

**2018 ALHFAM Conference *PROCEEDINGS* Submission Guidelines**

**Interpreting Our Multicultural Past**

**Cherokee Nation and Oklahoma Historical Society, Tahlequah, Oklahoma**

June 2018

TO: All 2018 ALHFAM Presenters

RE: *Proceedings* Submission Guidelines and Deadline of July 31, 2018

Please consider submitting a narrative version of your presentation for publication in the *Proceedings of the 2018 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, 2018**. This deadline ensures that we can edit and publish the *Proceedings* of the 2018 conference before the 2019 conference. Please see the following “Guidelines for Submitting Articles” for details. If you have any questions, feel
free to contact me at emoxley@okhistory.org.

Coeditor Kathy Dickson, Layout Editor Cliff Jones, and I will be available during the 2018 conference to answer questions. We look forward to meeting you.

Evelyn Moxley

Publications Division

Oklahoma Historical Society

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Oklahoma City, OK 73105



**Guidelines for Submitting Articles for the 2018 ALHFAM *Proceedings***

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

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

Use the ALHFAM Style Sheet to comply with ALHFAM’s standard use of abbreviation, punctuation, capitalization, etc. It is available at [www.alhfam.org/guidelines](http://www.alhfam.org/guidelines).

Use *The Chicago Manual of Style* (17th edition) for source citations. The *Quick Guide* is available at [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 *A Manual for Writers* (9th edition). Turabian is considered an abridged version of *The Chicago Manual* and should provide enough guidance for most writers. Regarding spelling inquiries, consult *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/presenters wish them to appear in the publication); email address(es); mailing address(es); telephone number(s); and an indication of your preferred method of contact. Note: The editor prefers email, but will respect your preference.
2. Paper (or summary) of your presentation delivered at the 2018 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. Please contact the editor if there is a problem with saving the file in Microsoft Word.
3. Illustrations (see next page for detailed instructions). The editor can return printed photographs if the contributor makes a request upon submission.

Authors can email their electronic submission (including text and images), or mail a thumb drive or disc 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 Google Drive folder for easy uploading of large files.

Please note that the editor reserves the right to edit text and adjust formatting for the sake of clarity, consistency, etc. The editor will send presenters their edited contribution for final approval prior to publication.



**Regardless of submission method, please remember:**

* Include your name, affiliation, and location with your submission.
Example: “Ron Kley, Museum Research Associates, Hallowell, Maine”
* **Keep formatting to 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). Use your software’s endnote function or prepare notes as a separate file.
* **Follow the ALHFAM Style Sheet**, available at [www.alhfam.org/guidelines](http://www.alhfam.org/guidelines).
* Run spell check **and** proofread the document carefully.

**Illustrations**

1. 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.
2. 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 corresponds 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.”
3. Captions for illustrations:
* Indicate in the **text** of your paper the proper location of the illustration
i.e. “Fig. 1” (This note should also 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.
* Captions should include any courtesy statements required for reproduction.
(See Permissions on the next page)

d. Submit high-resolution images (electronic files preferred) and use the following guidelines:

* Suggested sizes: 4x6 or 5x8 at 300 dpi (dots per inch)
* Save as JPG or TIF
* If you submit printed photographs, please indicate if you want the photographs returned and include your mailing address

e. All illustrations will appear as you send them (color or black-and-white), so remember that as you envision your paper in print.



**Permissions**

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**When to Submit Materials**

Editors encourage presenters to submit complete papers (or summaries/abstracts) during the conference. If the presentation is not yet finalized, please submit final versions to Evelyn Moxley
no later than **July 31, 2018**.

**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 name helps identify the article by including your name and title keyword.
**Do not** name your file “ALHFAM Article.” Instead, use a title such as “Lopez\_HayBarns.”

**Where to Submit Files**

Email to:

Evelyn Moxley

emoxley@okhistory.org

OR

Mail to:

Evelyn Moxley

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