



## **Washington History Submission Guidelines**

*Washington History* (successor to Records of the Columbia Historical Society) is a richly illustrated, semiannual, refereed magazine that publishes articles on the history of the Washington, DC Metropolitan Area for an audience of scholars, students, and the general public. Manuscripts must be sound in scholarship, fully referenced with endnotes, and invitingly written. *Washington History* seeks articles on all aspects of Washington, DC history. While manuscripts on Washington as the federal capital are welcome, they must relate the subject matter in some significant way to the life of the residential and commercial city.

*Washington History* accepts submissions at any time. The deadline for consideration for the fall issue is March 1; the deadline for consideration for the spring issue is September 1. *Before submitting, please review our **guide to preparing manuscripts** attached below.* Manuscript length is flexible; the typical length is between 2,500 and 6,000 words. Endnotes, in *Chicago* style, will be limited to those necessary to document sources, with one note per paragraph. Manuscripts or proposals should be sent in Microsoft Word to [editor@dchistory.org](mailto:editor@dchistory.org).

Manuscripts may take the following forms:

- 1. Analytical manuscripts that argue a thesis concerning the history of Washington, DC.** Articles of this type must be broad enough in subject matter to be considered significant contributions to the understanding of Washington history.
- 2. Descriptive articles based on previously unpublished information.** Authors must provide historical context for their subject matter, interpreting its importance in the light of related events, personalities, or trends in Washington or other urban centers.
- 3. First-hand accounts or reminiscences of events or figures in Washington history.** Eyewitness accounts should provide historical context and include the author's relationship to the subject. Accounts based on documents or interviews from someone else should include text that analyzes and interprets the quotations in the context of other sources.
- 4. Captioned Picture essays based on photographs, works of art, architecture, artifacts, or illustrations, accompanied by a 2,500-word introduction.** Such essays may argue a thesis or provide interesting new information.

**5. Brief “Teachable Moments,”** in-depth explications of a rich and telling photograph, document, or artifact. Teachable Moments typically run four pages with 1,400 words of introduction and detailed annotations.

**6. Brief “Person/Place of Interest”** features spotlighting a lesser-known historical individual or location potentially of broader utility to researchers and/or media.

**7. Brief “Unbuilt Washington”** visual and description showing a building, monument, etc. planned but never executed.

For samples of the brief features, please query the editor.

Full-length manuscripts must be accompanied by at least eight suggested illustrations complete with caption and source information. Authors are asked to investigate the accessibility to original photographs and other illustrations so that, if they are accepted, they may be obtained in the high-resolution (300 dpi) scans required for printing. *Washington History* places a premium on illustrations of the highest quality, and the editors of *Washington History* provide additional photo research if needed. For more information or guidance on illustrations, please query the editor.

*Washington History* does not accept unsolicited reviews. If you are interested in reviewing books or blogs, please email [editor@dchistory.org](mailto:editor@dchistory.org) with a list of your areas of interest and a statement of your qualifications. We appreciate notices of blogs and books of interest to the magazine’s audience. Review copies should be mailed to Editor, *Washington History*, DC History Center, 801 K Street NW, Washington, DC 20001-3746.

Contact the editor: [editor@dchistory.org](mailto:editor@dchistory.org).

### ***Washington History* Manuscript Preparation Guidelines**

*Washington History* aims to be both a scholarly journal that offers original research on the history of the metropolitan area and a readable magazine that appeals to a broad audience. We place a premium on good storytelling, and we seek articles, features, and reviews that are historically accurate, logically structured, and engagingly written in straightforward prose. As you prepare your article, please keep in mind the following:

- Write with the reader in mind. *Washington History* appeals to a broad range of readers, from scholars and museum experts to college students and history aficionados. Many of them know a great deal about the city’s history; others are newcomers. All of them appreciate clearly written stories with interesting, well-developed characters and a coherent narrative.

- Open your essay with an interesting hook and an overview of your story—*not* a historiographical justification. Assume that your readers will understand that your work offers material, analysis, and/or insights that are novel.
- Use active verbs to enliven your prose—the passive voice reads as an attempt to hide incomplete information.
- Avoid academic jargon—it turns readers off and obscures the story.
- Resist engaging in historiographical debates—few readers are interested.
- Be sure that your protagonists are people, not institutions.
- Ground your story in specific streets and neighborhoods of the local city wherever possible.
- Use endnotes for bibliographical citations only—do not use them for asides, digressions, or justifications. Material that is important to your story should appear in the text, including identifying speakers.
- As a general rule, limit endnotes to one per paragraph. Please see Sample Endnotes below.  
*Washington History* generally follows the *Chicago Manual of Style, 17th Edition*.
- Supply caption information for illustrations with what/who appears in the illustration, its date, location, and complete source.

### **SAMPLE ENDNOTES**

Please note: when the publication location is Washington, DC, just use “Washington.”

#### **Books**

Chris Myers Asch and George Derek Musgrove, *Chocolate City: A History of Race and Democracy in the Nation's Capital* (Chapel Hill: UNC Press, 2017), ix.

Constance McLaughlin Green, *Washington: A History of the Capital, 1800–1950*, vol. 1 (Princeton: Princeton University Press, 1976), 292–295. [Do not indicate how succeeding references will be styled. Just shorten frequently cited works as: Green, *Washington*, 300–308.]

