

The Roots and Branches of Living History

ALHFAM 2010 Conference PROCEEDINGS

July 13, 2010

To: ALHFAM Presenters, 2010

Re: Proceedings Submission Guidelines and Deadline: July 31, 2010

I want to encourage you to submit a written version of your presentation for publication in the *Proceedings* of this year's meeting. Papers should be submitted to me **by July 31, 2010**. Please see the publication guidelines for details, including the address (electronic and real mail) to which you should send your paper. The *Proceedings* of this year's meeting will be available by the 2011 conference. Presenters whose papers appear in the *Proceedings* will receive a complimentary copy.

Guidelines for Submitting Articles for the 2010 ALHFAM *Proceedings*

All presenters are invited to submit their formal papers for inclusion in the *Proceedings*. If a formal paper is not available, presenters are encouraged to submit an abstract of the presentation.

Please follow these Guidelines to ensure consistency.

The editor will be following *The Chicago Manual of Style (Chicago-Style Citation Quick Guide* http://www.chicagomanualofstyle.org/tools_citationguide.html). Kate Turabian's *Guide for Writers* (7th ed) is generally considered an abridged version of the *Chicago Manual* and should provide enough guidance for most writers. Regarding spelling questions, refer to *Merriam-Webster's Collegiate Dictionary* (10th edition). In accordance with established *Proceedings* practice, the editor will honor national spelling preferences.

What to Submit

1. A cover letter or email message that includes complete contact information for the author(s): Name and affiliation (as authors wish them to appear in the publication), mailing and shipping address(es), daytime and evening phone numbers, fax numbers, email address(es), and an indication of preferred time and method of contact.
2. A paper that documents your contribution to the 2010 ALHFAM conference. The paper should follow ALHFAM's Style Sheet, available at: http://www.alhfam.org/pdfs/style_sheet.pdf
3. The paper should be submitted as an electronic file and as a hard copy if at all possible. If your paper includes special features, illustrations or unusual characters, and you want the editor to have an idea of special formatting you should submit a hard copy in addition to the electronic file. Having said that, the editor reserves the right to edit text, and to adjust formatting, for the sake of clarity, consistency, etc.

Authors can e-mail or submit the word-processed document on a disc (CD-ROM). Multiple images should also be submitted by disk and not by email. The editors prefer Microsoft Word but if this is not possible, please save files as Rich Text Format (RTF) or Text (ASCII). If none of this works, contact the editor for additional suggestions.

Regardless of submission method, remember:

- Keep formatting at a minimum. Limit use of italics, bold face and all caps to those instances that require such formatting.
- Do not use boxed text, rules, borders or other formatting tools.
- Do not use unusual type fonts or symbol characters. A good rule of thumb: If it's not in Times New Roman or Zapf Dingbats, it may not translate into the page formatting programs.
- Insert endnotes using the software function, or prepare notes as a separate file.
- Remember to follow ALHFAM's Style Sheet. Run spell check AND proofread the document carefully. (Remember, spell checkers do not catch the wrong word spelled correctly.)

4. Illustrations

- ?? Illustrations may be included with papers, but the editor reserves final judgment on the number of illustrations selected due to space considerations, illustration quality, and reproduction costs.
- ?? Captions for illustrations:
 - Indicate in the text of your paper the proper location of the illustration - i.e. Fig. 1
 - Include captions separately at the end of the paper or create a separate file. For each, note the appropriate figure number; include a phrase or sentence as the caption; and note the source of the illustration.
 - Text should include any courtesy statements required for reproduction. (See Permissions, below)
- ?? Images: electronic images sent via CD-Rom are preferred. Please do not send multiple images via email.
 - Black and white images reproduce better than color photographs.
 - High-resolution images (electronic files) are preferred. Use the following guidelines:
 - ✍ Suggested sizes: 4x6 or 5x8
 - ✍ Scan as grayscale at 1200 dpi
 - ✍ Save as JPG and I can convert the file to TIFF

Permissions

Authors assume responsibility for their own work. The material submitted must be their own original work and must not have been previously published or copyrighted. If the material has been published before, authors must provide written confirmation that the previous publisher or copyright holder has granted permission to reprint the article. The author should acknowledge previous publishers/copyright holders within the submission. Additionally, the author is responsible for obtaining permissions to reproduce images. If an author uses an image from a source other than his/her own creation, the author needs to submit written documentation that the creator of the image (or copyright holder) grants permission for the illustration to be used in the *Proceedings*.

When to Submit Materials

Editors encourage presenters to submit articles (or abstracts) during the conference. If the presentation is not finalized then, please submit revised presentations to Carol Kennis Lopez **no later than July 31, 2010**.

How to Submit Files

PLEASE email a copy of the paper and mail the hard copy and multiple images as directed above. Emailing your paper to me will prevent me from having to re-type it, which will be time consuming and expand the opportunity for errors. Do not send your only copy; keep a backup! Mailing a CD-ROM with your images will prevent image loss caused by email host idiosyncrasy.

Make sure the file names help identify the article. (**Don't** name your file "ALHFAM Article.")

What to Expect

Once files are submitted, the editor will acknowledge receipt-generally by email, if possible. Text will be edited for spelling, grammar, and consistency. Authors will have an opportunity to review edited materials and clarify questions raised by the editors. Whenever possible, this proofing process will occur electronically. Please let the editor know if

you are unable to handle email file attachments, Microsoft Word files, or Acrobat Reader (PDF) files. Prompt responses will ensure that any changes will be incorporated in the final document.

Anticipated *Proceedings* Delivery

The editors will complete the publication so the *2010 Proceedings* can be distributed at or prior to the 2011 annual conference. Printing begins during April, and distribution will begin in May or early June, in time for the 2011 ALHFAM conference.