

## **Guidelines to Contributors for Submitting Papers for Publication in the Proceedings of an International Cycle History Conference:**

The production of the annual *Proceedings* takes time, effort and expense. Please view your work for the *Proceedings* as an important part of a collaborative effort between yourself and those putting the publication together. You will help us considerably if you would carefully follow the guidelines that are outlined here. It might help to understand these instructions if you think of publication in terms of the production/design and layout process: text is inserted first, and then the figures (pictures) and tables are inserted into the text with their captions.

### **General**

- Your submission should have three (4) components: text, pictures, captions for the figures, and tables. These should be submitted in separate files though captions can be on a separate page in the main text file.
- Do not include or insert pictures into your text file. The text file should contain only the text of the paper as a Microsoft WORD file, with the Notes inserted using numerals in superscript as Endnotes.
- Keep formatting to an absolute minimum – just paragraph returns, no complicated formatting – all formatting has to be removed for the production process.
- The most convenient way to submit figures (pictures or other images) is to create a separate file for each figure, and to number the figures consecutively Fig. 1, Fig. 2, Fig. 3, etc.: The location for each figures should be indicated in the text by inserting Fig. 1, Fig. 2, Fig. 3, etc. where the figure should be located. Each caption in the list of captions for these figures (on a separate sheet) should be numbered to correspond to the numbers of the illustrations. Sources should be given.

### **1. General formatting information**

Prepare all written material using Microsoft's WORD word-processing software. Submit all manuscripts with minimal formatting. All illustrations should be submitted as .jpg's or .tif's.

## **2. Writing style / Checking your text**

There is usually a big difference between the verbal delivery of your paper and its written/published version. Actually, they are, and they should be, two different things. Papers presented at the Conference can generally be categorized as 'chatty', but the written version benefits from being more formal with clarity and preciseness. A good measure of conciseness is most important.

## **3. Length of paper**

The optimal length of a paper for the ICHC proceedings is about 10 pages of double-spaced typescript. An effort will be made to publish every paper that is submitted in its entirety, but articles that are significantly longer than this may have to be shortened.

## **4. Endnotes / References / Acknowledgements**

The expectation is that all statements made in a paper will be substantiated by a reference to a primary source of the information being presented. An article submitted without reference material and/or notes may be returned to the writer to have them added. Please enter all End Notes and Reference material in your text using the standard MS WORD pull-down menu for Notes/References.

Acknowledgements should be included as a brief, separate statement at the end of your paper.

## **5. Illustrations / Captions**

Illustrations should be submitted in as good, clean and sharp form as possible. Submit all illustrations in digital form if possible although good quality copies on paper are acceptable. Pictures/figures should be numbered, and a separate sheet with all the

captions listed should be sent with your manuscript. Captions are very important in explaining the picture/figure and relating it to the article - a caption can be several sentences long. Remember, the sources of all pictures should be given.

#### **6. Submission of Manuscripts and Deadlines:**

All manuscripts should be submitted within 60 days of the end of the Conference at which the paper was presented: All papers should conform to the above Guidelines and they should be sent to the 'Coordinator of ICHC Publications' at the following address using either surface mail or email:

Gary W. Sanderson, Coordinator of ICHC Publications

63 Fells Road

Verona, NJ 07044-1126, USA

Email: [gwsanderson@verizon.net](mailto:gwsanderson@verizon.net) or [wheelmangary@gmail.com](mailto:wheelmangary@gmail.com).

Please adhere to the deadline given above. This is important for enabling the proceedings of each conference to be published before the next conference convenes which is our objective.

#### **Guidelines Prepared by:-**

Andrew Ritchie and Gary Sanderson [Editors] and Brian Hayward [Design and Layout]

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