

## ***Clio* submission process for Spring 2024**

The deadline for initial submissions is Monday, February 5, 2024, at 11:59 PM.

Please email submissions in Microsoft Word format (.doc or .docx files) to [cohenaj@csus.edu](mailto:cohenaj@csus.edu) with the subject line "*Clio* Journal Submission." Please ensure that all personal information is removed from the content of your paper to maintain anonymity throughout the review and selection process.

Please include your full name, address, csus.edu email address, and the best email address to reach you by in the body of the submission email but NOT in your paper.

### **Sample submission email:**

Dear *Clio* Selection Committee:

Please find attached to this email my submission for the 2024 *Clio* History Journal, entitled "[Your Title Here]." I have attached it in MS Word format and ensured that my name, instructor, class identifiers, and other personal information have been removed from the paper. I understand that if my paper is selected and I choose to go through the publication process that I am making a **semester-long commitment** to the process for the Spring 2024 semester. I will remain available to the *Clio* staff to assist and comment on editing my paper from submission to publication."

Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

[Your Full Name]

[\[YourEmailAddress@csus.edu\]](mailto:[YourEmailAddress@csus.edu])

[Home Address]

[Other Email Address]

### **Paper format**

Papers that do not conform to the following guidelines may not be accepted.

All *Clio* submissions must:

- Use footnotes and adhere to the Chicago Manual of Style: <https://www-chicagomanualofstyle-org.proxy.lib.csus.edu/home.html>
- Contain a clear thesis statement
- Be double spaced and contain page numbers
- Obtain permission for all copyrighted photographs, images, and other materials before final publication

Original research essays must:

- Consist of an informative and analytical paper based on primary sources and reflecting a new addition or interpretation of historical studies

- Effectively utilize both primary and secondary sources with approximately half or more of those sources coming from primary research
- Have between 8,000 and 12,000 words (including footnotes)

Shorter written essays (e.g., historiographic essays or movie, game, graphic novel, and local art exhibition reviews) and other original works that contain a historical theme (e.g., poetry, short stories, art) may be considered at the discretion of the editors.

### **Selection and editorial process**

Your submission will be reviewed by the editorial staff, and you will be contacted by email whether your paper has been selected or not. Please understand that we receive many worthy submissions each semester, always more than we can fit within the journal, so your submission may be passed over for several reasons, including, but not limited to, fit within a theme, whether you have been published in previous editions of *Clio*, relevance to current events, or appropriateness of content. The *Clio* staff reserves the sole right of paper selection, but trust us, we really want to publish your work!

If your paper is selected, please note that your paper will evolve throughout the editing process! Fret not! You will be working in concert with your assigned editor(s) to modify the format of your paper in preparation for publication at the end of the Spring 2024 semester. We recognize and assure you that the final paper will absolutely be your work--we will not ask you to change the content or tone of the paper unless it is appropriate, and you will retain final approval authority over any changes to your paper. Just remember, we retain final approval authority for what is selected to be published. Our editing process is designed to create consistency, to adhere to publication requirements, and to follow professional historical journal standards.

If your paper is selected, there will be deadlines to complete the editing requests from your editors. If you receive communication requesting specific edits, you must respond to the editor within one week of the request. Failure to communicate efficiently with your editor may jeopardize your paper's publication in *Clio*. In order to meet publication deadlines we have set for typesetting and printing, we must ensure effective communication between our editing staff and selected authors. You will also be expected to write an abstract and a short academic bio.

### **Publication and obtaining copies**

Once the editorial process is complete, as an author selected for publication, you will receive several complimentary copies of *Clio*.

Sincerely,

The *Clio* Editorial Staff