Rochester History
Submission guidelines

Rochester History is a scholarly journal that provides informative and entertaining articles about the history and culture of Rochester, Monroe County, and the Genesee Valley. In January 1939, Assistant City Historian Blake McKelvey published the first quarterly issue of Rochester History. Subjects researched and written by him and other scholars were edited, published, and distributed by McKelvey with the goal of expanding the knowledge of local history. Studying local history as a microcosm of U.S. history has brought insight and understanding to scholars and researchers around the globe.

Today Rochester History is published biannually (spring and fall) by the Central Library of Rochester and Monroe County. It is funded in part by the Frances Kenyon Publication Fund, established in memory of Ms. Kenyon's sister, Florence Taber Kenyon, and her friend Thelma Jeffries.

The journal invites submissions of manuscripts that further its mission of increasing knowledge of and interest in local history and culture and of placing local issues into a national or global context. Articles should be between 6,000 and 7,000 words, not including headlines, photo captions, end notes, and credits. The author's name and contact information, including name, address, phone number, and email address, should appear on a separate cover page.

Edited, annotated documents and other unpublished primary materials about the region's history also are welcome. These should be accompanied by a short essay explaining where and how the original materials can be accessed and discussing their research value.

Text
Articles should be submitted electronically as an email attachment to HistoryJournal@libraryweb.org. They should be in Microsoft Word or .rtf format on 8.5"x11" pages with 1-inch margins on all sides. Use 12-point Times New Roman Font for text and notes. All text, including quotations, and notes should be double spaced. Please include up to eight appropriate subheadings throughout the text.

Authors should follow the Chicago Manual of Style, 15th edition. Notes must be numbered consecutively and appear in a separate section at the end of the article.

Articles will be reviewed by the journal's editorial board and staff prior to publication and authors may be asked to revise their work based on their feedback. The journal's editors reserve the right to copy edit articles to conform to the journal's style. The editors are the final arbiters of usage, grammar, and length.

Previously published articles and manuscripts that are being considered for publication elsewhere will not be accepted.

The author is responsible for obtaining permission to publish any copyrighted material.

Author Biography

Authors should submit a brief autobiography of no more than 100 words outlining their background, qualifications, and expertise in the subject area about which they are writing.

Images

Authors are encouraged to supply relevant artwork (photographs, line drawings, maps, charts, etc.) to accompany their articles. Each issue of Rochester History can accommodate 15-20 images. Each image must be accompanied by an appropriate caption and credit line.

Images should be submitted electronically in .jpg or .tif format. Each image should be numbered. Captions and credits should be numbered to correspond with the images and submitted in a separate Microsoft Word or .rtf file. Within the text of the manuscript, use brackets, image numbers, and bold text to identify where each image should appear. **[Image 1]**

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