

HOT SPRING COUNTY, ARKANSAS HISTORICAL SOCIETY
The Heritage Submission Guidelines

Criteria for submissions for publication in “*The Heritage*.”

- Submissions must cover topics about the history of people, places and events associated with Hot Spring County and the borderline areas.
 - The Board reserves the right to reject a submission that is determined to not meet the criteria or is of a sensitive nature.
 - The Board reserves the right to return for revision any submission for reasons including, but not limited to, historical accuracy, length, reorganization, corrections, etc.
 - The Board reserves the right to correct spelling, punctuation, and grammatical errors, as needed, unless they are part of a quotation, oral history interview or the like.

Who can submit?

- Submissions may be made by members and non-members.
 - A member’s work and material will be cited as “Submitted by (their name)” and a non-member’s as “Contributed by (their name).”
 - A member who submits a non-members work will also be recognized.

Submission deadline:

- The deadline for submissions is June 30.
 - Submissions missing the deadline, or if there is insufficient room, will be held for the next year’s publication.

Photographic material:

- Photographic materials should be scanned at 300 dpi and submitted as JPEG files.
- If needed, the Society can scan your photographic materials.
- People, places and events depicted in photographic images must be identified to the best extent possible.
- Dates or approximate dates of photographic images should be provided.

Manuscript material:

- Manuscripts should be submitted as Microsoft Word or WordPad files.
- If needed, the Society can type your manuscript.
- Manuscripts must be single-space with double-spacing between paragraphs.

Copyrighted material:

- Those who submit copyrighted material are responsible for acquiring permission to use the material.
- Copyrighted photos, images, newspaper articles and online articles cannot be reprinted without permission from the person or entity who holds the copyright.
- For works created in the U.S., copyright lasts from the moment a work is created until 70 years after the death of the author, except for works produced by a company/employer

(such as newspaper articles) in which case the copyright lasts 95 years from the date of publication.

- <https://www.baylor.edu/copyright/index.php?id=56543>
- You can cite and refer to sources (including copyrighted materials) in your work. But to use, copy, or change a copyrighted work, you need permission from the person who holds the copyright.
 - <https://edu.gcfglobal.org/en/useinformationcorrectly/copyright-and-fair-use/1/>

Memorials:

- A one-page memorial will be published in *The Heritage* for deceased members and their spouse for members who were current by the previous calendar year.
- Memorials may be submitted for non-members for a minimum donation of \$25.00 per memorial.
- Memorials will consist of information from the deceased's obituary, unless other material is provided by their family.
- Members or their spouses who died during the late stages of assembling *The Heritage* will have their Memorial published in the following year's *Heritage*.
- Members or their spouses whose deaths were unknown to us will be published once they become known to us.

Quotations:

- Quotations within a paragraph should have quotation marks.
- Any quotation of 40 or more words, or over 3 lines should be started on a new line, indented 1/2 inch from the margin and without quotation marks; essentially a block quote.

Footnotes and Endnotes:

- Sources of information and material, other than your own must be cited, either in the body text or with footnotes.
- If you need assistance with footnotes, list as much information as you can about the sources and we will place them in your article.
- Do not use endnotes and automatic footnotes.
- Footnotes should be numbered consecutively.
- Type the footnotes as bold superscript numbers in the same size font as the body text.
- Do not use letters or Roman numerals for footnotes
- For footnote style, prospective authors are encouraged to consult *The Chicago Manual of Style*. Online quick guides are available at:
 - The Chicago Manual of Style Online:
<https://www.chicagomanualofstyle.org/home.html>
 - San Jose State University Writing Center:
<http://www.sjsu.edu/writingcenter/handouts/Chicago%20Style%20Updated.pdf>
 - Purdue Online Writing Lab:
https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmso_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html

The following are a few examples of footnotes for commonly cited materials:

- **Books with Single Author or Editor**
 - Cheryl Strayed, *Wild: From Lost to Found on the Pacific Crest Trail* (New York: Alfred A. Knopf, 2012,) 87-88.
- **Chapter in an Edited Book**
 - Glenn Gould, “Streisand as Schwarzkopf,” in *The Glenn Gould Reader*, ed. Tim Page (New York: Vintage Books, 1984), 310.
- **Journal Articles**
 - Benjamin Bagley, “Loving Someone in Particular,” *Ethics* 125, no. 2 (January 2015): 484-85.
- **If journal article was consulted online:**
 - Benjamin Bagley, “Loving Someone in Particular,” *Ethics* 125, no. 2 (January 2015): <https://doi.org/10.1086/678242>.
- **Newspaper Articles**
 - Mike Royko, “Next Time, Dan, Take Aim at Arnold,” *Chicago Tribune*, September 23, 1992.
- **If newspaper article was consulted online:**
 - David G. Savage, “Stanford Student Goes to Supreme Court to Fight for Her Moms,” *Los Angeles Times*, April 27, 2015, <http://www.latimes.com/nation/la-na-marriage-children-20150424-story.html>.
- **Unpublished Interviews**
 - Benjamin Spock, interview by Milton J. E. Senn, November 20, 1974, interview 67A, transcript, Senn Oral History Collection, National Library of Medicine, Bethesda, MD
- **Archival Documents**
 - George Creel to Colonel House, 25 September 1918, Edward M. House Papers, Yale University Library.
- **If archival document was consulted online:**
 - Daily Expenses, July 1787, images 7-8, George Washington Papers, Series 5: Financial Papers, 1750-96, Library of Congress, Washington, DC, <http://memory.loc.gov/ammem/gwhtml/gwseries5.html>.

Most repositories holding archival collections will specify how they want you to cite from their collections. In general, provide a description of the item, collection it’s from, box/folder number, institution name and location.

~~~ **We look forward to receiving your submission!** ~~~

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