

GUIDELINES FOR AUTHORS

❖ Herein, all mentions of “Publisher” refer to the Colorado Railroad Museum

❖ **Manuscript Submission**

- **Legal Requirements-** Submission of a manuscript implies that (1) the work described has not been published before, (2) is not under consideration for publication anywhere else. The publisher will not be held legally responsible should there be any claims for compensation.
- **Permissions-** Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain **permission** from the copyright owner(s), and to include evidence that such permission has been granted when submitting their papers.

❖ **How to Submit**

- Authors should submit their manuscripts on CD or Flash drive

❖ **Manuscript Format and Preparation**

- **General-** Articles published by Colorado Railroad Museum are expected to meet scholarly expectations in both formatting and content.
- All submissions should include, in the following order: **(1) title page, (2) main text, (3) endnotes, (4) acknowledgements, (5) references, (6) tables, and (7) figures. All pages must be typed and double-spaced (including notes and references) using 12-point Times New Roman (or similar) font. Please use a 1-inch margin on all sides.**
- Endnotes should be used instead of footnotes, and endnotes should be used sparingly.
- **Language-** All documents must be written in English, using correct diction, syntax and grammar. Chicago Manual standards for spelling and punctuation are preferred plus any further style guidelines the museum may include
- **Blinded Title Page-** for all new submissions and revisions, the first page of the manuscript should be a blinded title page (author[s] names and affiliations should be removed). Include title, total word count (include all text, notes and references; do not include word counts for tables of figures), number of tables, number of figures.
- **Text-** The text of the manuscript should begin on a new page headed by the full title.
 - **Headings and Sub-Headings** in the text indicate the organization of content.
 - **Abbreviations and Acronyms** should be defined at first mention and used consistently thereafter
 - **Citations** in the text should provide the last name of the author(s) and the year of publication. Include page numbers for direct quotes or specific passages.
- **References-** References follow the text in a separate section headed “REFERENCES.” All references cited in the text must be listed in the reference section.
- **Tables-** Number tables consecutively throughout the text. Insert a note in the text to indicate the placement (e.g., “Table 1 about here”). Type each table on a separate page. **Tables must be in an editable format.**

- **Figures-** Number figures consecutively throughout the text. Insert a note in the text to indicate placement (e.g., “Figure 1 about here”⁰). Each figure should include a title of caption, and please make sure to identify all elements found in the figure in the caption.
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