

# GET PUBLISHED: BCHF SUBMISSION GUIDELINES FOR AUTHORS

FOR PUBLICATION IN:  
WWW.BCHISTORY.CA, THE *Buzz*  
NEWSLETTER, BCHF FACEBOOK,  
*BRITISH COLUMBIA HISTORY*  
MAGAZINE

# Aspirations

To create publication guidelines that will support authors as they write about the evolving understanding of the history of British Columbia, Canada, and our world.

The checklists are intended to make the publication process easier for authors by ensuring they have everything in place prior to submitting work.

Language is powerful, and the words we use to reference each other are constantly evolving. This guide is a starting place. We encourage authors to expand their knowledge and seek out resources as we respectfully take our cues from the cultural organizations and communities whom we are referencing. This guide will need to be revisited and refreshed often.

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# Publish Your Stories

The British Columbia Historical Federation (BCHF) engages the public in the history of the province through multiple channels. Your story may be published in a variety of ways: the BCHF website, the newsletter, the magazine, or the BCHF social media.

## Member Stories on our Website

Stories from BCHF members and partners are shared on the BCHF's website, [www.bchistory.ca](http://www.bchistory.ca).

Website content is informative, timely and relevant to the field of public history in British Columbia. Upon discretion of the Web Editor, short articles featuring member news, press releases, announcements, and reports are posted. Content may be edited for length, readability and accessibility. Submit to: [webeditor@bchistory.ca](mailto:webeditor@bchistory.ca)

## The BUZZ

The *BUZZ*, the British Columbia Historical Federation newsletter, is a monthly digest of items posted on the BCHF website, and a forum for member societies to publicize news, events and activities. The *BUZZ* is distributed by email to all BCHF members and posted on the BCHF website. Submit to: [greg@bchistory.ca](mailto:greg@bchistory.ca).

## Social Media

The British Columbia Historical Federation's social media channels reflect the organization's values and are safe, respectful, family-friendly spaces for dialogue about British Columbia's history.

### Social Media Policy

The BCHF moderates its social media channels and retains the right to remove comments that are not in line with the organization's values. The BCHF welcomes:

- respectful discussion about British Columbia history and encourages meaningful engagement with it
- Information about recent publications, exhibitions, news and events related to BC's diverse history
- Feedback on recent articles in *British Columbia History* magazine.

## British Columbia History Magazine

*British Columbia History* is committed to publishing content that informs, entertains, and connects readers from around the globe to the stories of British Columbia. The editorial team seeks to include untold narratives that expand our understanding of British Columbia's past.

Each spring, a special themed issue of the magazine is published. Information about upcoming themes is posted in the BCHF editorial calendar. The editorial team works with set copy deadlines and finalizes content six months or more in advance of publication.

The editorial team makes every effort to respond to all submission enquiries. Operating with a small part-time staff means that it may take some time for us to get back to you. We appreciate your patience. Refer to the "Author Checklist" on page 7.

# Author Guidelines

*British Columbia History* publishes public histories and welcomes great human stories. These stories are told in a range of modalities: be it a mix of weighty history and lighter stories or a blend of memoir and research. We look for modern takes on stories that make up the province's diverse history; new projects and directions taken by historical not-for-profits and archives. Articles are highlighted through a mix of archival and modern photographs, documents or artworks.

*British Columbia History* strives to publish content about new discoveries. The goal is to bring to life the province's history — and its practices and meanings in the present — by telling timely stories about the past.

*British Columbia History* is for anyone who has an interest in the stories of the province's history. Authors should endeavour to make their writing inclusive and accessible. The magazine strives for an informative and engaging tone that entertains and connects readers of all ages.

## Note

Unsolicited manuscripts are not accepted, so please contact the editor with a brief — one or two sentence — outline of your article.

Manuscripts that have been published elsewhere, or are under review for publication elsewhere, will be considered at the editor's discretion.

Editing is conducted in consultation with the authors. The editorial team reserves the right of final sign-off.

## Content

The BCHF publishes approximately twenty-five articles each year on topics related to the social, economic, political, intellectual and/or cultural history of British Columbia.

Submissions come from writers, academics, public historians, and professionals from across the province. Submissions may include, but are not limited to, feature-length articles, documentary selections, essays, photo essays, memoirs, and information about new books and media.

