

NRHS BULLETIN

Submission Guidelines – December 2011

All copy should be typed and double-spaced. Submission by e-mail is preferred as a Microsoft Word document (any version). Submission by CD or DVD is also acceptable. Printed manuscripts are accepted but discouraged. When submitting via e-mail, be sure to include your contact information in the body of the email.

I. The Article

- All copy should be provided in Microsoft Word. If that is not possible a text file is sufficient.
- Printed manuscripts are discouraged but will be accepted.
- We can accept electronic files by mail on a CD or DVD. If you submit a manuscript this way, please include a print-out of the manuscript.
- Please do not compress your files with utilities such as PKZIP, WINZIP, Stuffit, etc.
- Submissions should be sent to bulletin@nrhs.com or mailed to 2375 S. Whittmore Street, Furlong PA 18925
- If you're using a computer to type your article please spell check your article before sending it to us.

II. Photographs

- We would prefer that all photographs be in sharp focus with excellent contrast ratios. But, before you discard one that isn't, let us decide its merit. It may better illustrate your story than a 'pretty' one that doesn't do as well.
- We can use color or black and white photos. If your color photo is old and the colors have faded, send it anyway.
- Please send positive prints (not negatives) when possible.
- We can't legally use photographs from unknown sources.
- If you are not the actual photographer, please submit a release allowing us to use the photo from the photographer in writing, and tell us who took the picture so we can properly credit him/her. If you can't get a release from the photographer, please give us the contact information (name, address, phone, etc.).
- Do not pay anyone for rights-to-publish on our behalf, as we won't be able to reimburse you. Contact us first.

III. Electronic Photographs & Images

- When submitting electronic images, please use '.bmp', '.tif', or '.eps' formats.
- Also, do not submit a 'screen capture' or a photo saved from a web site.
- Scanned slides, negative or prints should be sized at a minimum of 3,400 pixels on the longest side.
- Images captured digitally can be submitted in raw or tiff format in the sized 3,400 pixels on the longest side.

IV. General Illustration Considerations

- Articles that are all text are deadly. If you don't have illustrations, we might in our extensive photo library. If you know where we might get the needed illustrations, be sure to let us know.
- Do not submit any copyrighted or trademarked material (such as a photograph or railroad logo) without a release form. If you can't get permission, please inform us who to contact and we'll try.
- Please clearly identify the contents of each photo, slide, and/or drawing. A suggested caption would be useful, as well. If the photo contains more than one person, please identify them (Joe Glutz, first from left), etc. If that person has a title, please tell us what it is.
- Do not write on the back of submitted prints. If you press hard enough, it will come through and make an otherwise useful photo totally useless. Instead, tape a piece of paper containing the information to the back of the photo. It's ok for the paper to be bigger than the photo.
- Don't use a felt-tip marker or 'sharpie' on the back on a photo. These have been known to chemically 'bleed' onto anything they're laid upon.
- Separate all illustrations with a sheet of blank paper.
- Mailings don't always arrive flat. A crease can render an otherwise useful photo totally useless. Protect them with cardboard on top and bottom.
- Don't tape anything to the front of a print.
- If you submit a drawing, make it clear. You don't have to make a 'camera-ready' drawing. Just give us enough information that our art director can use to create the final artwork.
- If we have to return your photo, please remind us in writing. In any event, it won't be returned until after the issue is mailed to our membership. We have to have it on hand in case there's a last-minute foul-up in production.

V. Final Notes:

- Today's news is tomorrow's history. Articles on contemporary events will be valuable resources for future editorial needs. Don't let 'newness' deter you from submitting an article.
- Remember, many of our readers will not be familiar with the events and/or places in your article. Please don't omit details just because 'everybody knows'. Frequently, they don't (that's why they're reading your article in the first place).
- The editors of the NRHS Bulletin reserve the right to edit any and all submissions for content, size, etc.
- The editors of the NRHS Bulletin reserve the right to select those illustrations that are used to enhance the article in the space available. We frequently don't have the space available for every photo. Be sure to send us more than we can use so we can pick the 'best' ones.
- Under the terms of the U.S. Copyright Law effective January 1, 1978, and the copyright laws of many other countries, journal publishers are required to obtain written confirmation from authors to acquire copyright rights for papers published in their journals. We ask your cooperation because it is of vital importance for the widest possible dissemination of your efforts. We must have your written confirmation to authorize libraries and other information centers to use this material and to perform other appropriate publishing functions.
- If your manuscript is not published within a reasonable period of time after acceptance, upon written request, NRHS will promptly return the rights to the manuscript to the author(s).
- The NRHS Bulletin is a copyrighted publication. You will be expected to sign a 'Transfer of Copyright' form before publication. No manuscript will be published until the appropriate form has been returned. Please contact us in writing for permission to submit your contribution elsewhere. This permission is normally granted, it's professional and legal to ask us first.