

## 2021 Article Submission Packet

### *Historically Jeffco*

An annual magazine published by the Jefferson County Historical Commission

## Theme: Education and Diversity

Note: We welcome articles on other topics related to preservation and the history of Jefferson County.

➔ **Deadline for the completed Article Submission Packet is May 1, 2021** ←

**Please submit completed packet to Bonnie Scudder - [bscudder1@comcast.net](mailto:bscudder1@comcast.net)**

### Packet requirements:

- Article
- Completed Photo Submission Worksheet (page 3)
  - Proposed photos (images): Each photo saved and named as a separate file.
- Signed/dated 'Release of Copyrighted Material' form for each photo/image. (page 4)

**NOTE:** If an article requires significant edits, it will be returned to the author for verification, along with a request to be returned within a specific time frame.

### Article Guidelines

- **Ideal** article length = 700-1,000 words; maximum 2000 words.
- **Ideal** # of photos = 5-8.
- Use Microsoft **Word** for all copy and photo captions.
- **Do not** number pages.
- **Use Single space.**
- Use one of the following **fonts**: Calibri, Arial or Times New Roman.
- Use **one space** after period at end of sentence.
- **Do not** include **links to external content** unless part of a citation.
- Okay to use "**Jeffco**" for "Jefferson County."
- **Do not** insert photos into your Word document. **Save each photo as an individual and separate file.** You may supply a separate copy of the article with photos or text boxes as placeholders to show where each photo is relevant to the text.
- Please make sure that all **sources and references** used are properly cited in the "**Work Cited**" section at the end of your article. Indicate the use of sources in-text for quoted or paraphrased material.

For reader consistency and clarity, *HJ* uses the **Associated Press Stylebook**. There are many quick reference guides to AP style available online, such as:

<https://www.codot.gov/business/grants/safetygrants/documents/APStyleGuideCheatSheet.pdf/view>

## **“Photo Submission Worksheet” Instructions:**

### **Worksheet Column Instructions:**

1. Photo number
2. Provide a brief description of each photo to easily identify it (e.g., “2 girls riding a pony”).
3. Provide correct wording for photo credit/ (e.g., Jefferson County Archives, not Jeffco Archives). This is the “courtesy of” type of info, often dictated by the photo’s owner. Please note if it is Public Domain.
4. Provide date the signed “Release of Copyrighted Material” was obtained.
5. Provide image resolution (ppi), if you know it.
6. Provide photo caption as you wish it to appear with the article (it may be edited for length/clarity).
7. Provide any notes about the photo (e.g., Still seeking image with better ppi).

We encourage photos and images of any kind, including maps which best illustrate the article’s content. Photos help to bring the articles to life. *HJ* is published using offset printing which requires photos to be of high resolution. *The higher the resolution, the greater the image detail.* Most photos seen on a computer screen look fine at very low resolution, commonly 72 pixels per inch (ppi), however, when a photo is going to be offset printed, it must be at least 300 ppi, which is the minimum quality standard for printing photos.

**Original prints or negatives** of photos are best since they can be easily scanned and still retain their original sharpness. If digital photos are available, always request the highest resolution available. NOTE: Printouts from an inkjet printer or copier are NOT acceptable.

Be sure not to modify or crop a photo. If you wish to use a photo from a website, please contact the owner for permission to use the photo and ask for a high-resolution scan of the image. Include a credit for the photo.

## **Do’s for Photo Submissions**

- DO try to locate the most original version and/or the largest size of the photo.
- DO scan to the scanner’s highest resolution available, if you’re scanning the photo yourself.
- DO scan to TIF or JPG in highest quality available (largest file size). NOTE: TIF files will be very large. Thus, save to uncompressed TIF format, if available.
- DO obtain full credit and attribution for each photo.

**Need Help?** If you find the perfect photo but it’s too small, or you haven’t been able to get permission from the owner, or you need help with how to get an acceptable file size or format, or have any other questions, please **contact Bonnie Scudder for assistance at [bscudder1@comcast.net](mailto:bscudder1@comcast.net).**

**2021 Historically Jeffco Photo Submission Worksheet**

Complete one form per article

Date of Submission:	Article topic/working title:	
Author name as you wish it to appear in <i>HJ</i> :	# of proposed photos to accompany article:	# of words in article:

PLEASE REFER TO INSTRUCTIONS ON PREVIOUS PAGE

1	2	3	4	5	6	7
Photo #	Photo Description	Credit(s)	Date Release Obtained	Resolution	Photo Caption	Notes

**RELEASE OF COPYRIGHTED MATERIAL**

**To the Jefferson County Historical Commission for Use in *Historically Jeffco* Magazine and Other Non-Profit Promotions of the History of Jefferson County, Colorado**

I, \_\_\_\_\_, do hereby give Jefferson County Historical Commission (JCHC) permission to use my intellectual property (photographs, articles, images, artwork, etc.), listed below:

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I certify that I am the owner of these materials and authorize JCHC to use them in such a manner as may best serve the educational and historical objectives of their research. This can include publication in *Historically Jeffco* magazine, inclusion in a display poster, or in online content, provided this use is not for profit, promotes the history of Jefferson County, and is credited as indicated below.

In giving this permission, I voluntarily release the materials for use by JCHC with the understanding that I will maintain my copyright outside of the situations listed above.

- I do not need/wish the items to be credited.
- I would like the items specified above to be credited as follows:

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**Donor Signature**

**Date**