Word count for a feature-length article is 1,000–3,000 words, plus a selection of suggested images. Submissions must meet the guidelines for articles and images.

Contact: [bcheditor@bchistory.ca](mailto:bcheditor@bchistory.ca)

# Regular Sections

Submissions are welcomed for the following regular sections of *British Columbia History*:

**Archives & Archivists:** Are you an archivist with a story to tell, a primary source to celebrate? Send us your archives-related story about a key fonds/collection or service, new digitization project, upcoming event or other exciting initiative. Word count for this section is 500–600 words plus three images OR up to 900 words plus one or two images. Be sure your submission follows our submission guidelines for articles and images. Contact: [sylvia.stopforth@bchistory.ca](mailto:sylvia.stopforth@bchistory.ca)

**Refracting BC History:** Is there a book, exhibit, website, app, article, artwork, video, podcast, or other initiative that showcases BC's public history that others should know about? Send it to us and we may review it in the magazine. "Refracting BC History" is focused on profiling print and digital media that add missing chapters into BC's history that reflect diversity in the province in order to inform readers about new research or ways of thinking about the past.

"Refracting BC History" profiles recent books (traditionally or independently published in the last two years, including non-fiction, historical fiction, creative non-fiction, and children's books), ebooks, websites, articles on BC history, virtual exhibits, videos, podcasts, and apps.

Are you an author or publisher who wishes to submit a book or digital media for consideration to be profiled in "Refracting BC History?" If so, please submit your suggestion along with the following content to column editor Aimee Greenaway at [aimee@bchistory.ca](mailto:aimee@bchistory.ca):

- press releases that we can draw text from
- brief author's biography and quotes in their voice
- relevant links to more in-depth information or interviews
- a high-resolution cover image (minimum 300 dpi in a jpeg format)
- a great photo from the book's interior along with a caption and permission for use

**Stories of Objects:** Do you have an object with a peculiar or noteworthy story in your personal collection? Contact us with your idea and we may publish it in our magazine. "Stories of Objects" require one or two photos of the object, along with 300–400 words on what makes the object interesting, meaningful, or unique. Please ensure your submission follows our submission guidelines for articles and images. Contact: [bcheditor@bchistory.ca](mailto:bcheditor@bchistory.ca)

**History in Context:** Show us how times have changed — send a snapshot of an old photograph set in the present context, and your image could appear on the magazine's back page. Include information about where the photo was taken, who/what is depicted, and why the scene is important to you or your community. Please ensure your photo follows our submission guidelines for articles and images. Contact: [bcheditor@bchistory.ca](mailto:bcheditor@bchistory.ca)

# Legal Information

## Publication Agreement

When an article has been accepted for publication, the author(s) must sign the British Columbia Historical Federation Publication Agreement. This agreement grants the British Columbia Historical Federation (BCHF) first rights to publish your previously unpublished material in North America, or, if your material has been previously published, it grants the BCHF reprint rights to republish that material with a credit to the original publisher.

The article will be published in *British Columbia History*, which consists of a print version, an electronic version through Zinio, inclusion in the EBSCO Publishing database, an electronic version hosted through a University of British Columbia (“UBC”) Library website, and a searchable database available through the UBC Library website, abstracts, and offprints.

The Publication Agreement also grants the BCHF the right to publish your work via print or electronic media without payment or royalty; the right to future publication of your work in print and online; assurances against copyright infringement; and a twelve month exclusivity clause for your work, after which all copyright reverts to the author.

The Publication Agreement will be provided to accepted authors by the editorial team.

## Copyright

The British Columbia Historical Federation (BCHF) is committed to making the stories in *British Columbia History* available to as large a community as possible, without any unwarranted restrictions as to their use. However, the British Columbia Historical Federation does not hold the copyright for the text or images in its publication. As well, the BCHF publishes a mix of public and private material, both published and unpublished, much of which is still protected by copyright.

It is the responsibility of the user to seek permissions from authors and image rights holders to ensure they are not sharing copyrighted material. When you use the resource, credit "*British Columbia History*, issue number, date" and a link to [www.bchistory.ca](http://www.bchistory.ca).

## Disclaimer

The British Columbia Historical Federation assumes no responsibility for statements made by contributors to *British Columbia History* magazine.

