

## *The Public Historian*

### **Manuscript Policy**

- Manuscripts should be prepared according the **Chicago Manual of Style** guidelines and submitted as a double-spaced Microsoft Word file (WordPerfect is not acceptable). Endnotes should appear at the end of the manuscript and **must be double-spaced**. The author's name and address should appear only on a separate title page (so that we can send anonymous copies to reviewers). Electronic files should be submitted as e-mail attachments sent to [scase@history.ucsb.edu](mailto:scase@history.ucsb.edu).

- Appropriate subtitles of no more than five words in length may be used to divide manuscripts.

- An **abstract** of approximately 100 words must accompany each manuscript. The abstract will be used in the initial phases of peer review and can determine whether a manuscript is accepted for publication. The abstract should offer a succinct summary of the contents of the manuscript, written for non-specialists. What is the general topic, historical problem, or research question? Why is it important? The abstract should also provide an overview of the interpretive/analytical framework. What are the major points of the analysis? What is the contribution of the manuscript to scholarly and/or practitioner understanding of the field of public history?

- Five key words or phrases must be appended to the abstract. A keyword is defined as a subject term, critical expression, key phrase, abbreviation, or indexing word that is associated with the whole document and can be used for identification, searching, and indexing purposes.

- Include a brief description of the author's background and work in the field of public history for use in the contributor's note.

- Illustrations, photographs, maps, and other images, are strongly encouraged, and will be included whenever possible. For manuscript **review**, images may be submitted in low resolution format or embedded in text. For review, please use [Image 1], etc., without a name.

- Once a manuscript is **accepted** for publication, please supply images as jpg or tiff files sized at 4 inches wide, with a minimum 300 dpi. Place files too large to e-mail in a Dropbox folder and share with managing or reviews editor. All images must be accompanied by captions, credits, and a statement (letter or e-mail message) of permission from the holder of the copyright. Please label your images by your last name (Smith image 1, etc.) and indicate image placement within the text. Use brackets: [Insert Smith image here]. Please provide image captions in a separate Word document.