***Rochester History***

Submission guidelines

*Rochester History* is a peer-reviewed biannual journal produced by the Central Library of Rochester & Monroe County in partnership with Rochester Institute of Technology’s Department of History. It is published by RIT Press in both print and interactive digital formats. The journal is funded in part by the Frances Kenyon Publication Fund, established in memory of Ms. Kenyon’s sister, Florence Taber Kenyon, and her friend Thelma Jeffries.

The journal publishes deeply researched and engaging articles that explore a wide variety of diverse and inclusive historical topics and perspectives pertaining to Rochester, Monroe County, and Western New York. We encourage you to review previous issues: <https://roccitylibrary.org/digital-collections/rochester-history/>.

Beginning in September 2022, *Rochester History* also includes reviews of recent work, such as books, exhibits, films, and digital projects, as well as two special features, “ROC Artifact” and “Teaching the ROC.”

Please carefully review the guidelines for the type of submission you wish to contribute:

Articles

Digital Content/Viewing the ROC

ROC Artifact

Teaching the ROC

Reviews

**Articles**

The journal invites submissions of manuscripts that further its mission of increasing knowledge of and interest in local history and culture, with an emphasis on topics that highlight the region’s diverse populations, and of placing local issues into a national or global context. The editors particularly encourage articles that explore topics and populations that are underrepresented in mainstream historical narratives. Twentieth- and twenty-first-century topics also are welcomed.

Articles should be between 6,000 and 7,000 words, not including headlines, photo captions, endnotes, and credits. The author’s name and contact information, including name, address, phone number, and email address, should appear on a separate cover page.

Articles are subject to anonymous peer review. Authors may be asked to revise their work based on reviewers’ feedback before editors accept an article for publication. The journal’s editors reserve the right to edit articles to conform to the journal’s style. The editors are the final arbiters of usage, grammar, and length.

Authors agree not to publish elsewhere, without explicit written consent, an article accepted for publication in *Rochester History*.

Transcribed, edited, and annotated documents and other unpublished primary materials about the region’s history also are welcome. This might include memoirs, diaries, or collections of letters. Primary source submissions should be accompanied by a short essay explaining where and how the original materials can be accessed and discussing their research value. For short primary source submissions, please see the guidelines for ROC Artifact.

Text

Articles should be submitted electronically as an email attachment to [HistoryJournal@libraryweb.org](mailto:HistoryJournal@libraryweb.org).

They should be in Microsoft Word or .rtf format on 8.5”x11” pages with 1-inch margins on all sides. Use double-spaced 12-point Times New Roman Font for text and notes. All text, including quotations, and notes should be double spaced. Please include up to eight appropriate subheadings throughout the text.

Authors should follow the Chicago Manual of Style, 17th edition. Notes must be numbered consecutively and appear in a separate section at the end of the article.

Author Biography

Authors should submit a brief autobiography of no more than 100 words outlining their background, qualifications, and expertise in the subject area about which they are writing.

Images

Authors are encouraged to supply relevant artwork (photographs, line drawings, maps, charts, etc.) to accompany their articles. Each issue of *Rochester History* can accommodate 15-20 images. Each image must be accompanied by an appropriate caption and credit line.

Images should be submitted electronically in a high-resolution .jpg or .tif format, 300 dpi or better at 5” x 7”. Each image should be numbered. Captions and credits should be numbered to correspond with the images and submitted in a separate Microsoft Word or .rtf file. Within the text of the manuscript, use brackets, image numbers, and bold text to identify where each image should appear. **[Image 1]**

The author is responsible for obtaining permission to publish any copyrighted material in a form acceptable to RIT Press and for incurring all charges related to inclusion of the material. The author also is responsible for providing full and proper credit to the institutions and individuals granting permission.

Digital content

*Rochester History* journal is published in both print and interactive digital formats. Authors are encouraged to provide (or recommend) supplemental digital content to accompany their articles. Such content might include interactive maps, audio or video clips, or 3D scans of objects. Authors should discuss their ideas with the editors prior to submission.

