

JEFFERSONIAN JOURNAL SUBMISSION GUIDELINES

Please follow these guidelines when submitting material to the *Jeffersonian Journal*, the history journal of the Jefferson County Historical Society. Feel free to contact the editor (cbriggseditor@windstream.net) with your comments and questions. We are here to help you.

JCHS has **First Right** of publication. The article must not have been published before in the form submitted to the Journal and not be in the public domain. Articles consisting primarily of book excerpts or genealogical research will not be considered. Previously published articles with a back story or expansion with new or supplemental material may be considered.

THESIS: Also known as a statement of purpose, should be clearly stated. For instance: What impact did access by water, road, and railroad have on three communities on the Red Bank?

FORMAT: Microsoft Word document, Times New Roman Font, 12-point, single-spaced paragraphs. Captions, Times New Roman Font, 10-point, single-spaced italics.

CITATIONS: Use *Chicago Manual of Style* (https://owl.purdue.edu/owl/research_and_citation) and list sources by going to References/Insert Endnote in Microsoft Word.

LENGTH: 3,000-5,000 words + photo captions/credits and embedded endnotes

IMAGES: 5-8 color or b&w (TIFF preferred, JPEG, saved at 300dpi or higher), send separately via email or flash drive (USB), numbered in the order they should appear, and include a brief descriptive caption and the source credit. Images may also be embedded in your draft to indicate placement.

STYLE: Please refer to the *Chicago Manual of Style*.

BIO: Include an author bio of 100 words or less.

EDITING: Prior to submission, we suggest authors use Grammarly www.grammarly.com— a free program that will catch many errors. Articles will be submitted to a plagiarism software checker. Authors will receive a final layout for approval prior to publication.

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DEADLINES: Proposal of topic, thesis statement, and possible sources July 1; completed article November 1; revised article December 1.