

## INFORMATION FOR AUTHORS

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*The Forum* welcomes submissions from currently enrolled or recently graduated students from all accredited colleges and universities. Submissions must be historical in nature and should be sent electronically to [calpolyforum@gmail.com](mailto:calpolyforum@gmail.com) in accordance with the stated requirement and procedures available on our website: <http://calpolyforum.wordpress.com>. The following summary explains our policies but should not be considered exhaustive.

**Editorial Procedure:** All submissions to *The Forum* are read and evaluated by a panel of three editors using a double-blind review system. All decisions rest with the executive editor(s) and the faculty advisor based upon the needs of the journal. The editors may request revisions and, where appropriate, reserve the right to make adjustments to the text.

**Style:** Excluding book reviews, all submissions should follow the Chicago Manual of Style (Turabian) and cite all sources using footnotes. Papers should also include a complete bibliography of all works cited. Book Reviews should use parenthetical citations.

**Length:** Upon initial submission, book reviews should be between 500 and 800 words. All other submissions should be between 1,500 and 5,500 words, exclusive of footnotes and bibliography. Submissions for the Senior Project section of the journal may exceed the maximum length requirement. Hist-100 primary source papers should be between 1,500 and 2,000 words.

**Recency:** All papers must have been written within one year of their submission. Therefore, a paper submitted during fall term must have been written no earlier than the previous fall term.

**Recommendation:** All submissions must be accompanied by a recommendation form. Typically, this form must be completed by the professor of a class for which a paper was written. In rare cases, the editors may waive the recommendation requirement. Please see our website for complete information.