Guidelines for Preparation of Papers for Publication in the Proceedings of International Cycle History Conferences:

The production of the annual *Proceedings* takes time, effort, and expense. Please view your work for the *Proceedings* as being important of the world's literature on cycling history, and getting your paper published is a collaborative effort between yourself and the ICHC Publications Committee that is responsible for preparing all papers delivered at the ICHC Conferences for publication in the volume of ICHC Proceedings associated with the Conference at which the paper was delivered. 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 be divided into the following the following components (some components may not apply): text, pictures, captions for the figures, and tables. These components should be submitted in separate files.
- 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 from the submitted paper so that it can be given a uniform format in 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 figure should be indicated in the text by inserting [Fig. 1], [Fig. 2], [Fig. 3], etc. where the figure's content is being referred to. Each caption in the list of captions for these figures (on a separate sheet) should be numbered to correspond

to the number of the associated illustration. **IMPORTANT: Authors of papers must have permission for publication of all illustrations in their paper. The source of each illustration should be given in the Caption.**

Specific Directions:

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 in one of the following formats designated as .jpg or .tif.

2. Writing 'style':

MOST IMPORTANT: The writing 'style' used should conform to the *ICHC - Style Guide for all International Cycling History Conference (ICHC) Publications* by Tom Baker [a copy is attached].

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 3,500 to 5,000 words. 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 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. Illustrations submitted in digital form with at least 300 DPI (dots per inch) are preferred, but they may be submitted as good quality copies on photograph grade paper. 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 30 days of the end of the Conference at which the paper was presented: All papers must conform to the above Guidelines, and they should be sent in digital format (the preferred method using the Internet; a CD; a flash drive; or some other means; to:

> Gary W. Sanderson, Chairman
> ICHC Publications Committee
> 63 Fells Road
> Verona, NJ 07044, USA
> Email: wheelmangary@gmail.com

It is important for authors of papers to adhere to these Guidelines and the deadline given above. This is important so that the proceedings of each conference can be published before the next conference convenes.

7. Questions: All questions about these guidelines should be addressed to Gary W. Sanderson (wheelmangary@gmail.com) or any other member of the ICHC Publications Committee given below.

These Guidelines were Prepared by the ICHC Publications Committee: -
Gary W. Sanderson (Chairman), Thomas Baker, Phillip P. Sanderson, and Jan Králîk plus Greg Siple [Design and Layout] - December 2018.

 [See the accompanying *Style Guide for all International Cycling History Conference (ICHC) Publications* **by Tom Baker** to be followed when writing papers for ICHC publications.]