



AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY
HISTORY NEWS
WRITER'S STYLE GUIDE

INTRODUCTION

History News is a quarterly membership publication of the American Association for State and Local History (AASLH). It provides articles on current trends, timely issues, and best practices for professional development and the overall improvement of the field of state and local history.

To ensure quality and consistency, this style guide is to be used by authors submitting articles for *History News*. The guidelines for grammar and punctuation are based on those in *The Chicago Manual of Style*, Sixteenth Edition. *Merriam Webster's New Collegiate Dictionary*, Eleventh Edition, provides the basis for spelling. For guidance on style, formatting, usage, and citation issues not found in this brief style guide, consult *The Chicago Manual of Style*. In instances where style guidelines in this document differ from those in *The Chicago Manual of Style*, use the ones in this document.

SUBMISSION GUIDELINES

ARTICLE SUBMISSIONS

History News exists to foster publication, scholarly research, and an open forum for discussion of best practices, applicable theories, and professional experiences pertinent to the field of state and local history.

Article manuscripts dealing with all aspects of public history are welcome, including current trends, timely issues, and best practices for professional development and the overall improvement of the history field. The editorial committee is especially interested in articles that give a fresh perspective to traditional theories, in-depth case studies that reveal applicable and relevant concepts, and subject matter that has the ability to resonate throughout all levels of the field.

REVIEWS

History News employs a double-blind review process. Volunteer editors review all proposals for relevance and timeliness to the field. Articles should be 2,500-3,000 words and authors should submit a minimum of three photos with their final manuscript. See the "Images" section, below, for technical specifications for images.

Prior to submitting an article, consult the [History News Review Form](#) to determine what reviewers look for when evaluating articles for the magazine.

LENGTH

Feature articles should be approximately twenty-five hundred words in length. Department articles should be approximately one thousand words in length. Technical leaflets should be approximately four thousand to six thousand words in length. Book reviews should be approximately five hundred words in length.

IMAGES

Authors should submit six to eight images for feature articles and technical leaflets, and two to three images for department articles. Images should be in color, and digital copies are preferred. Digital images should be in TIF format; JPG files can be used provided they are three hundred dpi and at least two by three inches in size. Digital images should be emailed as attachments. Charts and graphs should be sent either as Microsoft Excel files or Microsoft Word tables.

CONTACT AND AUTHOR INFORMATION

Authors should include a fifty-word bio of themselves at the conclusion of the article. Please include contact email to be included with the bio. Authors should also submit a thumbnail image of themselves, similar to a social media avatar, to be published with the bio.

SCHEDULE

Draft Due Date*	Review Returned+	Final Submission Date	History News issue
August 20	September 30	November 1	Winter
November 15	December 20	February 1	Spring
February 20	March 31	May 1	Summer
May 20	June 30	August 1	Autumn

**This should not be your rough (or first) draft, but an article already fully vetted by your own peers and contacts.*

+History News uses a double-blind review process

STYLE AND USAGE

TITLES

Use italics for titles of books, periodicals, websites, exhibits, programs, initiatives, and movies. Use quotation marks for titles of articles, book chapters, and unpublished materials.

SPACING

Only one space should be used between sentences.

SPELLING

General

For spelling, please use *Merriam Webster's Collegiate Dictionary*, Eleventh Edition. Convert foreign English spelling (British, Canadian, etc.) to American English.

Accepted Spelling of Frequently Used Words

AASLH 2014 Annual Meeting	listserv
African American	nonprofit
archaeology	online
audiovisual	Publications Committee
email	smartphone
deaccession	statewide
decision-maker / decision-making	website
fundraising	World Wide Web
Internet (note capitalization)	

Academic Degrees and Honors

- B.A. – bachelor of arts
- B.S. – bachelor of science
- M.A. – master of arts
- Ph.D. – doctor of philosophy

Acronyms

Acronyms of institution names should be avoided whenever possible in favor of non-acronym references, such as “museum,” “organization,” “institution,” “program,” etc.

