Dakota County Historical Society Authors' Guidelines for *Over the Years* history magazine

*Over the Years* welcomes submissions of articles and edited documents dealing with the social, economic, political, intellectual, and cultural history of Dakota County. The editors in particular seek investigations into new and timely topics or new approaches to older subjects. Recent historical subjects are welcome.

Articles should be written for an intelligent but non-specialist audience. They should have a strong narrative or story line that carries readers along to the end of the article. Endnotes for direct quotations and for facts, figures, and dates from primary and secondary sources are essential.

Articles range from 1.5 to 12 pages in length (approximately 500 words/page, single spaced with one inch margins) not including endnotes, in 12 point Times New Roman. Occasionally longer articles are accepted if they are unusually significant, but articles within the page limit are preferred. The magazine's style guide is the most recent Chicago Manual of Style.

Authors of articles accepted for publication will be paid $50 - $100 for a 1.5 - 2 page article; $150 - $200 for a 3 - 6 page article; and $300 - $400 for a 8 - 12 page article. Authors are paid upon acceptance of the manuscript for publication.

Photocopies of interesting photographs and other possible illustrations should be submitted with the manuscript. Manuscripts and illustrations will not be returned to the author.

**Copyright**

Contents are copyrighted to the Dakota County Historical Society, the publisher of *Over the Years*. In the interest of making historical material readily available to the public, it is desirable for the Society to hold copyright for *Over the Years* articles. The Society will grant you permission to reprint an article you originally wrote.

Send two copies of a single-spaced manuscript and single-spaced footnotes. Include a cover letter with your name, address, email, and phone number; the article's word count; and a 100-word summary of the article's focus and significance. Mail to:

**Over the Years**
Dakota County Historical Society
130 Third Avenue North
South St. Paul, MN 55075

**Contact:**
Rebecca Snyder, Director of Research
rebecca.snyder@co.dakota.mn.us
651-552-7548
The following guidelines are used by reviewers to help guide the review process. Authors may find the criteria helpful in guiding their work.

Does this manuscript . . .

Have a pertinent subject? Is the topic likely to be interesting or meaningful to a significant proportion of *Over the Years*’ diverse readership, which includes professional historians, dedicated amateurs, and general readers of varied levels of expertise? Although it has a Dakota County focus, will it also be of interest to readers outside the area?

Show responsible scholarship? To what extent has the author explored and assimilated the published information relevant to the topic? Is the thesis explained or justified; is it well thought out; does it recognize and deal with opposing viewpoints or counter-arguments; is it based on, or does it include, misinterpretations or mis-statements? In other words, does the article merit the attention and respect of those who may not agree with it?

Contain innovative information? Does it make a significant contribution to the literature, or does it mostly repeat information already published elsewhere? Does it present innovative or creative insights, opinions, or syntheses? New factual or survey data?

Evidence familiarity with the subject? Does the author appear to know what s/he is talking about? Do lack of clarity, incompleteness and misunderstandings mar the presentation? Is the author in command of the topic and the level at which it is being addressed?

Have good organization, structure, and style? Is the article either too elementary or too sophisticated? Too sweeping or generalized or superficial? Too narrowly focused? Is the presentation logical, well organized, easy to follow, grammatical, literate? Are there places where it is hard to be sure of what the author is trying to say? Is the writing style either too casual for a formal publication or too complex to be pleasant to read? Might the article be more clear or useful if given a different structure: e.g., topical, chronological?

Dakota County Historical Society

Possible Subjects and Themes
We are interested in receiving manuscripts pertaining to, but not limited to, the following topics:

Personalities
Harold Stassen’s as County Attorney
Joseph Nicollet Zebulon Pike
Little Crow
Larry Hodgson, aka Larry Ho

Places
Historic Preservation Projects
Historic Neighborhoods
Waterways
Airports
Air Traffic Control Center (Farmington)
Pine Bend Refinery

Products, Industry & Innovation
Agriculture
Industrial/Business Histories
Dakota County Inventions
Transportation
Railroads
Stockyards & Related Industries
South St. Paul Redevelopment
West St. Paul Annexation
Sesquicentennial Farms

Institutions
Church Histories
Social Organizations
Dakota County Sheriff’s Department
Mineral Springs Sanitarium
State Asylum in Hastings

Other
Preservation of Rural Heritage
Veterans/Military Service
Historic Architecture
Ethnic Histories
Pastimes and Social Activities
Historic Dakota County Street Names
Women’s Suffrage
Civil Rights
Glacial formations of Dakota County