

# COLUMBIA

THE MAGAZINE OF NORTHWEST HISTORY

## Writer's Guidelines

COLUMBIA is a journal of popular history edited for the general public as opposed to the scholarly one, with the intent of inviting readership through clear, easily followed writing and interesting illustrations. Brevity is valued. The geographic focus of the magazine is on Washington, but its coverage includes all of what was originally the Oregon Country. The topical scope is equally broad. Biographical portraits and articles on modern-day phenomena are all welcome.

The preferred article is one that will be of interest to the whole state or region, not merely a single locality. The best in local history, which may well be accepted for publication, is that which is grounded in the broad pattern of state, regional, and, on occasion, national history. "Articles" based on a coherent series of photographic or other images (paintings, drawings, etc.) are especially welcome. In a similar vein, museums are encouraged to view COLUMBIA as an outlet for publicizing first-rate exhibitions and related scholarship.

Stylistically, articles should be footnoted, if applicable, but few if any of these citations will be included in the published version to keep faith with COLUMBIA's popular orientation. Authors will be responsible for identifying and, in many cases, providing suitable illustrative material and procuring permissions as needed. COLUMBIA will use the utmost care in protecting and preserving original photographs, slides, and color separations but will not accept responsibility for accidental loss or damage.

An expression of interest by COLUMBIA in a potential article is not a commitment to publish. From time to time COLUMBIA may commission an article and will pay a negotiated fee. Otherwise, the magazine, operating on limited funds, will pay authors a token honorarium of \$25 and two issues of the magazine in which the author's article appears. (The author may purchase up to 10 additional copies at a 40 percent discount.)

While COLUMBIA does accept unsolicited manuscripts, the editors prefer an advance query, either by letter or e-mail. Please direct queries to Maria Pascualy at [maria2@wshs.wa.gov](mailto:maria2@wshs.wa.gov) or [Washington State History Research Center, 315 N. Stadium Way, Tacoma, WA 98403](http://Washington State History Research Center, 315 N. Stadium Way, Tacoma, WA 98403).

## Submission Pointers

- Manuscripts average about 4,000 words (16 double-spaced pages). Maximum word count is about 6,000.
- A cover sheet or letter should include the author's name, address, phone number, and e-mail address, plus a paragraph or two about the author.
- Hard copy or digital submissions are both acceptable. The editors prefer to receive text files in MS Word format and image files in JPEG format.
- Manuscript margins should be about one inch all the way around and include page numbering.
- The text should be appropriately footnoted (even though we rarely publish footnotes) or be accompanied by a complete bibliography. We encourage authors to include a list of three or four "suggested reading" items—preferably books or articles—to accompany the article should it be accepted for publication.
- A submission should also be accompanied by illustration suggestions, preferably low-resolution digital images or good-quality photocopies. At the very least, the author should include a listing of image possibilities and sources.
- Authors who want their submission materials returned should include a self-addressed, stamped envelope for that purpose.
- We edit in accord with the *Chicago Manual of Style*, 15th edition, and *Merriam-Webster's Collegiate Dictionary*, 11th edition.
- E-mail digital submissions to: [maria2@wshs.wa.gov](mailto:maria2@wshs.wa.gov). Mail hard copy submissions to: [Editor, COLUMBIA Magazine, Research Center, 315 N. Stadium Way, Tacoma, WA 98403](#).
- Authors receive an e-mail acknowledgment when their submission has been received.
- The review process may take up to four weeks. Once the process is complete, an editor will contact the author to report the outcome.
- Because COLUMBIA is only published quarterly, it may take 12 to 18 months for an article to be published once it is accepted. The exception to this is a timely article touching on the historic commemoration of a past event.
- For further information about submitting articles to COLUMBIA, contact: Maria Pascualy, [253/798-5918](tel:2537985918) or [maria2@wshs.wa.gov](mailto:maria2@wshs.wa.gov).

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