

*Norwegian-American Studies: The Journal of
the Norwegian-American Historical Association*

Author Submission Guidelines

I. Content of the Journal

Norwegian-American Studies invites submissions related to all aspects of the Norwegian-American experience, but does not normally publish family, institutional, congregational, or oral histories. Research on new topics as well as new approaches to older subjects are welcome.

Possible contributions to the journal include:

Original Research Articles

Norwegian-American Studies invites submissions of article-length manuscripts that advance the Norwegian-American Historical Association's (NAHA) mission to interpret the Norwegian-American experience. Articles published in *Norwegian-American Studies* are peer-reviewed. After the editor determines the submission is suitable for publication, it is sent to outside experts for peer review. This process is double-blind. The work is then either accepted for publication, returned with suggestions for revision and resubmission, or rejected. Please allow at least three months for review.

Word count: Between 5,000 and 11,000 words total including abstract, tables, endnotes, references, figure captions, etc.

Photograph Feature

Each issue of *Norwegian-American Studies* opens with a photographic feature. The journal invites submissions of a photograph related to all aspects of the Norwegian-American experience along with an accompanying essay. The essay should introduce the meanings and significance of the photograph and connect it to relevant historical, social, political, religious contexts.

Word count: Up to 350 words

Works in Progress

The journal welcomes submissions of “works in progress.” “Works in Progress” are not peer-reviewed, but rather offer authors the opportunity to inform readers of a new project they are working on and solicit feedback on emerging ideas. Graduate students as well as professionals are encouraged to submit to their work.

Word count: Up to 1,500 words

Teaching and Learning

The journal aims to publish the best work being done in the field of Norwegian-American studies. This section of the journal highlights the work of teaching and learning. Possible submissions may include:

- Reflections on teaching Norwegian-American studies
- Discussion of particular class activities or assignments related to Norwegian-American studies
- Student writing, including short papers written by undergraduate or graduate students in a course related to Norwegian-American studies, reflections on student/faculty collaborative research on Norwegian-American studies, reflections from students on taking courses related to Norwegian-American studies

Word count: Up to 4,000 words

II. Submission Details

Each submission should include two files: a manuscript file and a file with relevant low-resolution images. Send both files as email attachments to naha-editor@stolaf.edu. Files must be Microsoft Word or Microsoft Word compatible.

Manuscript File

The manuscript should include a cover page with the author's name and contact info, the word count of the article, an abstract of no more than 200 words, and an author biography of no more than 50 words. Do not include the name of the author on any page except the cover page.

Authors guarantee that all work is their own, that anything quoted or paraphrased from another source is properly cited, and that all direct quotations have been carefully checked for accuracy and reproduced exactly as in the original source. NAHA uses endnotes in its publications. Manuscripts should be typed and double-spaced throughout, including quotations and notes. Use Times New Roman font, point size of 12. Use at least a 1" margin. Consult *The Chicago Manual of Style* and NAHA's style guide regarding other matters of technical style and citation formatting. Where *The Chicago Manual* and NAHA guidelines conflict, NAHA guidelines take

precedence.

The Journal reserves the right to edit submissions after they have been accepted for style, clarity, and length. Typically, they will not be returned to the author for approval or proofreading. Extensive editing will be done in consultation with the author.

Previously published material or material in consideration for publication elsewhere will not be considered. Authors are responsible for obtaining permission to reproduce any material in which they do not own copyright, including images, photos, figures, or content credited to a third party that they wish to use, which fall outside of the fair use provisions described in U.S. copyright law.

Image File

Initial submissions should include a separate Microsoft Word or Microsoft Word compatible file with relevant low-resolution images inserted and numbered consecutively. Include working drafts of captions and credits. When referring to an image in the manuscript, place references in parentheses at the end of the sentence in which the image is first discussed, e.g. (Figure 1). Do not use “see” unless referring to an illustration previously referenced.

Do not format the manuscript with embedded art or images. Instead, the author should indicate placement of the images listed in the separate file with “callouts” in the manuscript. The callout should be bracketed, in bold type, in all caps, and centered on the page. The callout should always appear **after** the paragraph in which the illustration is described:

A much-reproduced postcard of the time shows the south side of Pine Avenue fenced by a rather primitive wooden palisade (Figure 1). Montrealers arrived at the hospital by foot or by horse-drawn carriage, past a tiny polygonal gatehouse that marked the entrance to the site from the busy, steeply sloped, urban thoroughfare.

[INSERT FIGURE 1 NEAR HERE]

Upon acceptance, the author will be asked to secure permission for use and submit images that fulfill specific resolution and size requirements.

Author Copies

Upon publication, University of Minnesota Press will provide contributors with one free copy of the issue of *Norwegian-American Studies* in which their contribution appears. Additional copies can be requested from NAHA.