

## **ALHFAM BULLETIN Submission Guidelines**

The *ALHFAM Bulletin* is the quarterly printed publication for ALHFAM members and subscription subscribers. Articles, reviews, monographs and opinion pieces are welcome that reflect the diverse practical, research and ALHFAM activity interests of the membership. These may relate to museum and historic site concerns, historical research, skill development in historic trades and domestic arts, interpretive techniques, living history practice, farming, seafaring, rural industries, historic houses and a host of other topics. While issues often have focal topics, not all articles and reviews directly reflect those topics. In other words, contact the editors to discuss your material and determine in which issue an article or review might appear. Articles, reviews and other submissions are accepted in both American and Canadian English.

As planning and formatting for each issue proceeds, sometimes articles are added or shifted to another issue depending on the space available. Suggested focal topics and deadlines are printed in each issue of the *Bulletin*, as well as posted on [www.alhfam.org](http://www.alhfam.org). Submissions are welcome any time before the stated deadlines.

- **Articles:** Range in length from 1 to 5.5 pages, single-spaced, 12-point, Times New Roman, plus 0-4 photographs or illustrations. Average word count: 550 - 2,500.
- **Reviews:** Books, websites, audio recordings, DVDs, exhibits or performances are all welcome to be reviewed. Review length is 1.5 to 2.5 pages. Average word count: 736-1,099.
- **Opinion Letters or Articles:** Range in length from 1 to 2 pages, single-spaced, 12-point, Times New Roman. Average word count: 550- 1, 133.
- **Reports or practical monographs** from ALHFAM Professional Interest Groups, Regional Chapters, Administrative Committees and other ALHFAM organizations groups range from 1 paragraph to 1 page in length, single-spaced, 12-point, Times New Roman. Related photographs are encouraged.

### **All submissions must:**

- Be submitted by email to [Katie@cherryvalley.com](mailto:Katie@cherryvalley.com) in MS Word or Rich Text format. Do not “format” the text. The editors will do that for you.
- Follow the requirements of the ALHFAM Style Sheet. This is available at [http://www.alhfam.org/pdfs/style\\_sheet.pdf](http://www.alhfam.org/pdfs/style_sheet.pdf) or by request from [Katie@cherryvalley.com](mailto:Katie@cherryvalley.com) or [Blake@cherryvalley.com](mailto:Blake@cherryvalley.com).
  - If you use automatic endnote or bibliography formatting, please make sure that it is the same style and form as that indicated on the ALHFAM Style Sheet. You may have to develop a new format for your software or type the references manually.

- Send photographs in JPG format or PDFs in individual email messages to [Blake@cherryvalley.com](mailto:Blake@cherryvalley.com) and [Katie@cherryvalley.com](mailto:Katie@cherryvalley.com). Please do not embed photographs or PDF illustrations in the body of the article submission. Instead, place a bracketed note at the point in the text where the photo or illustration should be placed. Include the title of the image, a caption and a photo or illustration credit. (Photography by...., or Photograph courtesy of ....) **It is the responsibility of the author to obtain all permissions for publishing any illustrations, images, graphs, tables, etc., in a specific article.**
- Include a couple of sentences about yourself for the “About the Author” section at the end of the article, review or opinion piece.
- The author’s name, phone number and e-mail address should be included in the submission e-mail so that we may contact you with questions or comments.
- Please indicate in your submission e-mail whether or not you would like an extra copy of the issue containing your article, review or opinion submission. Include your preferred mailing address.

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