

Shasta Historical Society Publication Guidelines

- Articles are to be substantially about people, places, organizations, or topics related to Shasta County.
- Article and supplemental materials are to be in narrative format, 12-point Times New Roman font, single spaced. Each piece must be an original work of authorship. Indicate in the text where any photographs are to be placed and provide 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 enhance their articles (high-resolution .jpg, .gif, and .png files are 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 the photo(s) and graphics you provide with your article.
- Submission of your article does not guarantee its inclusion in Historical Society publications. 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.
- Desired length of articles for *The Stagecoach* newsletter should be 350-500 words and include one or more photos. Articles for *The Covered Wagon* typically exceed 1,000 words and may contain multiple photos. Regardless of length all article submissions will be considered for publication.
- The Society may find it necessary to make changes to or edit your article for space requirements or to conform to our style.
- The Society is not responsible for the loss of or any damage to the submitted article. Keep a copy for your files.
- The preferred method of submitting your signed Article Submission Form, article, and photographs is by electronic format to e-mail shs@shastahistorical.org. This is our preferred method to contact authors. You may, however, send your Article Submission Form and article by mail or deliver in person to the Shasta Historical Society, 1449 Market Street, Redding, CA 96001.