

# 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 at [klyons-jhc@windstream.net](mailto:klyons-jhc@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 same form submitted to the Journal, and it must not be in the public domain. Articles consisting primarily of book excerpts or genealogical research will not be considered. Previously published articles with a backstory 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:** The article should be a Microsoft Word document with 12-point Times New Roman font and single-spaced paragraphs. Captions should be in 10-point Times New Roman italics and single line spacing.

**CITATIONS:** Use Chicago Manual of Style ([https://owl.purdue.edu/owl/research\\_and\\_citation](https://owl.purdue.edu/owl/research_and_citation)). In Microsoft Word, list sources by going to References/Insert Endnote

**LENGTH:** 3,000-5,000 words, plus photo captions/credits and embedded endnotes.

**IMAGES:** 5-8 color or black and white images. TIFF image file format is preferred or JPEG format with 300dpi or higher. Send image files 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 (<https://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:** Proposals may be sent to the editor by June 1, 2024. Completed articles should be submitted by August 15, 2024, for review. If necessary, articles will be returned with a checklist of needed corrections. The deadline for the final copy is September 15, 2024. The anticipated date for distribution of the Jeffersonian Journal is December 1, 2024.