

# INFORMATION FOR AUTHORS

*The Forum* welcomes submissions from currently enrolled students or recent graduates of Cal Poly. Submissions must be historical in nature and submitted via the form on the History Department website: <https://history.calpoly.edu/students/forum-journal-history>.

Please review the following processes and policies.

**Editorial Procedure:** All submissions are read and evaluated by a panel of editors using a double-blind review system. All decisions ultimately rest with the Executive Editor and faculty advisor based on the needs of the journal. The editors may request revisions and reserve the right to make adjustments to the text. The Executive Editor also reserves the right to publish any work that is submitted to *The Forum*, unless the author chooses to rescind their submission and notifies the Executive Editor before publication.

**Style:** All submissions should follow the latest version of Chicago Manual of Style (Turabian) and cite all sources using footnotes. Papers should also include a complete bibliography sectionally organized by primary and secondary sources.

**Recency:** All papers must have been written no later than one year prior to their submission.

**Recommendation:** All students looking to submit their work must first ask their professor for which the paper was written to fill out a recommendation form. The Executive Editor reserves the right to waive this requirement depending on the needs of the journal.