

## Paper Submission Guidelines for the 2012 Grand Canyon History Symposium

Please follow the guidelines below when writing papers to be submitted for the 2012 Grand Canyon History Symposium.

All papers must be submitted by **December 15, 2011**, and presentations by **January 6, 2012**. Both papers and presentations can be submitted either by email (preferred) at [Symposium@GrandCanyonHistory.org](mailto:Symposium@GrandCanyonHistory.org) or by regular mail at:

Grand Canyon History Symposium  
c/o Diane Cassidy  
2112 Demerse Ave.  
Prescott, AZ 86301

- We require an electronic copy of the paper saved in Microsoft Word (either sent as an e-mail attachment or saved to a CD and mailed), Times New Roman, 12 pt font.
- The word count limit is 3,000 words, excluding footnotes and references. *Please do not exceed this limit.*
- Please include full-documentation footnotes for all direct quotes, specific information from other publications, and sources used to develop arguments. (For books, this includes author/editor, title of work, year published, city and state of publisher, name of publisher, and page number. For journal articles, this includes author/editor, article name, journal name, volume number, issue number, month/season and year of publication, and page number[s]).

The style is based on the humanities style as defined by the *Chicago Manual of Style* (16<sup>th</sup> ed.). Please consult this resource online: <http://www.chicagomanualofstyle.org/16/contents.html>. It is critical for all authors to be scrupulous and diligent in sourcing all direct quotes, specific information from other publications, and sources used to develop arguments.

### Full Footnote Sourcing Examples:

**Book:** <sup>1</sup>Michael F. Anderson, ed., *A Gathering of Grand Canyon Historians: Ideas, Arguments, and First-Person Accounts* (Grand Canyon, Ariz.: Grand Canyon Association, 2005), 54. **[Last number is page number]**

**Journal Article:** <sup>2</sup>Donald T. Garate, "George Smalley, Territorial Journalism, and the Spenzazuma Mining Fraud," *The Journal of Arizona History* 46, no. 2 (2005): 135–160.

**Subsequent citations to the same book or journal can be in shortened form:** Anderson, *A Gathering of Grand Canyon Historians*, 77. [or] Garate, "George Smalley," 142.

- Please submit photographs or illustrations for your article as digital files of **at least** 300 dpi at an actual size of 6 x 9 inches. It is preferred that digital files be saved as tiffs (.tif); jpegs (.jpg) are fine only if tiffs are not available.
- Please submit publication permission releases for all images from the copyright holder, and please provide the source of each photograph and a photographer credit, if applicable. If the image is from a private collection, please submit a signed letter from the collection's owner/copyright holder granting permission to publish an image.
- Please submit all tables in Microsoft Excel. Illustrations should be submitted as electronic files in Adobe Illustrator. If you are using a different illustrating program, please print the illustration and send a paper copy.
- The Grand Canyon Historical Society reserves the right to choose not to publish a paper for any reason, including if the paper, associated photographs, tables, and/or illustrations do not conform to these guidelines. All papers will be proofread for publication, and the Grand Canyon Historical Society will make a good-faith effort to contact all authors for review of any changes to their papers. Typos, misspelled words, and obviously-incorrect dates will be corrected, but editing for content and interpretation will not. The style and form of publication will be decided by the Grand Canyon Historical Society.
- Please include your current contact information (mailing address, e-mail address, phone number, etc.) when submitting your paper. If your contact information changes after submitting your paper, please inform the Grand Canyon Historical Society.
- Please include a cover letter or note indicating the submission is for the 2012 Grand Canyon History Symposium.

If you have questions or concerns, send an email to [Symposium@GrandCanyonHistory.org](mailto:Symposium@GrandCanyonHistory.org).