The journal also welcomes ideas for digital-only content. This might include podcasts featuring interviews with authors, creatives, experts, or subjects, videos highlighting historic Rochester, or interactive historical games. Again, creators are encouraged to contact the editors with their ideas.

**ROC Artifact**

ROC Artifact is a feature that highlights an image of an object, document, or map, accompanied by a short essay (750–1,000 words). The writing should be engaging and informative. The essay should explain the artifact and discuss why it is important to the history of Rochester. Alternatively, the feature may also present a short transcribed, edited, annotated document or other unpublished primary material about the region’s history. For example, brief correspondence. In this case, the accompanying essay should discuss the materials’ research value and explain where and how the original materials can be accessed.

Essays should be submitted electronically as an email attachment to [HistoryJournal@libraryweb.org](mailto:HistoryJournal@libraryweb.org).

They should be in Microsoft Word or .rtf format on 8.5”x11” pages with 1-inch margins on all sides. Use double-spaced 12-point Times New Roman Font.

Images should be submitted electronically in a high-resolution .jpg or .tif format, 300 dpi or better at 5” x 7”. The author must provide a caption and credit line for the images provided. The author is responsible for obtaining permission to publish any copyrighted material in a form acceptable to RIT Press and for incurring all charges related to inclusion of the material. The author also is responsible for providing full and proper credit to the institutions and individuals granting permission.

**Teaching the ROC**

Teaching the ROC is a feature intended for educators of history either at the middle or high school levels, at universities, or in museum settings. This feature can incorporate a variety of content, including lesson plans utilizing pedagogical best practices, ideas for utilizing primary source materials in a classroom setting, or suggestions for using new media or new technologies to teach Rochester history. We are interested both in the actual mechanics of craft and in the intellectual exploration of the benefits of using local history to engage students in our classrooms. *Teaching the ROC* strives to provide a forum for sharing problems and strategies to enhance our common mission as educators to incorporate Rochester history into our classrooms. *Teaching the ROC* should be written in an engaging manner and need not include footnotes. Authors interested in submitting a *Teaching the ROC* feature can be teachers themselves, museum educators, librarians, archivists, or public or academic historians.

Text for Teaching the ROC should be submitted electronically as an email attachment to [HistoryJournal@libraryweb.org](mailto:HistoryJournal@libraryweb.org). The article should be in Microsoft Word or .rtf format on 8.5”x11” pages with 1-inch margins on all sides. Use double-spaced 12-point Times New Roman Font.

Authors are encouraged to submit images to accompany their Teach the ROC article. Images should be submitted electronically in a high-resolution .jpg or .tif format, 300 dpi or better at 5” x 7”. The author must provide a caption and credit line for the images provided. The author is responsible for obtaining permission to publish any copyrighted material in a form acceptable to RIT Press and for incurring all charges related to inclusion of the material. The author also is responsible for providing full and proper credit to the institutions and individuals granting permission.

**Reviews**

Reviews of a single work generally should be around 800–1200 words in length. Review essays, bringing multiple sources together into conversation with one another, offer an opportunity for more reflective and expansive engagement with the works under consideration. Such essays may be up to 5,000 words in length.

*Book Reviews*

*Rochester History* publishes reviews on historical works pertaining to the greater Rochester area and Upstate New York history, as well as works on contemporary topics of particular interest to the greater Rochester area.

Any review should offer a consideration of the following. Who is the author? What are the author’s qualifications? When was the book written? How does it fit into existing scholarship on the subject? What is the book’s basic argument? What is the methodology of the book? What evidence is offered in support of the argument? How skillfully, imaginatively, successfully, and persuasively has the author used that evidence? Is the book well-written and engaging? What is the significance of this book? And what is your critical assessment of it? Be sure that you are judging that book that the author actually wrote and not simply complaining that you wish the author had written a different book altogether.

