- Subscribe to the Global Asias Listserv via email by sending an email to listserv@lists.psu.edu

Example:

TO: listserv@lists.psu.edu

Subject: Subscribe Request (Or subject may be left blank.)

Body: subscribe Global-Asias-Listserv-L First name last name

NOTE: The server will capture your email address from the Email Headers. No need to include it in the subject or body. It should also be mentioned that the body of your email must not contain anything other than the command. This includes signatures or attachments or else you may receive an error message back.

How do I propose a special issue?

- To propose a special issue, co-editors will need to submit a proposal to the editorial collective via verge@psu.edu. The proposal should include 1) an overview of the special issue topic, taking care to clarify why the topic is of particular relevance to the journal's Global Asias mission; 2) an abstract/CFP; 3) a sketch of potential *Convergence* features; and 4) the brief cvs (2pp) of proposed co-editors. Please note that co-editors will also need to identify someone from the PSU editorial collective who can serve as a third co-editor, and that *Verge* will not publish a pre-selected group of essays from an already-organized event as a special issue. All *Verge* special issues must have open CFPs. We recommend potential co-editors email Editor Tina Chen to initiate discussion before submitting a full proposal.

How do I propose a Convergence feature?

- To propose a *Convergence* feature, authors/contributors will need to submit a proposal to the issue editors via verge@psu.edu. The proposal should 1) demonstrate a clear understanding of the specific rubric being proposed; 2) provide a detailed description of the rationale/impetus for the feature; and 3) include brief cvs (2pp) of all proposed participants. Proposals being submitted for specific special issues should conform to the submission deadlines posted. We recommend potential contributors email editors to initiate discussion of proposed features before submitting a full proposal.

How do I join the Advisory Board?

- Decisions about who to invite to join the *Verge* Advisory Board are made by the editorial collective. Advisory Board members serve 3 year terms and agree to review 1-2 submissions each year for the journal. Anyone interested in serving in this capacity can submit a letter of interest and a c.v. to verge@psu.edu for the PSU editorial collective to discuss.

This style guide was put together by managing editor Su Young Lee in 2021.
Please contact verge@psu.edu if you have any further questions.