



## York County History Center - Submission Guidelines for Journal of York County Heritage

- Originality & Language
  - Manuscripts must be original, unpublished, and written in English.
  - Submissions will pertain to York County's history, material culture, cultural heritage or people.
  - Preference will be given to manuscripts that utilize, either in full or part, the History Center's collection.
  - We encourage articles that examine diverse York County communities
- Length
  - Submissions should be 3,000 words or fewer (preferred).
- Formatting
  - Compose manuscripts in Microsoft Word (.doc or .docx), plain text (.txt), or rich text format (.rtf).
  - Use Times New Roman, 12-point font.
  - Double-space all text, including quotations, endnotes and bibliography.
  - Set 1-inch margins on all sides.
  - Indent the first line of each paragraph by 0.5 inches.
  - Use the Chicago Manual of Style for formatting, endnotes and bibliography.
- Cover Page
  - Include a separate cover page with the following information: author's name, title of manuscript and contact information (email, phone number, and mailing address).
- Citations & Bibliography
  - Endnotes (not footnotes), placed at the end of the manuscript and a bibliography are required.
  - Please refer to the YCHC Style Guide for endnote and bibliography examples.
- Submission
  - Preferred submission method: email as an attachment.
  - Please label digital file with the author's last name and title.
  - Email submissions to the York County History Center Publications Committee c/o Dr. Adam Bentz at [abentz@yorkhistorycenter.org](mailto:abentz@yorkhistorycenter.org).
- Images & Permissions (if applicable)
  - If submitting images, please share high-resolution digital files (300 dpi or higher).
  - Provide captions and source information for all images.
  - Authors are responsible for obtaining any necessary copyright permissions.
  - Please note where to place images if they are to be embedded in manuscript.
- Review Process & Rights
  - Submitted manuscripts will be reviewed by the Publications Committee which reserves the right to reject manuscripts.
  - Manuscripts will be held for publication for an indefinite period. Authors wishing to withdraw their manuscripts from consideration for publication are asked to do so in writing. Manuscripts must be withdrawn prior to publication in any other periodical.
  - Authors are not compensated for manuscripts published in the York County History Center's Journal. Authors are entitled to five copies of the issue containing their manuscript. These copies can be picked up at the York County History Center or can be mailed to the authors upon arrangement.
  - Our copyright policy provides for one-time publication of material in the York County History Center's Journal. Authors retain copyright to their article, but by submitting, they grant permission for use by the York County History Center in print or online.
- **Deadline for submission is December 1st.**