

## **Guidelines for Authors of Articles on the History of Santa Cruz County, California**

The publication of articles on Santa Cruz County history by the Santa Cruz Museum of Art & History (MAH) is the responsibility of the History Publications Committee (the committee) and, ultimately, the MAH Board of Trustees.

The committee is devoted to publishing journals on the history of Santa Cruz County, its cities, regions, people, industries, and institutions, from the Native American period to the present. Articles may be printed in a journal or they may appear on the MAH website as part of an ongoing online journal.

Submission of journal articles, whether for a printed journal or the online journal, may include essays, commentary, exposition, biography, photo essays, poems, book reviews, and so forth. Submissions for a print journal are more likely to include photo essays and poems; submissions to an online journal are more likely to include book reviews. Ideally, the length of any submission should not exceed six-thousand (6,000) words.

The committee welcomes the submission of articles that are both solidly researched and interestingly written. The information must be accurate, well documented, and of value to present day and future readers. In all cases, articles should be free of specialized jargon so that they can be read, understood, and appreciated by persons at various levels of expertise and interest.

The committee is especially interested in articles that are based on original material, on new research, or that offer fresh insights on previously published subjects, and that make an important and lasting contribution to our understanding of the past.

Articles must focus on the Santa Cruz County region. An article that has only a small portion of its content touching on some aspect of Santa Cruz County may not be appropriate for publication. For example, a biographical dictionary on California artists, listing a few Santa Cruz County artists, among hundreds of California artists, would not be likely to be approved for publication.

If at all possible, the author must verify and cite the sources of statements. In some cases, research may not provide substantiated evidence but may, nonetheless, demonstrate that a high probability of truth exists. In such cases, the author may state a conclusion while making clear that this conclusion has not been verified and stating the circumstantial facts upon which he or she draws the conclusion. For instance, a newspaper account that "F. A. Hihn left today on business in San Francisco" is not itself evidence that he actually made the trip, but in the lack of supporting evidence, citing the source (e.g., *Santa Cruz Daily Sentinel*, 28 April 1896, p. 3:4) testifies to the reasonableness of the conclusion.

**EVALUATION OF MANUSCRIPTS.** The committee will conduct an initial evaluation that focuses on the following questions to ascertain whether the manuscript meets the objectives stated earlier:

- Is the article suitable in terms of content and writing?
- Is it well organized?
- Does it represent original material?
- Is it comprehensive and thorough in treatment of the subject?
- Will the general public understand the content and the terms used?
- Is the content of this article accurate and based on verifiable sources?
- Are the endnotes and/or other references adequate for use by a reader who wishes to pursue the topic further?

Is the article suitable for publication in its present form?  
Can deficiencies be resolved with minor revisions and editing?

QUERY LETTER. Before submitting an article, authors are encouraged to first send a query letter describing the project. The query should include the following data:

Author's Name, Mailing Address, Phone Number(s), and E-mail Address.

Title of article.

An abstract: a brief paragraph of not more than 100 words that summarizes the article by stating (1) its principal focus; (2) its intended audience; (3) its subject(s) and their significance; (4) the chronological period of the event(s); (5) the geographical location (6) any special characteristics to which the committee's attention should be drawn.

Author's institutional affiliation, if appropriate.

Brief biographical statement about the author.

A statement affirming that the material has not been published and is not currently being considered for publication elsewhere.

Once the committee approves the query letter, the author may submit the article.

PROCEDURES FOR SUBMISSION. The committee prefers to receive an article in electronic form. Electronic submissions should be sent by e-mail to [archives@santacruzmah.org](mailto:archives@santacruzmah.org)

CONTACTING THE COMMITTEE. The committee may be reached by phone through the MAH Archives at 831 429-1964, ext. 7019; by FAX at 831 429-1954; or by email at [archives@santacruzmah.org](mailto:archives@santacruzmah.org)

EDITING. If approved, the committee will be responsible for editing and formatting the article to meet its standards. The committee may appoint an editor or a group of editors to manage the project through all phases of editing and production. In addition, the article may be referred to one or more peer reviewers for additional evaluation. All reviews will be subject to a confidentiality agreement.

PERMISSIONS & USE AGREEMENTS. The author is responsible for obtaining permission to reproduce copyrighted illustrations or quote any copyrighted material. The author is required to sign a form stating that such use agreements have been obtained.

The author is required to grant permission to the Santa Cruz Museum of Art & History (the publisher) to publish the author's article. All terms are to be expressed in a written agreement signed by both the author and publisher prior to publication. Authors retain the copyright to their work. Online journal authors have a choice of copyright or creative commons options to protect, yet share their work.

COMPENSATION. MAH does not pay royalties to authors. If the article is in a printed journal, authors receive complimentary copies of the journal.

STYLE. As its preferred method of manuscript preparation and source citation, the committee has adopted *The Chicago Manual of Style* (University of Chicago Press). If *Chicago* does not cover an application appropriate to your work, apply your preference and indicate this fact in a separate note to the committee with your submission.

ENDNOTES. Endnotes (rather than Author-Date citations) produce an easy-to-read text for most readers, while providing information for those who wish to pursue additional research. *The Chicago Manual of Style* provides examples of Endnotes; however we prefer one modification: in newspaper citations include both the page number and column number; e.g. p. 6:3.

**TECHNICAL GUIDELINES.** The following guidelines are suggestions, not requirements; they are intended to smooth the process of publishing your article. If you have special requirements, please discuss them with your contact on the committee.

Submit manuscript files in MS Word (.doc), rich-text format (.rtf), or a similar widely-used word processing format whenever possible; avoid using PDF format. It is helpful to supply images and captions as separate files, even when you embed the images in your word processing files. To avoid confusion, file names should be descriptive and unambiguous. File names should include extensions (.doc, .jpg, .tiff, and so on).

Keep text formatting simple. Avoid multiple fonts or character sizes. If you need more complex layout elements, discuss your needs with your contact on the committee. Use tabs, not spaces, to indent or align text.

Margin settings, page breaks, page numbering, and page sizes are likely to change during the design process. The same is true for running heads (headers and footers).

If your article contains sections, headings, subheadings, and similar elements, be consistent in formatting them. If you are familiar with the use of word processing styles or layouts, use them to format structural elements and give them descriptive names (“subhead,” “block quote,” “bio sketch,” etc.).

Submit images in standard graphics format (TIFF, Photoshop, JPEG, Illustrator, EPS, etc.). Generally speaking, do not modify image resolution. If you have a choice, higher resolution is always preferred.

The original image files for printed journals should be preserved whenever possible; they may be useful later in the design process.

Scanned images should be at least 300 dpi (or 600 dpi) when possible. Scan in color or grayscale; avoid “bitmap” or black and white. Line drawings that were created as vector art (using a program such as Adobe Illustrator) should be submitted in vector format when possible.