

## Paper Submission Guidelines for the 2007 Grand Canyon History Symposium

Please follow the following guidelines when writing papers to be submitted for the 2007 Grand Canyon History Symposium.

- All papers must be submitted by **January 25, 2007**. They must be sent to arrive by that date via U.S. Mail or e-mail to Todd Berger at one of the addresses below.
- 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).
- The word count limit is 3,000 words. *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* (15<sup>th</sup> ed.), Section 16.8 and the sections thereafter. Please consult this reference if you are uncertain about source style conventions. You can view additional examples online by visiting <http://www.chicagomanualofstyle.org/tools.html> and then clicking on "Examples of Chicago-Style Documentation." 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 Spenazuma Mining Fraud," *The Journal of Arizona History* 46, no. 2 (2005): 135–160.

**Subsequent citations to 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 either high-quality photographic prints (at least 5 x 7) or transparencies, or as digital files of **at least** 300 dpi at an actual size of 6 x 9 inches. It is preferred that digital files are saved as tiffs (.tif); j-pegs (.jpg) are okay only if tiffs are not available.
  - Please submit publication permission releases for all photographs, 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 granting permission to publish an image. If you are unable to clear permission to publish due to cost or some other factor, please advise Todd Berger at GCA.
  - Please submit all tables in Microsoft Excel. Illustrations can be submitted as hard copies or as electronic files in Adobe Illustrator. If you are using a different illustrating program, please print out the illustration and send a paper copy.
  - The Grand Canyon Association 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 edited for publication, and the Grand Canyon Association will make a good-faith effort to contact all authors for review of any substantive changes to their papers. The style and form of publication will be decided by the Grand Canyon Association.
  - 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 Todd Berger at GCA.
  - Please include a cover letter or note indicating the submission is for the 2007 Grand Canyon History Symposium.
- Please send digital files and artwork to:
- Grand Canyon Association  
Attn: Todd Berger  
PO Box 399  
4 Tonto Street  
Grand Canyon, AZ 86023  
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If you have questions or concerns, please feel free to call or e-mail.