



Journal of the Fantastic in the Arts

Submission, Accessibility and Sensitivity Review Handbook

Compiled and Edited

by

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Published November 1, 2023

JFA Submission, Accessibility and Sensitivity Review Handbook

I. General Submission Guidelines

It is the responsibility of the essayist to ensure that the submission follows the guidelines published at the *JFA*'s website, or the submission will not be further considered for publication. All submissions must start with the Abstract containing a clear statement of the essay's thesis argument and a summary of how that thesis argument is proven in the essay, followed by the MLA-formatted essay, which must be anonymized. The *JFA* welcomes translations of essays into English from other languages, with the obligations that the essayist and/or translator have followed the guidelines and met the requirements of all submissions, including fluent command of written scholarly English.

II. The Purpose of the Accessibility, Sensitivity and Subject Expert Reviews

The *Journal of the Fantastic in the Arts* strives to create an atmosphere in which the broad spectrum of readers of English interested in the Fantastic may participate in the sharing of views and insights regarding the multiplicity of genres of the Fantastic. Toward this end, the Editors of the *JFA* particularly welcome submissions from a wide variety of genre studies of the Fantastic and inter-genre or genre-less perspectives on the Fantastic, to which it may expose and in whose study it may immerse a literally global readership. To facilitate this goal of accessibility, the Editors of the *JFA* acknowledge that studies in which the verbal practice of dehumanizing, invalidating and dismissing the vast populations of the world's people who have been colonized or otherwise marginalized has been a problematic aspect of scholarly discussion in some academic arenas. The Editors also recognize that the normalization of this practice of dismissal of certain demographics inhibits accessibility for readers discomfited by such practices and points of view. To contravene these practices that inhibit discussion and communication across genres, cultures and interest groups, the Editors of the *Journal of the Fantastic in the Arts* agree to submit each incoming submission to expert reviews that include the assessment of the following:

1. accessibility to a worldwide and multicultural readership,
2. sensitivity to avoid perpetuating demeaning or otherwise harmful or alienating representations and communications regarding marginalized communities,
3. responsible attributions for references to and the use of others' intellectual and creative property,
4. and the avoidance of the appearance of overt or unintentional denigrations and misrepresentations,
5. as well as subject matter evaluation(s) and potential revision(s), as suggested or required by subject matter expert reviews.

Only essays that have passed or been revised to accommodate requests made by, first, submissions, then accessibility, and then subject matter reviewers will be compiled to present the next edition of the *JFA*, whose content should offer rigorous analytical immersion in the study of the Fantastic, broadly defined. The goals of accessibility, sensitivity and subject matter expert reviews are to further the scholarly advancement of studies of the Fantastic while avoiding the

alienation, minimizing, Othering, caricaturing, tokenizing, ridiculing, dismissing, misnaming, or otherwise objectifying, or appropriating the intellectual and creative property of, or perpetrating acts of aggression against members of marginalized communities and those who do not wish to feel implicated by, or participatory in, such attacks.

III. The Goal of Accessibility and Sensitivity Reviews

The *Journal of the Fantastic in the Arts* has as one of its goals the ideal of providing itself, at the very least, as one scholarly venue in which demographically marginalized scholars and artists may read and publish analyses and reflections about the Fantastic and its many genres, without subjecting themselves to emotional or psychological distress and further harm that may be occasioned by encountering materials that feature or highlight them and/or their cultures, behaviors, histories, historical traumas, and/or disabilities in offensive, stereotypical, reductive, caricatured, trivialized, or other misrepresentative, exploitative, or damaging depictions and analyses.

IV. Sensitivity toward Marginalized Readership

The *JFA* neither expects nor encourages essayists who have not studied and/or are not experts in the study of a specific marginalized community to attempt inclusion of that community—without rigorous investigation and meticulous documentation of what members of those communities have said and written about themselves—either solely or in the context of their analysis of material with which they are familiar. Tokenized gestures toward inclusivity, including mentioning marginalized communities in the work of essayists who have not committed to a focused study of those communities, may trigger an expert accessibility rejection due to the essayist’s reliance on stereotypical, offensive, Othering, or otherwise trivializing or reductive content. Avoidance of tokenization includes mention of gender expansive, sexually non-binary, disabled, or neurodivergent populations as well as religious, racialized and ethnically marginalized communities. To avoid tokenization, include substantiating data and Works Cited references to validate your essay’s analyses and conclusions regarding marginalized communities, and give due consideration to the relevance and tone of your inclusions of the marginalized.

➔ Present an Informative, Inclusive, Professional, and Proofread Submission

- 1. Help readers focus on your thesis argument and process of analysis rather than on wit, sarcasm, flippancy, snark, or other culturally-determined plays on words, which may be incomprehensible across divergent cultures or given a reader’s neurodivergence.**
- 2. Recognize that fluent command by the writer and/or translator of standard scholarly English vocabulary and mechanics is required for acceptance; the *JFA* receives many promising submissions and cannot provide pre-submission pre-screening of individual essays or word-by-word assistance with translation into standard scholarly English.**
- 3. Recognize that it is the essayist’s responsibility to format the essay according to MLA guidelines; published submission guidelines must be followed by the submitting**

essayist(s) before the essay will progress from Submissions to Acquisition, where accessibility, sensitivity and subject expert reviews will be successively undertaken.

