

# ***Journal of Arizona History***

## **Submission Information**

### **Manuscript Submission**

The *Journal of Arizona History* is a peer-reviewed, quarterly journal that publishes scholarly articles examining the history of Arizona and the surrounding region. Manuscripts undergo a rigorous review process, and only some are chosen for publication. Article manuscripts must represent the author's original work and must be previously unpublished. On occasion, the *Journal* publishes edited and annotated diaries, collections of letters, or other primary-source documents, as well as photo essays, historiographical essays, or think pieces. Please submit manuscripts to David Turpie, PhD, editor, *Journal of Arizona History*. Electronic submissions are preferred and should be sent to: dturpie@azhs.gov. To submit via postal mail, send manuscripts to David Turpie, Arizona Historical Society, 949 E. 2nd Street, Tucson, AZ 85719.

### **Peer Review**

Authors who wish to submit an article manuscript to the *Journal* need not be professional historians, but all potential authors should understand that their work will be held to high standards. Manuscripts that pass the initial review by the editor are sent to scholars with expertise related to the article topic for peer review. This process takes several months.

1. **New Submissions:** When a new submission is received, the editorial staff will evaluate its suitability for potential publication in the *Journal of Arizona History*. Research manuscripts that do not meet the basic requirements of the journal—an original, well-written essay based on solid primary- and secondary-source research, with at least some potential for making an important contribution to our knowledge of Arizona history—will be rejected without any further review. However, if a manuscript passes this initial test, it will be sent to outside peer reviewers.
2. **Peer-Review Process:** If a manuscript passes the initial evaluation, it will be sent to outside evaluators (usually two). The review process is double-blind. Neither the reviewers nor the author will know the identities of the other. With few exceptions, reviewers will be experts in the relevant field(s). Reviewers will be asked to comment on the suitability for publication and whether the manuscript makes an original contribution to knowledge. In addition, reviewers are encouraged to offer suggestions for ways to improve the manuscript. Based on the reviewers' reports, the editor can decide to: 1) accept the manuscript with only minor revisions, 2) ask the author to make substantive revisions based on the readers' reports and then resubmit, or 3) reject.
3. **Revise and Resubmit:** Unless a manuscript is rejected after the initial evaluation by the editor (or based on the recommendations of the reviewers), the author will be asked to revise the manuscript and resubmit. Revisions should be based upon the reviewers' comments; the editor or another member of the editorial staff, however, will also offer guidance to the author. Once an author has resubmitted their work, the editor will decide whether to ask for

further revisions or to accept the manuscript. If needed, the editor may choose to send the revised manuscript to the original reviewers or to new reviewers.

4. **Formal Acceptance:** Once the peer-review process has been completed and most substantive revisions have been made by the author, the editor will decide whether or not to make a formal offer of acceptance. When the formal offer of acceptance is made, the editor will issue a publication contract to the author, who will be asked to mail a signed copy to AHS. If possible, the author will be informed of which issue her/his article will appear.

## **Subject Matter**

The subject matter of potential articles can range widely, from broad-based studies to local topics or biographical studies. Any time period and any topic within Arizona history is acceptable. We give no preferential treatment to any particular topic or time period, except for when we produce planned special issues.

There should be an Arizona component to the article manuscript, but the main action need not take place in the state (for example: an essay on an Arizonan who served overseas during World War II). The *Journal* will also consider comparative studies or broader regional studies (on the Southwest or the Arizona-Sonora borderland region, for example) that have a significant Arizona component. If you have a manuscript, but are unsure if it is a good fit for the *Journal of Arizona History*, please email the editor to inquire about your work's suitability for publication in the *Journal*.

The Arizona Historical Society is a non-partisan agency of the state of Arizona. As such, authors must avoid any gratuitous discussions of contemporary politics or political figures.

## **Format and Length**

Submitted manuscripts should be double-spaced in a standard twelve-point font. Footnotes are preferred over end notes. The author's name should not appear anywhere in the manuscript (except if a separate work by the author is cited in the notes). We typically prefer manuscripts that are 20–25 pages (double-spaced, 12-pt font), but will consider both shorter or longer manuscripts. Manuscripts that are longer than ten thousand words (not including notes) may be submitted for consideration, but they will likely require trimming before publication.

Regarding citation format, the *Journal of Arizona History* generally adheres to the latest version of the *Chicago Manual of Style*, but authors should also refer to the *Journal's* style guide, which can be found on the AHS website.

## **Illustrations and Maps**

Most articles in the *Journal* include illustrations that are pertinent to the subject matter. Authors are encouraged to supply the editorial staff with publication-ready artwork, photographs, or illustrations, as well as captions. When sending images with a submission, please make note of the bibliographic information and whether or not permission to reproduce has been attained (if needed).

### **Acceptance, Copyright, and Publication**

If a manuscript is accepted for publication, the author is expected to sign a standard journal copyright agreement. It is the author's responsibility to obtain the necessary written permissions to quote from unpublished documents, to quote extensively from published material, and to use illustrative material. Authors receive two copies of the printed journal, as well as PDF copy of their article.