

Author's Guide

SUBJECTS

The period of history on the Western Northern Plains extends from 1866 with the signing of the Fort Laramie Treaty to the 1890 Ghost Dance craze. Date wise, the 1876 Little Big Horn battle took place at about the halfway point in the period. Many of the events that occurred prior to the Little Big Horn helped to create the situation that eventually collimated in the Custer battle. There are a multitude of events and personalities involved with the period both prior to and following the epic conflict that have had little, if any, research completed and documented. Now here is your opportunity to prepare an article for inclusion in a future *Greasy Grass* magazine. It's not an easy task but very rewarding to see the completion of your personal effort in print in the CBHMA annual research magazine, *Greasy Grass*.

SUBMISSIONS

The first step is to contact the Editor with your topic. Include a synopsis of your article with sufficient information (subject matter, word count, illustrations, etc.) to allow the Editor and staff to do a preliminary review of acceptable and interest. Email is preferred and if there is an interest a draft manuscript will be requested. This manuscript will be used for an initial review by both the Editor and the Editorial Review Board to determine interest and compatibility with the goals of the publication.

MANUSCRIPTS

1. Format

- Please submit in digital form, double-spaced, and in Word format. Send the manuscript as an attachment to the email.
- Do not embed images, tables, and other illustrations in the text file – send as a separate attachment.
- Endnotes are required to document the sources of the material used in the manuscript. It can be embedded in the text file or sent as an attachment.

2. Length

- Length or word quantities are not specified as it is easier to reduce than to add to a manuscript. Manuscripts should not exceed 8,000 words although this is not a hard and fast limit. of an acceptable manuscript exceeding that count.
- Length must also incorporate space for photos, illustrations, graphics, etc.
- The Editor and staff will edit the manuscript for content, grammar, spelling, punctuation, etc. and will work with the author to provide a quality article for the magazine.

3. Editing Process and Standards

The *Greasy Grass* is expected to contain interesting, compelling, factual, thoughtful, and well written articles. Editorial changes to enhance interest, thought, and insight will be made as necessary. Usage and grammar corrections are non-negotiable.

4. Receipt notifications.

The author will receive an email indicating receipt of submission. The timeline that needs to be followed for publication will be included in this message.

COPYRIGHTS

--The Copyright Law of the United States is very clear. The article belongs to the creator of the work at the moment of creation. Work submitted for publication in the *Greasy Grass* will not be shared with anyone except the editorial staff .

--Once work is approved for publication, the author will be required to grants “one time use” in the *Greasy Grass*. After publication the author retains all rights.

EDITING PROCESS

--Once received, the Editor does a quick review before sending it either to the staff for their evaluation or back to the author with suggestions, questions, the need for further work, etc.

--The editorial staff uses a set list of questions for review and those are sent back to the author for information and use once the reviews are complete. The Editor will work with the author on suggestions and corrections as needed with a view of getting the work into print.

TIMELINES

--The *Greasy Grass* MUST be at the printers no later than April 1.

--It takes at least one month to finalize and prepare/format the files that the printer will use. The review staff needs at least 30 days to do their reviews. Work between the Editor and author takes about two months to work on comments, changes, etc.

--Submissions for an upcoming issue must be received by no later than January 1. Submissions received after that may not be worked on for the upcoming issue.

--Production time at the printers is fixed and it is necessary to adhere to their schedule.

STYLE GUIDES, SOURCES AND CITATIONS

--The style guide is *The Chicago Manual of Style* as the primary guide.

--The use of endnotes is required for documenting your sources.

--Citations must use the following format:

Author’s First & Last name, the Title of the article in italics, (City of Publisher: Name of Publisher, year published), page numbers only (no “page,” no “pp,” – just the page numbers!

Exp: John Smith, *Little Big Horn Revised* (Pittsburgh: Gazette Press, 1978), 231-236

--Additional citations from the same source must use the following format: (No *ibid*) Previous listed author, first word of title, page number (no period) Exp: Smith, *Little*, 175

ILLUSTRATION, IMAGES, TABLES, CHARTS, MAPS, PHOTOS

1. Illustrations, Images, Photographs

-All illustrations must at some time be digitized for publication. Submission is best in .tiff file format and in as large a file resolution as possible. High resolution submission are acceptable in JPG format. The minimum size is 300 dpi. Electronic submission via email is preferred. Submission via a CD or DVD is also acceptable.

--Authors are responsible for obtaining permission to use all images.

The *Greasy Grass* and CBHMA may provide financial assistance with image fees (use and reproducible files) on a case-by-case basis. Please check with the Editor as needed.

--Scanned images from extant publications, while saved in appropriate format and size, are often “out of focus” due to the print process. Please ensure that scanned images are “descreened” (a setting on all scanners) before scanning and saving.

--Scanned images must be accompanied with the source and the copyright holder permission to first scan then use in the *Greasy Grass*.

--Image use is dependent on space and quality. Every attempt will be made to incorporate all images submitted but space and quality dictate final decisions.

--Hard copy is the least preferred manner for submission.

2. Tables, Charts, Maps

--For tables, one consistent line weight is preferred, but use no more than two line weights.

--Use one font point size throughout the figure. If two sizes are used, they should vary from each other only slightly (e.g., 10 pt. and 12 pt., not 10 pt. and 18 pt.).

--Font styles should be used sparingly. In most cases, there is no reason to use bold or italic.

--Do not use all caps, as this decreases overall legibility.

--Do not use tints (or gray tones). To distinguish areas, use black and white where possible, and patterns such as diagonal stripes if additional areas need defining. Patterns should be composed of only black and white elements.

--Scans of maps must meet the same requirements of resolution, clarity, and permission for use.

WHEN PUBLISHED

Over time we hope enough folks to submit articles that create a backlog. Given printing costs these days each *Greasy Grass* is budgeted to be around forty or so pages. Some may be less but generally about forty is the number. Articles received after the October cut-off and those that may push the issue much beyond the page limit will be worked for the next available issue. Ideally, we could publish everything submitted when submitted. Reality suggests otherwise. I'll let you know when we will publish your work.