Forest History Society of Ontario (FHSO)

Guidelines for Submitting Material for FHSO Journal "*Forestory*"

Article Content - must relate to forest/forestry history of Ontario
- Ecological history (e.g., species, fire, climate change)
- Political history (e.g., Britain's need for square timber and the extraction of white pine)
- Social/cultural history (e.g. settlers view of the forest led to forest destruction)
- Law/policy development (e.g., Crown Forest Sustainability Act / Old Growth Policy)
- Program development (e.g., forest fire, natural heritage, forest management)
- Influential people (Edmund Zavitz, J.R. Booth; current obits)
- Personal recollections (e.g., how working in Algonquin Park affected a person's future path)
- Events (what, why, when, where, who)
- Archives/museums (e.g., key holdings or artifacts)
- Resources (e.g., key books, websites)

History is about "What", "Why" and "Who". Factors related to the environment at the time of the historical event and leading up to the event, including ecological, political, social and cultural influences, need to be considered. Often, specific individuals are key to the event and this factor also needs to be considered.

Article Length
- Suggested length is 1 - 3 pages (500 to 1500 words)
- However, longer articles are acceptable if the author so desires and the topic warrants the longer length

Article Format
- Any format that can be imported into, or read by, MSWord 2010
- Single spaced
- No paragraph indents
- One line space between paragraphs
- Double spaces after period concluding a sentence
- No pagination
- Preferred font – Arial 12
- No special word processing features such as locking photos in place

References
- All factual articles must contain appropriate references and must be referenced appropriately
- References are to be in the Chicago style; see online reference site: http://www.chicagomanualofstyle.org/tools_citationguide.html
- MSWord 2010 also has a bibliography tool that produces the appropriate style; or entering references into the FHSO publications database will also produce the appropriate style: http://www.ontarioforesthistory.ca/publications/submit.php

- References should be checked on the internet for accuracy of information in the following fields (author(s), title, place of publication, publisher, date)

Photographs
- Format: '.jpg' , '.tiff' or '.png'
- Resolution: minimum 96 dpi
- Caption: required
- Ownership: required
- Permission to use: required

Timeline for Submission
- Spring issue - first draft by April 1; final draft by April 30; publication date – May 15th
- Fall issue - first draft by October 1; final draft by October 31; publication date – November 15th

Author Information
- Name of author(s) (e.g., R.D. Jones, Robert J. Jones)
- If an author wishes - an academic degree or professional designation can be provided
- A one or two line biography of the author

Submit To: "*Forestory*" Editor (Sherry Hambly) at fhsoed@bell.net

Review Process
- The editor reviews the submission and replies to the author(s) on suggested changes, if recommended
- The editing process may take more than one review
- A final draft of the article is submitted by the editor to the author's(s') for review and acceptance
- The final version is posted on the FHSO website under Publications tab "Journal"
- An email is sent to all authors indicating the final version is posted, along with a link to the post
- A hardcopy of the issue is provided to the author(s) – information on how to obtain a hardcopy is provided in the email sent out with the completed issue