



## Author's Guide

Publications Department  
History Colorado  
1200 Broadway  
Denver, CO 80203

Steve Grinstead, Managing Editor, 303/866-4532  
steve.grinstead@state.co.us

HISTORY COLORADO produces [Colorado Heritage](#) quarterly magazine for its members and the general reading audience. *Colorado Heritage* is distributed to History Colorado members, libraries, and institutions of higher learning and contains articles of broad general and educational interest that link the present to the past.

We also publish [books](#) on the history of Colorado and the Rocky Mountain West. These have included biographies of historical figures, book-length monographs on specific topics in Colorado history and culture, volumes of collected essays, and large-format, illustrated books with strong visual appeal.

### *Colorado Heritage*

Writers should acquaint themselves with *Colorado Heritage* before submitting material. *Colorado Heritage* examines the state's history from a relatively informal perspective while still maintaining the principles of sound research.

*Colorado Heritage* welcomes substantive manuscripts of a “popular” nature that appeal to the casual student of Colorado history as well as the scholar. Emphasis is placed upon stories of broad appeal that are well-organized, tightly written, and dramatic. Ideally, a manuscript submitted to *Colorado Heritage* will link the past to the present—it will focus on today's institutions, beliefs, customs, geography, technology or art, and tie them to their origins. The emphasis, however, should always be on the past rather than the present, and a link to the present is not absolutely essential in all cases.

Although many of our writers are scholars, anyone interested in Colorado history and possessing writing abilities is welcomed and encouraged to submit manuscripts for consideration. The editors ask that they be allowed to assist authors when necessary to

achieve a finished product in keeping with the character of the magazine. Articles seldom should exceed 4,500 words.

Even though articles in *Colorado Heritage* rarely carry footnotes in the final published form, manuscripts should be submitted with full endnote documentation. An alternative, when appropriate, is to incorporate documentation within the text, such as: “According to the *Denver Republican* of March 8, 1913, Cripple Creek millionaire Verner Reed purchased his Denver mansion from Edward G. Stoiber.” In addition—and used in the final published article—authors should include a short bibliographic essay on sources. They should also include a brief biography of themselves with the submitted manuscript.

Photographs, maps, and other illustrations are crucial to any article submitted to *Colorado Heritage*, and authors are strongly urged to keep this in mind during research. A caption and source credit should be included with every photograph.

### ***Books***

We accept unsolicited scholarly manuscripts on any aspect of Colorado history, but please note that we are very limited in the number of books we can publish, thereby limiting the scope of unsolicited material we can consider. Promising manuscripts are reviewed initially by the editorial staff and forwarded to one or more reviewers. Review and evaluation time vary, but authors should anticipate at least three months.

Before submitting a monograph—generally any work over one hundred typewritten pages—authors should query with a written description of the topic and its significance to Colorado history.

Primary documents, such as personal reminiscences, diaries, and letters, have an important place in our program of scholarly publications and will be considered in the same manner as interpretive articles. However, authors’ introductions, as well as annotations, should be provided for historically significant diaries, letters, and reminiscences.

## **General Rules for Submission of Manuscripts**

All parts of the manuscript, including endnotes and bibliographic essay, should be double-spaced. Endnotes should be numbered consecutively at the end of the manuscript, or in a separate document, not placed as footnotes on the bottom of the page on which the citation appears. Generous margins (at least one inch) should be left on all sides of the page.

A neat and legible manuscript greatly assists editing. Use common typefaces supplied with Word software. Avoid changing the type from the default settings (e.g., don’t use

different typefaces or larger sizes for headings). Keep document settings as simple as possible. Paragraphs should be left-justified (not full-justified) and double-spaced.

Both publications generally follow the principles and conventions of the *Chicago Manual of Style*, available in most libraries. While we have adopted a house style in some instances that reflects the special nature of our publication audience (e.g., Western Slope, Coloradan, Panic of 1893) or more familiar idiomatic American expressions (July 4, 1776, rather than 4 July 1776; St. Louis instead of Saint Louis), the more closely an author can follow the *Chicago Manual of Style* the better. An equally useful guide, based on this comprehensive stylebook, is Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*.

Complete and correct footnoting (or other source citation) is the hallmark of good scholarship. No amount of editorial assistance can mend a poorly documented article, and hours can be wasted correcting erroneous citations. Authors are responsible for documentation, and care in even the most seemingly trivial matter can affect their own reputations as well as that of the journals in which they are published.

You may submit your manuscript via e-mail or regular mail.

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