

The Association for Living History, Farm and Agricultural Museums

2023 ALHFAM Conference June 23-26, 2023

"THE FUTURE IS NOW! RETHINK, REJUVENATE, REGENERATE"

Guidelines for Submitting Articles for the 2023 ALHFAM Proceedings

All presenters are invited to submit written versions of their presentations for inclusion in the *Proceedings*. If this is not possible, you are encouraged to submit an abstract and images, if available, of your presentation. We cannot publish your PowerPoint in its entirety, but we accept 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 (in a password-protected area of the website).

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- 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. Written paper (or summary) of your presentation delivered at the 2023 ALHFAM conference. Submit an electronic file **and** 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 in Microsoft Word. Please contact the editor if there is a problem with saving the file in this format.

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- Include your name, affiliation, and location with your submission. Example: "Ron Kley, Museum Research Associates, Hallowell, Maine"
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- Do not use unusual type fonts or symbol characters. Times New Roman or Verdana are preferred.
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- Run spell check and proofread the document carefully.

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You are encouraged to submit complete your written paper (or summaries/abstracts) at the time of the conference. If the paper is not yet finalized, please submit the final version to Jenna Peterson Riley no later than **August 31**, **2023**.

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:

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OR

Mail to: 6015 W 157th Terrace Overland Park, KS 66223