
HISTORICAL PUBLICATIONS LLC



AUTHOR & CONTRIBUTOR GUIDELINES

For magazines, books, reference works, websites, and special projects

Accuracy. Documentation. Material Culture. Readable History.

Welcome to Historical Publications LLC

Historical Publications LLC publishes informed, accurate, and visually compelling work for historians, collectors, researchers, preservationists, museum professionals, and readers interested in American military history and material culture. Our publications include *Civil War News*, *Military Antique Collector*, *The Rampant Colt*, books, reference works, websites, and special editorial projects.

These guidelines explain what contributors must provide, how manuscripts should be prepared, and how Historical Publications LLC evaluates, edits, documents, illustrates, and produces submitted work. They are intended to help authors avoid delays and move efficiently from assignment or submission through publication.

CONTROLLING AUTHORITIES

The author agreement or written assignment controls first. Historical Publications LLC house style controls next. *The Chicago Manual of Style*, eighteenth edition, is the general editorial authority. *Merriam-Webster's Collegiate Dictionary* governs spelling and hyphenation when house style does not specify a form.

Our editorial standard

We seek work that is original, factually sound, properly documented, readable, and useful. Strong submissions combine historical accuracy with clear storytelling and, when appropriate, precise discussion of weapons, uniforms, equipment, military organization, logistics, tactics, manufacturing, provenance, condition, and material culture.

Where to submit

Send material to the editor who assigned the work or to the submission address supplied by the publication. *Civil War News* submissions may be sent to mail@civilwarnews.com with the subject line "Submission - [Article Title] - [Author Surname]." For other Historical Publications LLC publications and book projects, use the address supplied by the assigning editor.

Important

An assignment, expression of interest, or request for revisions is not a guarantee of publication. Final acceptance depends on editorial quality, documentation, available space, rights clearance, production suitability, and the publication schedule.

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A condensed pre-submission checklist appears in Section 13.

1. What We Publish

Historical Publications LLC welcomes original work on American military history, firearms, edged weapons, artillery, uniforms, insignia, accoutrements, flags, military photography, archaeology, battlefield preservation, collecting, museums, historic sites, biography, unit history, manufacturing, logistics, provenance, and related material culture. The American Civil War is a principal focus, but selected publications cover subjects from the Colonial era through the Vietnam War and beyond.

Audience and prose level

The default style is readable publication prose: authoritative, conversational, and accessible to informed readers without sacrificing technical accuracy. Scholarly or academic prose may be required for a specific book, reference project, or documented research article. The assigning editor will identify that requirement.

Typical submission categories

Submission Type	Target Length	Purpose
News brief or field report	500-900 words	Timely event, preservation, museum, acquisition, or organizational news.
Short feature or department	900-1,500 words	Focused subject with a clear takeaway and limited source base.
Standard magazine feature	1,500-3,000 words	The normal range for a fully developed illustrated article.
Long-form feature	3,000-5,000 words	Major research, complex provenance, campaign, biography, or technical subject.
Artifact, firearm, or material-culture study	1,500-5,000 words	Detailed physical description, identification, provenance, comparison, and significance.
Book review	700-1,200 words	Critical evaluation of the work, contribution, evidence, and usefulness.
Review essay	1,500-3,500 words	Comparative discussion of several related books or bodies of scholarship.
Scholarly research article	By assignment	Documented study with extensive endnotes, bibliography when requested, and possible specialist review.
Book chapter or reference entry	By contract or assignment	Length, structure, illustration count, and documentation specified by the project editor.

Word counts normally include the article text and sidebars but exclude captions, endnotes, bibliography, and author biography. Do not exceed an assigned length without prior approval.

Subjects requiring advance approval

- Articles exceeding 5,000 words.
- Multi-part series, edited collections, book proposals, or complete book manuscripts.
- Articles centered on disputed authenticity, living persons, criminal allegations, ownership disputes, litigation, or contested provenance.
- Material containing substantial copyrighted quotations, privately owned correspondence, restricted archival material, or images with uncertain rights.
- Articles relying heavily on artificial-intelligence-generated text, images, reconstructions, or data processing.

2. Before You Submit

Originality and exclusive consideration

Submit only original work that is not under consideration elsewhere. Do not send the same manuscript to another publication while Historical Publications LLC is reviewing it. Disclose any earlier version presented as a lecture, conference paper, thesis chapter, newsletter article, website post, social-media series, catalog essay, or self-published work.

