

Shasta Historical Society

www.shastahistorical.org

The Covered Wagon 2019

Article Submission

Submission Deadline March 31, 2018

Please initial each section as read.

- Articles are to be substantially about people, places, organizations, or topics related to Shasta County. It is suggested that you submit an inquiry to the Editorial Commission for idea approval before you complete and submit an entire piece of writing.
- Each piece must be an original work of authorship. Indicate in the text where photographs are to be placed and give suggested captions for each. The Society uses the Chicago Manual Style and all submissions must comply with this format.
- The author assumes full responsibility for accuracy of facts, names, events, dates, and *use of copyrighted material (including supplemental materials)*. The submitted manuscript and supplemental material (e.g. copies of photographs, references, and endnotes) are the property of the author, or the author has written permission for use of materials.
- The Editorial Commission is responsible for reviewing and evaluating manuscripts. After review, you will be contacted by the editorial staff to inform you if your article has been accepted. The Society reserves the right to accept or decline any article or materials at its discretion.
- The Society may request that changes be made to your manuscript at the discretion of the editorial staff.
- The Society is not responsible for the loss of or any damage to the submitted manuscript. Keep a copy for your files.
- When both parties agree to the final form of the article, the Society has the permission of the author to publish the final form of the article as part of *The Covered Wagon* or any subsequent publications.
- Author acknowledges receipt of formatting guidelines. Available by request or on shastahistorical.org.

Submit your inquiry, or article and photographs by: e-mail to shs@shastahistorical.org; in person, or mail to address listed below. Electronic submission is preferred by disk, thumb-drive, or e-mail attachment; hard paper copy is acceptable.

Please PRINT the following information:

Suggested Title of Manuscript: _____

Your Name: _____

Address: _____

Phone (Home): _____ (Cell): _____

Email: _____

Signature: _____ Date: _____