

# Whatcom County Historical Society Publishing Guidelines



The Whatcom County Historical Society, as part of its mission, seeks to promote the study and documentation of Whatcom County, Washington, history through the publishing of books and an occasional Journal.

## **Books**

Manuscripts on Northwest Washington history, primarily of interest to residents of Whatcom County, may be considered under the following guidelines. A volunteer committee of three or more qualified members of the Society will review manuscripts. All committee members will read the submitted work prior to making a recommendation. If the subject matter is unfamiliar to committee members, a qualified referee will be consulted to assist in reaching a decision.

Submitted manuscripts may take up to six months to review. The author will be notified when a decision is made. If the manuscript is accepted, the author and committee members will meet to discuss details of publishing, including, but not limited to: copyright, format, editing, timeline, marketing, sales, and compensation. A written agreement will be generated when all details are resolved. Either party may request a legal review of the agreement at that party's expense.

Prior to the completion of a manuscript, an author may submit a statement that explains the proposed project's purpose, focus, scope, and significance, including a brief summary of the text. The committee will meet to determine if the Society is interested in considering the work for publication upon its completion.

Manuscripts must be submitted on white 8½ by 11-inch paper. All text must be double-spaced in at least 12-point type. Submit copies of the manuscript and any accompanying materials. Do not submit originals. The Society is not responsible for lost or damaged material.

Manuscripts accepted for publication must include bibliography, citations (footnotes preferred), and a name and subject index.

Manuscripts currently under consideration by another publisher will not be accepted.

## **Journal**

*The Journal of the Whatcom County Historical Society* is intended to be an open forum for the publication and presentation of local history research and related materials, especially by members of the Society. Student and community contributions are also welcome.

Articles, photographs, maps and artistic depictions of any aspect of Whatcom County history are suitable for submission. Contributors receive no financial compensation for work published in *The Journal*. However, the Society may choose to cover incidental costs necessary for quality duplication of materials used in the publication of *The Journal*.

An editorial committee will decide the content of *The Journal* and reserves the right to edit for clarity. Originality of subject, general interest, research sources, and interpretation will be considered. Ideal length for manuscripts is 5,000 words or less. However, longer manuscripts may be considered. Electronic format is preferred. Contributor's name, address and phone number must be included.

Contributors are encouraged to submit biographical information and copies of photographs or artwork relating to their topic, if submitting a manuscript. The Society is not responsible for original manuscripts or artwork sent without prior consultation with a member of the committee.

The Society, its Board of Directors, members, and publications committee assume no responsibility for accuracy, copyright infringement, statements or opinions expressed by the contributors represented in *The Journal*.

Readers and researchers are strongly urged to contact the sources listed at the back of this publication for assistance in locating and verifying information on any aspect of Whatcom County history.

Copies of *The Journal* are provided as a benefit to sustaining, contributing, and patron members of the Whatcom County Historical Society. Additional copies may be purchased from the Society at the above address.

Submit manuscripts, proposals, and inquiries to:

**Publications Committee**  
**Whatcom County Historical Society**  
**P.O. Box 2116**  
**Bellingham, WA 98227**

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