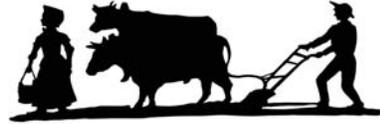


# ALHFAM



The Association for Living History, Farm and Agricultural Museums

*Commemoration, Preservation, and Education*

*“The Things That We Do”*

**Louisiana State University Rural Life Museum, Baton Rouge, Louisiana**

## **ALHFAM 2016 Conference *PROCEEDINGS* Submission Guidelines**

February 2016

TO: All 2016 ALHFAM Presenters

RE: Proceedings Submission Guidelines and Deadline: July 31, 2016

Please consider submitting a narrative version of your presentation for publication in the *Proceedings of the 2016 ALHFAM Conference*. The *Proceedings* is a serial journal provided by subscription to ALHFAM members and various institutions and libraries. An index is available on the ALHFAM website.

By taking the extra step of preparing your presentation for publication in the *Proceedings* you will make a lasting contribution to the field of professional living history and museum operations. You will receive a PDF version of the complete *Proceedings* in thanks for your contribution.

Please submit your contribution no later than July 31, 2016. Please see the following “Guidelines for Submitting Articles” for details, including the email address to which you should send your paper. This deadline ensures that we can edit and publish the *Proceedings* of the 2016 conference before the 2017 conference. Please contact me if you have any questions at [dareid@eiu.edu](mailto:dareid@eiu.edu).

Layout editor Cliff Jones and I will be available at the 2016 conference to answer questions. We look forward to meeting you.

Debra A. Reid  
869 10<sup>th</sup> Street  
Charleston, IL 61920  
[dareid@eiu.edu](mailto:dareid@eiu.edu)  
cell phone: 217-276-7505

# ALHFAM



The Association for Living History, Farm and Agricultural Museums

## Guidelines for Submitting Articles for the 2016 ALHFAM

### *Proceedings*

All presenters are invited to submit their formal papers for inclusion in the *Proceedings*. If a formal paper is not available, presenters are encouraged to submit an abstract and images, if available, of the presentation, workshop, or demonstration that you presented. We cannot publish your power point presentation, though you can submit images to illustrate your contribution in the form of a power point slide (or slides).

### **Please follow these guidelines to ensure consistency.**

Use ALHFAM's Style Sheet [<http://alhfam.org/page-18117>] to comply with ALHFAM's standard use of abbreviations, punctuation, capitalization, etc.

Use *The Chicago Manual of Style* (latest edition) for source citations. The *Quick Guide* appears at: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html). If this does not address questions you might have, consult the editor. You can also refer to Kate Turabian's *Guide for Writers* (8th edition). Turabian is considered an abridged version of the *Chicago Manual* and should provide enough guidance for most writers. Regarding spelling questions, refer to *Merriam-Webster's Collegiate Dictionary* (11th edition). In accordance with established *Proceedings* practice, the editor will honor national spelling preferences.

### **What to Submit**

1. Please include an email message (or cover letter) containing complete contact information for the author(s): name, affiliation **and** location (as authors wish them to appear in the publication), mailing and shipping address(es), daytime and evening phone numbers, email address(es), and an indication of preferred method of contact. Note: the editor prefers email, but will respect your preference.
2. Paper (or summary) of your presentation delivered at the 2016 ALHFAM conference. We encourage you to submit because the most complete *Proceedings* should include summaries of workshops, roundtable discussions, formal research-based presentations as well as summaries of presentations presented using PowerPoint. Submit an electronic file **AND/OR** a hard copy. The editor appreciates a hard copy if your contribution includes special features, illustrations or unusual characters, and you want the editor to see the order you envision. The hard copy will help ensure accurate placement of charts, tables, photographs, etc. Save the file as Microsoft Word or RTF.
3. Illustrations (see below). The editor will return printed photographs if the contributor requests that the images be returned.
4. NOTE: The editor reserves the right to edit text, and to adjust formatting, for the sake of clarity, consistency, etc. The editor will send contributors their edited contribution for final approval prior to publication.

