

CONTRIBUTING MANUSCRIPTS

We ask that you read the following instructions with the same care and attention you would ask from your own students.

Thank you for your interest in history education and for considering *The History Teacher* to share your scholarship. Please contact the Editor (see **CONTACTS** below) with the following items:

1. **Basic information** (name, affiliation, contact details, article title, and 100-word abstract)
2. **Final version your manuscript**
3. **Completed submission checklist** (available at https://www.societyforhistoryeducation.org/pdfs/THT_Submission_Checklist.pdf).

The manuscript must be proofread for typographical and historical errors before you send it for consideration. We welcome contributions from persons that are non-native speakers of English.

Please refer to the following **GUIDELINES** for further formatting and style specifications.

GUIDELINES

Guidelines refer to all sections of the manuscript (i.e., title, text, block quotes, captions, endnotes, page numbers, appendices, etc.) unless specified.

00 – General / All Sections

Page Size: 8 ½ x 11 inches

Page Margins: 1 inch

Page Numbers: Bottom right corner on all pages; Begin with 1 of x

Font Size: 12 point

Font Style: Times New Roman

Paragraph Alignment: Left

Paragraph Indent: ½ inch

Paragraph Spacing: Double space

Text Spacing: Two spaces after sentence

01 – Main Text Section

Description: Title and text of article that will appear as the main body in the final published layout.

Title: Align center on first line of first page; Bold face

Author(s): DO NOT IDENTIFY AUTHOR

The History Teacher, by the Society for History Education

Text: Begin text in the line immediately following the article's title. Do not add any extra line breaks. The first section should be text only. Figures, appendices, endnotes, etc., should follow in separate sections (see information in Sections 02 – Figures, 03 – Appendix, 04 – Notes below).

Headings: Align center; Bold face

Sub-Headings: Align left; Regular face

Citations: See information in 04 – Notes Section below

02 – Figures Section

Description: One-page insertions of images, tables, documents, etc., that will appear as Figures alongside the main body in the final published layout.

Figure Numbers: Begin with Figure 1; a subsequent table would be Figure 2 (rather than Table 1)

Document Size: Fit item to margins for maximum visibility

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Document Source/URL: Include location of digital file at its original source

Titles/Captions: Identify or create item title; Caption with a brief description if applicable

Citations: See information in 04 – Notes Section below

Copyright/Permissions: Identify if item is a public document; Include permission/courtesy line

03 – Appendix Section

Description: Multi-page collections of images, tables, or documents; syllabi, assignments, classroom handouts; reference lists, bibliographies, etc., that will appear in an Appendix or Appendices following the main body in the final published layout.

Appendix Numbers (Letters): Begin with Appendix A for multiple appendices

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04 – Notes Section

Description: Endnotes and acknowledgements that will appear in a list of Notes following all other sections in the final published layout.

Paragraph Spacing: Single space for Endnotes

Acknowledgements: (Optional Section) If including acknowledgements, replace full acknowledgement entry with “[Acknowledgements]”; Text will be reinserted in the final published layout

Endnotes Style: Chicago / Turabian

Citations: Include complete, accurate citations; Identify if any information is not available

Auditing: Verify complete, accurate citations with physical or digital investigation; Identify if any information is not available

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