



THE FORUM

JOURNAL OF HISTORY
CAL POLY, SAN LUIS OBISPO

Submission Guidelines and Procedures

Thank you for your interest in submitting a paper to *The Forum*, Cal Poly's Journal of History. In order to ensure an objective and equal opportunity to all applicants, our Editorial Board has established the following procedural guidelines. Before completing the submission process, please verify that your submission complies with the designated requirements described in detail in the "Submission Requirements" section. Failure to comply with either the requirements or procedural guidelines will result in immediate exclusion from publication consideration.

Submission Guidelines and Procedures:

1. Submissions must not have been previously published or forthcoming in an archival journal or book (print or electronic). By submitting to *The Forum* the author agrees that the material is not under review by another journal (electronic or print) and will not be submitted to other publications until the completion of review/publication by *The Forum*.
2. All submissions must be accompanied by a completed "Submission Recommendation Form." This form is to be completed solely by the professor of the class for which the submission was written. Once signed and completed, forms must be submitted to *The Forum* mailbox in the front office of the history department (Faculty Office Building 47, Room 27).
3. If a paper is being sent from another university, the recommending professor may send the signed recommendation form electronically as a JPEG or PDF file. Recommendation forms sent electronically should have the subject line in the following format: **Recommendation Form: "Paper Title" by John Doe**. This option is only acceptable for non Cal Poly students.
4. Papers completed independent of any class must be approved and recommended by a faculty member of that student's university. The faculty member must have adequate credentials in the field addressed by the paper.
5. Papers must be submitted in electronic form as a Word document (.doc) to CalPolyforum@gmail.com. Documents must be compatible with Microsoft Word 2003. Exceptions will be made under special circumstances only.
6. The subject line of the submission e-mail must include both the title of the paper (abbreviated if necessary), the student's name, and the name of the recommender in the following format: **Submission: "Paper Title" by John Doe (Recommended by: Jane Doe)**
7. In some cases, the editors may request that an author revise and resubmit their manuscript. In such instances authors will have no more than three weeks to send their revised submission. Toward the end of the open submission period, revisions may need to be completed sooner to meet the publication deadline. Authors may resubmit after the deadline but will be placed in the applicant pool for the next submission period. All revised manuscripts should be labeled in the following format: **R+R Submission: "Paper Title" by John Doe**.