



Guidelines for Manuscript Submission

Scope & Content of Work

The Colorado Railroad Museum requires that all submitted manuscripts fall under the geographic and topical guidelines outlined here. The Colorado Railroad Museum will consider for publication non-fiction works dealing with “steel wheel on steel rail” (trains, trolleys, interurbans, etc.), preferably dealing with commercial common carriers. Our publishing focuses on Colorado railroads, and lines that served Colorado. We will also consider works on railroads and railroading in states bordering Colorado, and in the American West, more broadly. It is highly unlikely that we would publish a book dealing with railroads in the American East, or international railroads.

Intended Audience

Through our publishing, we try to reach three main audiences: railfans and modelers, local historians, and social historians. Manuscripts geared to one of these three audiences would be a good candidate for our publishing program. Additionally, while we have not yet published any literature for children or young adults, we would be interested in doing so in the future.

We currently only publish works in English, due to staffing constraints.

Stylistic Considerations

While some of our publications border on being reference works, as a rule, we prefer text that is “readable.”

Documents submitted for consideration should be formatted according to the Chicago Manual of Style. (See <http://owl.english.purdue.edu/owl/resource/717/01/> for an overview and citation guidance.)

All photos should be captioned with the most complete information available. Include a photo’s title, date, railroad pictured, location, photographer’s name, and any further information required by the owner of the image (for instance, collection name, call number, and institution name).

The Colorado Railroad Museum reserves the right to make all final editorial decisions on manuscripts accepted for publication.

Copyright Considerations

The Colorado Railroad Museum holds the copyright to the finished work, and we retain the exclusive right to publish the work.

If your work contains images that are not your personal intellectual property (i.e., photos you took; drawings you drew), it is your responsibility to comply with all copyright laws, including procuring reproduction/licensing rights and paying all licensing fees. It is also your responsibility to document your

research such that you do not plagiarize, intentionally or accidentally, the work of another person or institution.

Financial Considerations

The Colorado Railroad Museum provides the entire financial investment for the publication of the work, and in so doing, provides authors with a venue for reaching a wider audience than a self-published work might. Because the Museum undertakes the entire financial risk, it retains all profits. No royalties are paid to the author(s).

While the main goal of the Museum's publishing program is the distribution of information, not profits, we are still bound by financial constraints. Works that are relatively cheaper to produce will be preferred over more capital-intensive options, all other things being equal. We encourage potential authors to remember that special features like color printing, photo supplements, etc., all accrue additional upfront cost. A page length between 150 and 300 pages is preferred for works geared to an adult audience; page length for children's books would vary by reading/age level.

How to Submit

Please submit your draft in hard copy, formatted to 12 point Times New Roman font, double spaced, with standard margins. Mail or hand-deliver to:

Sharon McGee
Publication Committee
Colorado Railroad Museum
PO Box 10
Golden, CO 80403

We will refer the draft to an initial reader with knowledge in the subject matter. After an initial review, if the initial reader recommends, we may request additional copies (hard copy and/or digital) for distribution to, and consideration by, the entire committee. After a review period, the committee will meet to begin discussion of the possibility of publishing the manuscript in question. The Committee meets only when it has business, so it is not possible to estimate the time frame in which this process will occur. This also means that there is no deadline: submissions may be mailed or delivered at any time for consideration.

Further Questions

These guidelines were prepared March 2013, for the use of authors interested in submitting manuscripts for consideration for publication by the Colorado Railroad Museum, as a rail annual or as a stand-alone publication. If you have any questions, or need clarification, please contact:

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