Please send all submissions and queries to the editor, [bcheditor@bchistory.ca](mailto:bcheditor@bchistory.ca), unless otherwise noted.

# Author Checklist

History is complex and multilayered. *British Columbia History* seeks to illuminate and draw from this complexity in telling great human stories. Here is what we need to support our editorial work:

- Is your word count between 1,000–3,000 words for feature length articles, approximately 500 words for a photo essay or a object with a story, or 200 words for our back cover?
- We need to be able to confirm your main sources, so have you included a list of the top five resources you used to write this article?
- Have you included a scan of any quotations for fact-checking purposes?
- Does your work support a diverse understanding of the province's history by considering perspectives from people typically left out of historical narratives?
- Have you checked your work for the use of outdated terminology and cultural terms and if uncertain, have you reached out? The ways we reference each other are constantly evolving and we need to respectfully take our cues from cultural organizations and from the communities whom we are referencing.
- Does your article conform to the *British Columbia History* "Style Guide" on page 8?
- Have you checked the spellings of all place names and names of individuals and organizations?
- Have you included a two- or three-sentence biographical note about yourself and any other authors, maximum fifty words per biography? Have you included an author's photo?
- Have you included the images and institutional sources for photographs or maps to accompany your article?
- Are your suggested images never-published-before photos that give a fresh perspective on the story?
- Have you sent your images as separate files; not embedded in the Word document? Images should be 300 dpi and in a jpeg format. Try using a file delivery service such as WeSendIt or Dropbox.

# Style Guide

The ways we reference each other are constantly evolving and we need to respectfully take our cues from the communities about whom we are referring. Please reach out to the people you are describing if you are uncertain about current standards.

## People

Indigenous person or Peoples

South Asian Canadian person

Japanese Canadian, but Japanese-Canadian person

Chinese Canadian, but Chinese-Canadian person

Inuk (singular), Inuit (plural)

Métis person

Use capitals for all cultural groups or cultural signifiers: Black, White, European, Caucasian, Nigerian, British Columbian.

## Numbers

August 27, 1876

June 1888

the thirties or the 1930s

the '30s and '40s

Time: 1:00 a.m.

Spell out whole numbers up to (and including) one hundred, and use numerals for the rest.

**Money:** spell it out up to and including one hundred, seventy-five cents, fifteen dollars, \$1,000, \$250 million. Provide inflation calculator numbers for current money value in Canadian money. Convert foreign currency to Canadian currency.

**Conversions:** convert feet to metres, Fahrenheit to Celsius etc.: 18-foot (5.5 m)

## Punctuation

Use serial comma

Quotations — keep punctuation contained “It’s great.”

## Terms

First World War and Second World War (not World War I and World War II)

Canadian spelling — refer to *The Canadian Oxford Dictionary*.

## Bibliographic Form

*Chicago Manual of Style*

# Author Resources

*Indigenous Peoples terminology guidelines for usage*: [www.ictinc.ca/blog/indigenous-peoples-terminology-guidelines-for-usage](http://www.ictinc.ca/blog/indigenous-peoples-terminology-guidelines-for-usage)

Younging, Gregory. *Elements of Indigenous style: A Guide for Writing By and About Indigenous Peoples*. Brush Education. 2018.

*Indigenous Peoples: Language Guidelines*, University of British Columbia, 2018: [https://assets.brand.ubc.ca/downloads/ubc\\_indigenous\\_peoples\\_language\\_guide.pdf](https://assets.brand.ubc.ca/downloads/ubc_indigenous_peoples_language_guide.pdf)

*Names for BC First Nations in BC*, Xwi7xwa Library at UBC: <https://xwi7xwa-library-10nov2016.sites.olt.ubc.ca/files/2019/09/B.C.Names.pdf>

“Ableism in Writing and Everyday Language”, *Rabbit with a Red Pen*, July 2, 2020: <https://www.rabbitwitharedpen.com/blog/ableism>

Language Portal of Canada: [www.noslangues-ourlanguages.gc.ca/en](http://www.noslangues-ourlanguages.gc.ca/en)

Chicago Manual of Style Notes and Bibliography: Sample Citation, *Chicago Manual of Style*: [www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)

The Government of Canada’s terminology and linguistic data bank: <https://www.btb.termiumplus.gc.ca/tcdnstyl-chap?lang=eng&lettr=chapsect14&info0=14>

