

INSTRUCTIONS FOR SUBMITTING ACCEPTED ARTICLES TO *HISTORICAL REFLECTIONS/REFLEXIONS HISTORIQUES*

I. Before Submitting Article

- A. Please read through the suggestions for revising carefully. When making revisions, please do not introduce new material to your article that significantly changes it from the version that was accepted, unless this was strongly recommended by the readers. Make sure that all your bibliographic information is accurate and complete.

II. Format for Submissions

- A. Please send one hard copy and one electronic copy of your submission. Articles should be typed, double-space, with FOOTnotes following current Chicago Manual of Style format. When referring to books, publisher's location and date should be included; publisher's name is left out. Please consult recent issues of the journal if you have questions about format. Please also make sure that your file is formatted for LETTER size paper (8 ½ x 11), not A4.
- B. Submissions should be limited to 8000 words, not including footnotes. HR/RH uses MS Word and prefers submissions in Word 98 or later. See below for disk preparation suggestions.
- C. Please avoid using footnotes as a venue for extended discussions not included in the text. Notes should be used for information only.
- D. Extended quotations originally in languages other than English (for articles in English) or French (for articles in French) should be translated into the relevant language of the article whenever possible. Please do NOT include the original quotation in your footnotes unless your specific discussion or analysis requires it. In reference to articles to be published in French, HR/RH uses American English punctuation (that is, quotation marks rather than karats, etc.). Whenever possible, please follow American English punctuation guidelines.
- E. The mission of the journal is to make non-specialists aware of contemporary issues in the historical community. Please avoid using specialized jargon whenever possible.
- F. If you are submitting images or illustrations with your article, please do so in hard copy and in **black and white only**. If electronic versions of images are available, you may include them on your disk, but please make sure that they are in either pdf or jpeg format. In addition, you must obtain the requisite permissions to reproduce images you do not own or are not in the public domain. You must also cover the costs for those permissions, should there be fees involved. Finally, please limit the number of images to **THREE** per article: we have limited funds for reproducing half-tone images. If you decide to include more than three

images, please note that you will have to pay for the reproduction costs of the additional items at the rate of \$20 US per image.

III. Disk Preparation

Historical Reflections/Réflexions historiques uses Microsoft Word as its main word processing application and an HP Laserjet printer to produce camera-ready copy. Articles should be submitted on a Windows-compatible diskette, or cd-r in MS Word 98 or later. If you cannot send your submission as a Word file, please save it in RTF format and send that. Authors are strongly recommended to send a Windows-compatible disk; however, Macintosh diskettes can be sent but seamless translation into Windows format is not currently guaranteed.

IV. Checklist Before Mailing

- A. Cover letter should include mailing and email addresses, telephone and fax numbers.
- B. One hard copy and one electronic copy of your article, using:
 - Footnotes
 - Italics (not underlining)
 - Non-English characters, as needed.
- C. Label disk with:
 - Your name
 - Title of article
 - Word processing program used to generate file
 - Name of file to be used, if disk contains more than one file, and titles for images if included.
- D. Please send your disk in a protective jacket and padded envelope to avoid damage to the disk in transport.

V. Mailing Address

Please send your submission and all other correspondence to:

Nancy Albright, Managing Editor
Historical Reflections/Réflexions Historiques
Division of Human Studies
Alfred University
Saxon Drive
Alfred, NY 14802

If you have any questions or problems, please contact Nancy Albright via email—albright@alfred.edu—or by phone—607-871-2126.