Geoffrey Arend, *Air World's Great Airports: Miami International* (New York: Air Cargo News, 1986), 211.

Suzanne Berry Sherwood, *Foggy Bottom 1800–1975: A Study in the Uses of an Urban Neighborhood*, G.W. Washington Studies 7 (Washington: George Washington University, 1978), 67–70.

Robert Kinzer, "The Roots of the Integrationist–Separatist Dilemma," in Ronald Bailey, ed., *Black Business Enterprise* (New York: Basic Books, 1971), 55.

Gordon Parks, *Choice of Weapons* (1966; reprint, St. Paul: Minnesota Historical Society Press, 1986), 65.

Steven D. Levitt and Stephen J. Dubner, *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything* (New York: William Morrow, 2005), 20–21.

Sue–Ellen Jacobs and Sabine Lang, eds., *Two–Spirit People: Native American Gender and Identity, Sexuality, and Spirituality* (Urbana: University of Illinois Press, 1997), 32.

### **Periodicals, Journals, Newspapers**

In general, please abbreviate months of the year and use American style, do not capitalize seasons, do not include the words "volume" or "number." Also, do not include page numbers for newspapers.

Natalie J. Hunter and Stephen L. Mangum, "Economic Regulation, Employment Relations, and Accident Rates in the U.S. Motor Carrier Industry," *Labor Studies Journal* 20 (spring 1995): 49–63. Succeeding references: Hunter and Mangum, "Economic Regulation," 25.

Ethel M. Morganson, "Davy Burnes, His Ancestors, and Their Descendants," *Records of the Columbia Historical Society* 50 (1949–50): 103.

Marvin Caplan, "Eat Anywhere!" *Washington History* 1-1 (spring 1989): 29–33.

J. J. Woodward, "The Army Medical Museum at Washington," *Lippincott's Magazine*, Mar. 1871, 233–242.

Editorial, "Stop the Highway," *Washington Post*, Apr. 5, 1950.

Eugene L. Meyer, "Baseball Returns to D.C.," *Washington Post*, Apr. 8, 2005

"Woman's Rights Convention," *New York Times*, May 15, 1858.

Lee Flor, "D.C. Transit is Expected to Ask Fare Rise," *Evening Star*, Aug. 29, 1965. [Note: use *Evening Star* until Feb. 21, 1975, after which it is *Washington Star*]

### **Material in Private Collections**

"Change in Schedule of Fares," Dec. 12, 1971, Box 19, folder 2, DC Transit Litigation 1969–1971, District of Columbia City Council Records, Special Collections Research Center, George Washington University *Succeeding reference to different document, same collection:*

Statement of Walter E. Washington, May 19, 1972, DC Transit Litigation 1969–1971, Special Collections, GWU

### **Interviews—see also *Chicago Manual of Style*, 14.218**

John Handley, interview with author, Washington, Jan. 5, 1989. Succeeding reference: Handley interview, Jan. 5, 1989.

### **Unpublished/Archival Material**

Please order information from smallest to largest, i.e., begin with title of document, then entry or box, and eventually ending with the repository name.

"Barney to Visit," undated clipping, Alice Pike Barney file, Washingtoniana Collection, DC Public Library [succeeding references, "Barney to Visit," "Barney file, DCPL). [Note: no periods in DC in government entities.]

James Smith to Ann Jones, Sept. 18, 1858, entry 9, Records of St. Elizabeths Hospital, RG 418, National Archives [succeeding references, Smith to Jones, Sept. 18, 1858, RG 418, NA].

"Statement of Fact Regarding the Duncanson Duel," Oct. 7, 1798, James Greenleaf Collection, Manuscript Div., Library of Congress [succeeding references: "Duncanson Duel," Greenleaf Collection, LC].

Spencie Love, "One Blood: The Charles R. Drew Legend and the Trauma of Race in America" (Ph.D. diss., Duke University, 1990), 100–102.

Deed, Dec. 27, 1766, p. 165–168, Book DD4, Accession #17267, Provincial Court Records, 1765–70, Maryland State Archives.

George Washington to Tobias Lear, Aug. 28, 1794, ser. 2, vol. 19m, 258, George Washington Papers, Manuscript Div., Library of Congress. [later: Washington to Lear, Aug. 28, 1794, Washington Papers, LC.]

## **Public Documents**

"Pensions for Widows and Children of Deceased and Retired Police and Firemen of the District of Columbia," 81st Cong., 1st sess., *Congressional Record* 95 (June 13, 1949): H7610.

*Congressional Globe*, 39th Cong., 2d sess., 1867, 39, pt. 9:9905.

Bureau of the Census, *Statistical Abstract of the United States*, 1975 (Washington: GPO, 1975), 342–348.

1860 U.S. Census, Washington, DC, Georgetown Ward 2, microfilm M653, roll 101, Records of the Bureau of the Census, RG 29, National Archives.

William V. Cox, comp., *1800–1900: Celebration of the 100th Anniversary of the Establishment of the Seat of Government in the District of Columbia*, 56th Cong. 2d sess., 1900, H. Doc. 552, plate 8 opp. 39.

## **Web Sites**

Please do not record date of access. Also NB, after checking, we remove "http://" or "www"

Diane Nilsen Westcott, "Blacks in the 1970s: Did They Scale the Job Ladder?" *Monthly Labor Review Online* 105 (June 6, 1982): 32, bls.gov.