4. **Avoid air quotes without attribution or citations**, which imply that the essay is written for a specific group of scholarly insiders rather than a global English-reading Fantastic readership.
5. **Substantiate quotes and references with precise documentation in Works Cited, using MLA formatting, only.**
6. **Avoid the use of first-person plural (~~we, us, our~~) and second person (~~you~~) pronouns in your analysis**
 - a. **unless more than one person is credited with writing this essay**
 - b. **or you are writing on behalf of a specific community to which you believe you belong;**
 - c. **and you have provided in the essay data that substantiates that community's consensus on the points about which you state your authority to speak.**
 - d. **The *JFA* strongly encourages use of the third-person and first-person singular pronouns "one" and "I" if personhood is needed in the development of analysis.**
7. **Cite and reference community-based research sources of marginalized communities.**
8. When writing about a marginalized community, **position for the readership your relationship to that marginalized community and your relationship's impact on your analytical choices and intended scholarly advancements.**

V. **Helpful Guidelines for Accessibility and Sensitivity Reviews**

➔ **Avoid Tokenization of the Marginalized**

9. **Do not tokenize marginalized and potentially denigrated communities** in your analysis in a mistaken gesture toward inclusivity.
10. **Do include mention of marginalized scholars and creatives only when such mention comprises an integral part of your analysis.**
11. When including marginalized community members in your submission, **explain why such mention is relevant to your thesis argument.**
12. **Include documentation of marginalized scholars' and creative artists' work in your list of Works Cited**, if you have included them in your analysis.

➔ **Globalizing Humanity**

13. **Avoid color-coding people.**
14. **Avoid labeling people by historical denigrations**; for example: refer to the Transatlantic Human Trade rather than a ~~Transatlantic Slave Trade~~.
15. **Use specific geographic, traditional, or national names and descriptions of origin, ethnicity or heritage to avoid stereotypical generalizations, confusion, and historical erasure, when possible**; for example: state Roma, Igbo, Pame, Hmong.
16. **Capitalize broad or all-encompassing labels or groups of people when using them to identify ethnic or racial groups**; for example: capitalize Indigenous, Southeast Asian, Muslim, PanAfrican, African and Diaspora, European, European American.
17. **Center traditional nationhood** with phrases such as, for example: "Indigenous people in [colonizing state] rather than "~~Indigenous [colonizing state's demonym]~~."

18. **Consider centering traditional nationhood** by using the term “traditional nation” instead of “~~tribe~~” and “king” or “queen” or “head of state” instead of “~~chief~~.”
19. **Consider centering traditional nationhood** by calling people “citizens” or “community members” or “Indigenous” instead of “~~natives~~.”
20. **Instead of using impairments as pejorative metaphors**, for example: “~~blind to~~,” “~~deaf to~~,” “~~lame~~,” **use precise descriptive terms** such as “insensitive,” “unaware,” “unsatisfactory,” “oblivious,” or “weak.”
21. **Center the marginalized when you reference them rather than stating predominance as a default.** For example, write: “to enable sighted programmers to understand how a blind person navigates the website” rather than “~~to enable programmers to understand how a blind person navigates the website~~.”
22. **If you choose to color-code people despite these guidelines, capitalize the colors to indicate that you mean these as racial, ethnic, transnational identities, even if they may be considered offensive, and explain precisely the demographics to which you are referring;** for example: “Black meaning people of southern India”; “White meaning people of southern India or northern Africa”; “Brown meaning people of southern India, northern Africa, northeastern Asia, Oceania, or all the Americas.”
 - ➔ Be aware that there are global scholars and creatives who find labels such as “~~gypsy~~,” “~~Judeo-Christian~~,” “~~oriental~~,” “~~Oriental~~,” “~~indigenous~~,” “~~Hispanic~~,” “~~brown~~,” “~~Brown~~,” “~~colored~~,” “~~of color~~,” “~~black~~,” “~~Black~~,” “~~diasporic~~,” “~~Moslem~~,” and all color-coding of ethnic and racialized groups offensive.
 - ➔ Be aware that members of marginalized groups may tolerate or use terms they consider offensive when used by people who are not members of those groups; the *JFA* discourages insider word choice in its globally circulated journal. **Jargon, slang, and insider language must be contextualized, explained and cited** in order to be understood by a global English-reading readership.
23. **Avoid stating that very specific Western European, Northern European or British colonial histories or cultures are the histories and cultures of all human beings:** for example, avoid unprovable or disprovable claims such as “~~humans have committed chattel slavery~~” or “~~all human beings have attempted genocide of racial Others~~” or “~~humans have always committed genocide~~” or “~~all human beings suppressed homoerotic relations in their cultures~~” or “~~all human societies suppressed women~~” or “~~all human beings have colonized their neighbors~~” or “~~human beings destroyed the ecosystem~~” or “~~human beings have always distinguished themselves from animals by language~~” or “~~all human beings speak gendered languages~~.”
24. **Avoid absolute statements that cannot be substantiated as true.**
25. To make a complex article accessible to a general scholarly and creative readership, **break down complex ideas and arguments into simple sentences and shortened paragraphs with periodic summaries of the developing thesis argument.**
26. Please be aware that this Submission, Accessibility and Sensitivity Handbook will continue to be developed, as necessary. Please reference the Handbook before submitting new material to the *JFA*.

For the *JFA*, November 01, 2023