*Exhibit Reviews*

Reviews of regional exhibits with a particular focus on local issues or by local artists are especially encouraged. Exhibit reviews provide an archival record of what is usually an ephemeral project and should be analytical, rather than descriptive, in nature. We seek reviews of exhibits in institutions with a large public profile, as well as exhibits mounted in smaller institutions or in non-traditional locations, such as community or neighborhood centers.

In reviewing exhibits, reviewers should explain the intended purposes and audience of the exhibition, as well as the institutional context in which the exhibit was produced. Reviewers may contact the curator to gather information on the exhibition's goals, its audience, and the conditions (budgetary, social, and the like) under which it was mounted.

The review should briefly report on the exhibit itself (its subject matter, main themes, and form) as well as evaluate its overall effectiveness. That evaluation should consider both the content of the exhibition, and the effectiveness of its presentation and overall design. When appropriate, consider the exhibit within the larger context of scholarship in history and/or in museum interpretation. Evaluate the exhibition’s accessibility for visitors with mobility and sensory disabilities. Finally, if a book or catalog was published to accompany the exhibit, that volume should be reviewed as well.

*Film and Digital Project Reviews*

In reviewing media materials, reviewers should seek to explain the intended purposes and audience of the work, as well as the context in which it was produced. Film reviewers should briefly report on the subject matter and main themes presented in addition to evaluating the work itself. Evaluation should take into consideration the content, setting, and the effectiveness of presentation (e.g., visual quality, conveyance of text, use of sound, and the meshing of these components). Reviewers should also pay attention to other aspects of the work, such as experimentation and the constraints of the medium. For example, audio and video materials often have less opportunity for exposition and documentation than books. Does the project stand without these? Or is further information needed?

Examples of digital projects include digital history projects, digital exhibits, online archives, digital scholarship, apps, podcasts, and blogs. The purposes of the digital history projects can vary significantly. An online exhibition or a digital narrative may be directed at a largely scholarly audience or may be oriented toward a more broadly public audience. It would be unfair to fault a popularly oriented website for failing to trace the latest nuances in scholarship, but it would certainly be fair to note that the creators had not taken current scholarship into account.

Reviewers should be sure to address the following questions in a review of any digital media project. What is the purpose of this work? Who is the intended audience for this project? In general, digital history projects should be judged by the quality of their interpretation: What version of the past is presented? Is it grounded in historical scholarship? Is it original in its interpretation or mode of presentation? Again, the goal of the review is to provide guidance to potential readers, whether those readers be teachers, scholars, or citizens.

In all such digital sources, questions of navigation, presentation, and accessibility are paramount. Reviewers should evaluate the content, form, effectiveness, and accessibility of any digital project. Is the digital resource easy to navigate? How easy is it to find specific materials? Does it function effectively, or are aspects cumbersome or confusing? Does it have a clear, effective, and/or original design or approach? What does it provide that traditional media, such as a book or an exhibition, cannot? Does the digital format allow the creators of the project to do something different or better than more traditional formats? Have the creators of the project made effective use of the medium?

Additionally, in reviewing podcasts and blogs, it is especially important that readers understand the intended purposes and audience of the work and the context in which it was produced. Podcasts are often episodic series, and individual podcasts should have an organizational structure that works well for the topic discussed. Blogs provide periodic short essays in an online environment and generally offer the opportunity for comment. Both often allow listeners/readers to subscribe or follow. Podcasts and blogs can be produced by a single individual, a group, or an organization. Both blogs and podcasts may have accompanying digital forms, and reviewers should give these consideration, as well. Blogs ought to be organized in an intuitive, easy-to-navigate manner. Podcasts may have accompanying websites that also should be easy to navigate. We encourage reviewers to suggest podcasts and blogs for review.

Become a Reviewer

Advanced graduate students, junior and senior scholars, public historians, museum professionals, and independent scholars are all welcome to review for *Rochester History*.

If you are interested in becoming a reviewer, please email the editors at [historyjournal@libraryweb.org](mailto:rochesterhistory@libraryweb.org) and attach a resume or CV attached. Within the body of the email provide a brief list of related topics of interest you would like to review.

Works for review will be assigned based on listed topics, level of expertise, and availability of editions.