

## INFORMATION FOR *BULLETIN* CONTRIBUTORS

We welcome your submissions to the *Bulletin*. If you have additional questions about submissions, please do not hesitate to contact the French-language and English-language editors.

The *Bulletin* is published three times a year by the CHA. The deadlines for submissions are 15 February, 15 June and 15 October. All submissions for the *Bulletin* should be sent directly to both editors, if possible, or to the CHA coordinator. Typically, the *Bulletin* is published 4 weeks after the deadline – this allows for translation and other delays. The *Bulletin* is placed online on the CHA website at the time of the publication of the next number. The *Bulletin* is produced by volunteers. Copyright is held by the CHA.

All submissions should be carefully edited before they are sent to the editors. Spellings of all proper names should be checked. Light copy editing may be done by the editors, but all *Bulletin* submissions are expected to arrive in print ready condition. The editors may wish to reduce the length of a submission in consultation with the author.

All submissions should include the full name of the author, their institutional affiliation (if any), and contact information including telephone number.

### ARTICLES

Articles are normally about 800 words in length but longer or shorter articles are accepted. A journalistic style is preferred with few, if any, footnotes.

The *Bulletin* is first and foremost the newsletter of the CHA bringing you information about the association's activities. This includes reports and updates from CHA council members and everything related to the annual conference and general meeting. In addition, we seek to publish articles on a broad range of subjects of interest to practicing historians in Canada. Unusual research projects, controversies in public history or thoughtful reviews of museum exhibits, historic sites or any other place that might be of interest to our membership, could provide the basis for a great article for the *Bulletin*. We welcome your ideas.

Currently, we have two feature columns that appear in every issue. These are: History on the Web and a column prepared by the Graduate Student Liaison. Would you like to be a *Bulletin* columnist?

### OBITUARIES

Obituaries are accepted for any historian (academic, public or other) that spent his or her working life in Canada, for historians outside of Canada whose work dealt in some respect with Canadian topics, and former members of the CHA.

Obituaries should be less than 800 words in length and focus on the professional life of the individual. The author or source must be identified. Photographs are welcome and should be in a conventional digital format such as jpeg (300 pixels or more). Please provide a photo credit.

### OTHER ITEMS

We regularly print calls for papers, information for upcoming conferences, and report new exhibits at museums, universities and historic sites. Please send your information directly to the editors. Some of this information may also be posted on the website.

We annually publish an issue focusing on history departments at universities and colleges across the country. "News from the Field" is collected in the fall through request made to chairs of departments.

### ILLUSTRATIONS

Only photographs and images for which copyright has been obtained can be used. Authors who submit photographs, etc. must have approvals in advance. All should be sent electronically in a digital format.

Prepared by A. Mosquin, August 2008