Prior publication and reused material

Previously published material may be considered only when the editor agrees that the new submission is substantially revised, newly researched, properly credited, and legally available for republication. Reusing your own previously published wording without disclosure may constitute redundant publication or self-plagiarism.

Authorship and acknowledgments

List as authors only those who made a substantial intellectual or creative contribution, reviewed the final manuscript, approved submission, and accept responsibility for the work. Research assistance, access to a collection, photography, routine editing, funding, or administrative help may be recognized in an acknowledgment instead.

Conflicts of interest

Disclose financial, professional, collecting, ownership, appraisal, auction, dealer, institutional, personal, or legal interests that could reasonably affect or appear to affect the article. Examples include ownership of the featured artifact, paid authentication or appraisal work, an upcoming sale, employment by an institution discussed in the article, or involvement in a provenance dispute.

Competing interests: The author owns the revolver discussed in this article and has previously provided paid consulting services concerning its provenance.

Assignments, deadlines, and communication

Confirm the assigned subject, publication, target length, illustration expectations, due date, and citation level before drafting.

Notify the editor promptly if the deadline cannot be met. Do not wait until the due date.

Do not materially change the assigned subject or scope without approval.

Keep copies of every submitted file, source note, permission, and image master.

Confirm rights, deadlines, permissions, complimentary-copy delivery, subscription information, and any approved expenses in writing.

CONTRIBUTOR COMPENSATION AND BENEFITS

Historical Publications LLC does not provide monetary compensation for contributed articles. Published contributors receive complimentary copies of the issue containing their work and a one-year extension of their subscription. Contributors should keep their mailing and subscription information current with the editor.

3. The Required Submission Package

Submit all required components together

1. **Cover email or submission letter.** Identify the publication, article type, title, word count, image count, and any unresolved rights or factual questions.
2. **Manuscript.** Submit a clean Microsoft Word .docx file.
3. **Endnotes or source documentation.** Endnotes are preferred but are not required unless the assigning editor requests them. When included, use Word's automatic endnote function.
4. **Illustrations.** Submit separate production-quality files; do not rely on images embedded in Word.
5. **Captions and credit lines.** Provide editable captions in a separate Word file or at the end of the manuscript.
6. **Permissions documentation.** Include written permissions, license terms, repository requirements, and exact credit wording.
7. **Author biography.** Provide 75-125 words unless another length is assigned.
8. **Author photograph.** Provide a recent, publication-quality headshot when requested.
9. **Required declarations.** Disclose conflicts of interest, prior publication, funding, and substantive AI use.

File naming

Use short, descriptive filenames that identify the author, article, and item number. Avoid “final,” “new final,” “scan,” or camera-generated filenames.

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Melton_GettysburgArtillery_Manuscript.docx
Melton_GettysburgArtillery_Captions.docx
Melton_Fig01_ParrottRifle.tif
Melton_Fig02_BattlefieldMap.pdf
Melton_Permissions.pdf
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Manuscript formatting

Microsoft Word .docx format.
 US Letter page size with one-inch margins.
 12-point Times New Roman, Liberation Serif, or another conventional serif font.
 Double-spaced text, endnotes, block quotations, and captions.
 Left-aligned text with a ragged right margin; do not fully justify.
 One space after periods and other sentence-ending punctuation.
 Automatic page numbers.
 When endnotes are included, use Word's automatic endnote function; never type note numbers manually.
 No manual hyphenation, text boxes, decorative borders, or elaborate page design.
 Track Changes turned off in the clean submission. Submit a tracked version only when requested.

Title page information

Complete title and subtitle.
 Author's name exactly as it should appear in print.
 Mailing address, email address, and telephone number.
 Institutional affiliation or professional description, if applicable.
 Main-text word count and number of illustrations.
 Short biography.
 Conflict-of-interest statement.
 Prior-publication statement.
 AI-use statement when applicable.

4. Writing for Historical Publications LLC

Voice and readability

Write for knowledgeable readers without assuming that every reader is a specialist. Explain uncommon terms briefly, but do not dilute accurate military or material-culture terminology. The prose should sound like an informed historian, collector, curator, or researcher speaking clearly to other serious readers.

Prefer direct, specific sentences over abstract or inflated language.

Avoid academic throat-clearing, unnecessary literature-review language, and long strings of qualifications.

Do not imitate another living or recent author's distinctive voice.

Avoid promotional language, unsupported superlatives, and claims that an object is “the only,” “the first,” “the rarest,” or “the finest” without proof.

