The Montgomery County Story
Guidelines for Submission

The *Montgomery County Story* is the only journal solely devoted to publishing research on the rich and colorful past of Montgomery County, Maryland. *The Story* seeks articles on all aspects of the social, cultural, political, and environmental history of Montgomery County. Regional topics outside of the scope of Montgomery County's history will only be considered if the subjects or subject matter are shown to have significant effect on or within Montgomery County.

Manuscripts should be written for a sophisticated but non-specialist audience, according to one of the feature format options outlined below. Articles of any type should include a strong narrative component and a clear focus, as well as interesting and useful images.

The *Story* accepts submissions at any time. Issues are published online a minimum of twice a year, occasionally featuring multiple articles in a single issue. Deadline for inclusion in a Fall or Winter issue is August 1; deadline for inclusion in a Spring or Summer issue is February 1. Researchers are encouraged to contact the editor for feedback on content development or format choice for a *Story* article submission. After initial review by the editor, manuscripts that are accepted for publication will be sent to at least two members of the editorial board for review and feedback. This process can often take several months.

Articles considered for submission may take the following forms:

Full-length article (5000-8000 words). This is the primary format used for submissions to the *Story*. Articles must be based on fully referenced, original historical research that interprets and analyzes the local significance of a topic as well as places it in a wider (national or state) historical context.

Short-form feature on a person, place, or event with historical interest (2500-5000 words). This format differs from the above mostly in length and focuses on the life of one individual, a unique setting or a one-time event. Lesser-known and/or underrepresented subjects preferred.

Photo essay. This feature focuses primarily on a set of images, explained and contextualized in terms of their significance to Montgomery County's history. Preference is given to images previously unknown or unpublished (such as those from a family collection or organization archive). All permissions and credit must be arranged and documented prior to submission. Contact the editor for assistance with documentation, if needed.

Personal account or memory of events or people from Montgomery County's history. Articles submitted in this format may be written less formally, but should still provide historical context, citations when necessary, and clearly establish the author's relationship with or special knowledge of the subject matter.

All manuscripts should be submitted electronically to: **editor@montgomeryhistory.org**

Preparing your document
Article length is flexible, and dependent on the feature category selected. The usual length is in the range of 2500-7500 words.

Format of Submission
Word document: 12 point Times New Roman font.
Do not double-space after periods.

Pages should be numbered, bottom centered.

Citations
Please refer to the Chicago Manual of Style for citation guidelines.
- For first draft submissions, **provide Arabic-numbered footnotes** identifying the source of each separate quotation or citation with its own note. (Final manuscripts will use endnotes; however, footnotes are preferred during the editorial process.)
- The second and succeeding references should refer back to the first full citation if sequential ("ibid"). In cases of non-sequential references to a previous citation, use a shortened version (author, page number).

Images
Authors must provide or suggest an average of one image per page (minimum) to accompany manuscripts. Images sourced from Montgomery History's photo collections are preferred, when possible. Outside photographs may be included with proper permission and source information.
- Within the article, indicate with a [bracketed phrase] in the text or between paragraphs near where each image should appear.
- Provide a list of potential photos at the end of your manuscript (or include a separate PDF), with a suggested short caption as well as the source information for each. Include either a description of the image or a thumbnail for reference.
- If you use images from outside sources (other than MH), please confirm they are in the public domain or that you have permission to use them with credit. You must also be able to provide a high-quality image (300 dpi or above) for publication.
- If you need assistance locating images, editorial staff can offer suggestions and sources.

Questions? Contact Sarah Hedlund, editor of the *Montogmery County Story* at
editor@montgomeryhistory.org
View previous *Story* publications online at
montgomeryhistory.org/montgomerycountystory