Authors can e-mail their electronic submission (including text and images) or can submit a disc (CD-ROM or thumb drive) mailed to the editor's address. If your contribution includes multiple images or large files, please contact the editor ahead of submission to confirm special delivery instructions. The editor can create a GoogleDocs or Dropbox folder or use WeTransfer for easy uploading of large files. Please contact the editor if there is a problem with saving the file in Microsoft Word.

# ALHFAM



The Association for Living History, Farm and Agricultural Museums

Regardless of submission method, remember:

- Put your name, affiliation, and location on your submission below the title. Example: “Ron Kley, Museum Research Associates, Hallowell, Maine”
- **Keep formatting at a minimum.** Limit use of italics, bold face and all caps to those instances that require such formatting.
- Do not use boxed text, rules, borders or other formatting tools.
- **Do not use unusual type fonts or symbol characters.** A good rule of thumb: If it's not in **Times New Roman** or **Dingbats**, it may not translate into the page formatting programs.
- Insert endnotes (endnotes are preferred over footnotes) using your software’s endnote function, or prepare notes as a separate file.
- **Remember to follow ALHFAM’s Style Sheet**, found at [http://alhfam.org/pdfs/style\\_sheet.pdf](http://alhfam.org/pdfs/style_sheet.pdf).
- Run spell check **and** proofread the document carefully. (Remember, spell checkers do not catch the wrong word spelled correctly.)

## 4. Illustrations

- a. Illustrations may be included with papers, but the editor reserves final judgment on the number of illustrations selected due to space considerations and illustration quality.
- b. Be sure to name the images in the order you wish them to appear in the final publication. Otherwise, the editor may not know which image connects to which portion of text. Thus, an image name such as “00411” is confusing. Please name your images “Fig 2 horseWplow” or “Fig 3 snood.”
- c. Captions for illustrations:
  - Indicate in the **text** of your paper the proper location of the illustration - i.e. “Fig. 1” (This note should match the name of the image file.)
  - Write captions for each illustration so the editor does not have to guess about how it relates to your content. Start the caption with the figure number; a brief title or explanation about the illustration, and credit the source of the illustration even if you are the source. (See Permissions, below)
  - Captions should include any courtesy statements required for reproduction. (See Permissions, below)
- d. Submit high-resolution images (electronic files or black and white glossy prints). Use the following guidelines:
  - Suggested sizes: 4x6 or 5x8 at 300 dpi (dots per inch)
  - Save as JPG or TIFF
  - If you submit a print, indicate if you want the photographs returned, and include your preferred mailing address.
- e. All illustrations will be printed in black and white, so remember that as you envision your paper in print.

# ALHFAM



The Association for Living History, Farm and Agricultural Museums

## Permissions

Authors assume responsibility for their own work. The material submitted must be their own original work and must not have been previously published or copyrighted. If the material has been published

before, authors must provide written confirmation that the previous publisher or copyright holder has granted permission to reprint the article. The author should acknowledge previous publishers/copyright holders within the submission. Additionally, the author is responsible for obtaining permissions to reproduce images. If an author uses an image from a source other than his/her own creation, the author needs to submit written documentation that the creator of the image (or copyright holder) grants permission for the illustration to be used in the *Proceedings*.

## When to Submit Materials

Editors encourage presenters to submit complete papers (or summaries/abstracts) during the conference. If the presentation is not finalized then, please submit final versions to Debra Reid **no later than July 31, 2016**.

## How to Submit Files

PLEASE email a copy of the paper **OR, if necessary** because of the number of images or special features, mail the hard copy and multiple images as directed.

Make sure the file names help identify the article by including your name and title key word. (**Do not** name your file "ALHFAM Article." Instead, use a title such as: "Lopez\_HayBarns")

## Where to Submit Files

Email to Debra A. Reid at: [dareid@eiu.edu](mailto:dareid@eiu.edu)

OR

Mail to:

Debra A. Reid

869 10<sup>th</sup> Street

Charleston, IL 61920

Please call if you have questions; cell: 217-276-7505