

Shasta Historical Society

www.shastahistorical.org

The Stagecoach Article Submission

Please initial each section, failure to comply with submission form may result in rejection of your article.

- Articles are to be substantially about people, places, organizations, or topics related to Shasta County.
- Submit your inquiry, or article and photographs by: e-mail to shs@shastahistorical.org; in person, or mail to Shasta Historical Society, 1449 Market Street, Redding, CA 96001.
 - Electronic submission is preferred by disk, thumb-drive, or e-mail attachment; hard paper copy is acceptable.
- Article and supplemental materials are to be in narrative format, 12-point Times New Roman font, single spaced, and 800-1,000 words. Each piece must be an original work of authorship. Indicate in the text where any photographs are to be placed and give suggested captions for each.
- This is your article; write it in your words. Reference direct quotes with footnotes or endnotes giving the source of your information. The author assumes full responsibility for accuracy of facts, names, events, dates, and *use of copyrighted material (including supplemental materials)*. The submitted article and supplemental material (e.g. copies of photographs, references, and endnotes) are the property of the author. **Photographs:** Writers are encouraged to submit photographs and graphics to accompany their articles (high-resolution jpg, gif, and png files accepted, maximum file size 5MB). Photos should illustrate and accurately reflect the topic, issue, and meaning of the article. You must have permission to use photo and graphics.
- The Society may find it necessary to make changes to your article for space requirements or to conform to our newsletter style
- The Society is not responsible for the loss of or any damage to the submitted article. Keep a copy for your files.
- Submission of your article does not guarantee its inclusion in the newsletter. If the Society does not publish an article this does not constitute a value judgement of the work's quality. It could be that it does not meet our current needs or requirements.

Please **PRINT** the following information:

Suggested Title of article: _____

Does your article need to be in the newsletter before a specific date? If so, please give use the details and we will try our best to accommodate your wishes.

Your Name: _____

Address: _____

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Signature: _____ Date: _____

Shasta Historical Society | 1449 Market St. Redding, CA 96001 | 530.243.3720 | shs@shastahistorical.org

Date received: _____ Staff Initials: _____