



New York History

Author's Checklist

Thank you for submitting an article or feature to *New York History*. **All submissions must meet the following criteria before acceptance by the editors:**

Articles:

- Article is 20-30 double-spaced pages (between 6,000-9,000 words) in 12-point font and has been submitted as a Word document to the following email address: NYHJ@nysed.gov.
- Articles must include page numbers located at the bottom right side of each page.
- Article includes an abstract of no more than 100 words that includes no more than 10 keywords.
- All article notes and citations must be footnotes following the *Chicago Manual of Style*.
- Images or figures included in an article must be at least 300 dpi at 5 inch x 7 inch resolution.
- If images or figures are included with an article, the author is responsible for acquiring all copyright permissions. Permission paperwork should be provided to the Editors in the initial article submission or shortly after article approval. Permissions can be in writing or email form from a representative of the organization holding copyright of the images granting permission to the author to publish.

Artifact NY:

- Artifact NY is a feature that includes an image of an object, document, map, etc. as well as a short essay about it. The writing should be engaging and need not include footnotes but should describe/explain the artifact and discuss why it is important to the history of New York State.
- Any images provided for Artifact NY should be at least 300 dpi at 5" by 7." Author must provide a caption and credit line for the images provided.
- The author is responsible for acquiring all copyright permissions for Artifact NY. Permission paperwork should be provided to the Editors in the initial article submission or shortly after article approval. Permissions can be in writing or email form from a representative of the organization holding copyright of the images granting permission to the author to publish
- Text for Artifact NY should be 750-1,000 words, double-spaced in 12-point font in a Word document.
- Both image and text for Artifact NY should be sent electronically to NYHJ@nysed.gov.

Teach NY:

- Teach NY is a feature intended for educators of NYS history either at the middle or high school levels, or at universities. This feature can incorporate a variety of content, including lesson plans utilizing pedagogical best practices, ideas related to utilizing primary source materials in a classroom setting, or suggestions for using multi-media or new technologies to teach NYS history. Teach NY should be written in an engaging manner and need not include footnotes. Images are encouraged.
- Authors interested in submitting a Teach NY feature can be teachers themselves, museum educators, librarians, archivists, or public or academic historians.
- Text for Teach NY should be electronically submitted in double-spaced 12-point font of 1,000-2,000 words in a Word document.
- Any images provided for Teach NY should be at least 300 dpi at 5" by 7." Author must provide a caption and credit line for the images provided.
- The author is responsible for acquiring all copyright permissions for Teach NY. Permission paperwork should be provided to the Editors in the initial article submission or shortly after article approval. Permissions can be in writing or email form from a representative of the organization holding copyright of the images granting permission to the author to publish.
- Both images and text for Teach NY should be sent electronically to NYHJ@nysed.gov.

Community NY:

- Community NY is a feature intended to highlight NYS history at the local, community, and project-based levels. This feature is an opportunity to showcase history projects that are meaningful at a local level but may have broader implications for the rest of the state. Community NY should be written in an engaging manner and need not include footnotes. Images are encouraged.
- Text for Community NY should be electronically submitted in double-spaced 12-point font of 750-1,000 words in a Word document.
- Any images provided for Community NY should be at least 300 dpi at 5" by 7." Author must provide a caption and credit line for the images provided.
- The author is responsible for acquiring all copyright permissions for Community NY. Permission paperwork should be provided to the Editors in the initial article submission or shortly after article approval. Permissions can be in writing or email form from a representative of the organization holding copyright of the images granting permission to the author to publish
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