The General Lew Wallace Study & Museum, formerly known as the Ben-Hur Museum, is located in Crawfordsville, Indiana. It was declared a National Historic Landmark in 1976 and in 2008 was awarded a National Medal from the federal Institute of Museum and Library Services.

not

The GLWS&M formerly known as the Ben-Hur Museum, is located in Crawfordsville, Indiana. It was declared a National Historic Landmark in 1976 and in 2008 was awarded a National Medal from the federal Institute of Museum and Library Services.

CAPITALIZATION

Titles

Use lowercase when the title follows a name or has no name attached to it. Use uppercase when the title precedes a name.

Jane Smith, executive director.

We met the education coordinator of the Lincoln County Historical Society.

Curator Mark Johnson of the Hudson Historical Society.

Groups and Organizations

Use uppercase for proper names of groups, committees, etc. Use lowercase for more general listings.

*Yesterday was the meeting of the Historic House Museums Committee.
The Holland Museum ran a successful program.
The committee met yesterday.
The museum did an excellent job on that exhibit.*

NUMBERS

General

Whole numbers from zero to ninety-nine should be spelled out. Whole numbers from one to ninety-nine followed by hundred, thousand, etc., should be spelled out. Other numbers should be written as Arabic numerals.

*The exhibit ran for eighty-five days.
Staff counted 125 students involved in the after-school program.
The event drew fifteen hundred visitors.*

Special Numbers

Follow the same rules as above for ordinals and currency.

Dates

Full dates should be cardinal numbers and include commas after number. Decades should be full-year numbers followed by the letter “s” (no apostrophe). Centuries should be spelled out and hyphenated if used as an adjective. When used as an adjective, the words “late” and “early” do not need to be hyphenated, but “mid” should be.

*On January 12, 2003, we dedicated the new library.
The historical markers program took off in the 1930s.
The historic preservation movement got its start in the nineteenth century.
That dresser is a perfect example of twentieth-century decorative arts.
The late nineteenth-century expansion of female educational institutions led to changing roles for women.
Historic preservation criteria are based on mid-twentieth-century ideas of historical significance.*

Percentages

Use Arabic numerals followed by the word “percent” spelled out.

The survey data show 95 percent of visitors enjoyed the program.

CITATIONS AND FOOTNOTES

Footnotes are used over endnotes, as they help the editor and designer properly place the notes in context to the article.

BOOKS

Footnotes:

Robert E. Stipe, ed., *A Richer Heritage: Historic Preservation in the Twenty-First Century* (Chapel Hill: University of North Carolina Press, 2003), 35.

Book review listing:

Independence Hall in American Memory. By Charlene Mires (Philadelphia: University of Pennsylvania Press, 2002), xviii + 350 pp.

Bibliography for technical leaflet:

Morrow, Carollyn Clark. *The Preservation Challenge: A Guide to Preserving Library Materials*. White Plains, NY: Knowledge Industry Publications, Inc., 1983.

When quoting from a book under review, placing the page number in parenthesis will suffice. Otherwise, follow normal footnote citations.

JOURNAL, MAGAZINE, AND NEWSPAPER ARTICLES

Footnotes:

Gerald H. Herman, "Creating the Twenty-First Century 'Historian for All Seasons,'" *Public Historian* 25, no. 3 (Summer 2003): 93-102.

Bibliography for technical leaflet:

Buchanan, Sally and Mia Esserman. "Preservation Perspectives: Staff and User Education." *Wilson Library Bulletin*, no. 69 (October 1994): 63-64.

WEBSITES AND BLOGS

Footnotes:

"A Manifesto for Active Museum Collections," *Active Collections* (website), <http://www.activecollections.org/manifesto/>.

Linda Norris, "Abundant Thinking," *Uncataloged Museum* (blog), November 28, 2014, <http://uncatalogedmuseum.blogspot.com/2014/11/abundant-thinking.html>.

Bibliography for technical leaflet:

"Historic Properties." *Johnson County Museum* (website). <http://www.jocogov.org/dept/museum/research/historic-properties>.

Simon, Nina. "On White Privilege and Museums." *Museum 2.0* (blog). March 6, 2013. <http://museumtwo.blogspot.com/2013/03/on-white-privilege-and-museums.html>.