Use the past tense for historical events and the present tense for surviving objects, documents, landscapes, and established interpretations when grammatically appropriate.

Maintain a conversational, authoritative tone rather than a sterile academic voice.

Recommended article structure

1. **Opening.** Begin with the subject, question, object, event, or discovery. Avoid a long general preface.
2. **Context.** Establish the necessary date, place, people, unit, conflict, or manufacturing background.
3. **Evidence.** Present the documentary, physical, photographic, or archaeological evidence in a logical sequence.
4. **Interpretation.** Explain what the evidence supports, what remains uncertain, and why the subject matters.
5. **Conclusion.** End with significance, consequence, or a clear finding rather than merely repeating the introduction.

Titles, subtitles, and subheads

Supply a working title that is accurate, specific, and readable. A subtitle may identify the object, event, place, date, or argument. Use short, descriptive subheads to guide the reader through long articles. The editor may revise titles and subheads for clarity, space, searchability, and publication design.

Evidence and uncertainty

DO NOT CONVERT POSSIBILITY INTO FACT

Use precise distinctions such as “documented,” “reported,” “attributed,” “traditionally identified,” “possibly,” “probably,” “disputed,” and “unverified.” A family story, auction description, dealer attribution, or visual resemblance is not the same as documented provenance.

5. Research, Documentation, and Fact-Checking

Author responsibility

Authors are responsible for the accuracy of every name, date, rank, unit designation, quotation, statistic, location, casualty figure, weapon identification, manufacturing detail, dimension, provenance statement, caption, and citation. Editorial review supplements but does not replace the author's research responsibility.

Source priorities

- 1. Primary evidence.** Official reports, orders, correspondence, diaries, letters, photographs, maps, newspapers, government records, pension and service files, manufacturing records, inspection records, and surviving artifacts.
- 2. Authoritative secondary scholarship.** Well-documented books, articles, catalogs, and reference works by qualified historians, curators, archaeologists, or specialists.
- 3. Institutional records.** Museum catalogs, archival finding aids, library records, battlefield studies, and government or university resources.
- 4. Commercial and informal sources.** Auction descriptions, dealer listings, collector forums, unsourced websites, social media, and family traditions may provide leads but must not be treated as proof without independent verification.

Claim-by-claim verification

Verify the rank held at the time of the event, not a later promotion.

Verify full names, initials, spelling variants, and unit designations.

Check dates against chronology and confirm whether the source uses Old Style, New Style, or another dating convention when relevant.

Check quoted text against the original or a reliable facsimile, not another author's quotation of it.

Confirm measurements and calibers from direct examination or authoritative technical references.

Distinguish model, pattern, type, variation, contract, alteration, reproduction, and modern collector terminology.

Identify contradictions among sources and explain how the evidence was weighed.

Do not silently "correct" a primary source to make it fit the narrative.

Editorial flags for unresolved claims

When a significant point cannot be verified, flag it clearly for the editor rather than filling the gap. Use one of the following notes in bold italics within the manuscript:

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[Verify - possible factual error]
[Information unknown - verify before use]
[Source does not confirm this claim]
[Permission status unresolved]
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Plagiarism and close paraphrase

Do not present another person's language, ideas, research structure, captions, translations, data, or interpretations as your own. Direct wording must be quoted and cited. Paraphrased material must be genuinely rewritten and cited. Changing a few words or rearranging a sentence is not sufficient. Submissions may be screened for textual similarity and image reuse.

Research records

Retain research notes, scans, transcripts, image masters, measurement records, correspondence, and permissions until at least one year after publication, or longer when required by contract, repository agreement, or an unresolved claim. The editor may request supporting material during fact-checking.

6. Chicago Style and Historical Publications LLC House Style

Historical Publications LLC follows *The Chicago Manual of Style*, eighteenth edition, except where these guidelines or a publication-specific style sheet establish a different rule. The house rules below apply across the company unless an editor directs otherwise.

Quotations

Reproduce direct quotations exactly as they appear in the source, including spelling, capitalization, punctuation, and period usage.

Never silently rewrite language inside quotation marks.

When a clear error appears inside a quotation, retain it and flag it immediately after the quotation as bold italic editorial text: [Verify - possible error inside quote].

Use [sic] sparingly and only when needed to prevent misunderstanding.

Use brackets for editorial insertions and ellipses for omitted text. Do not alter a quotation's meaning.

Set lengthy quotations as block quotations when they are approximately 100 words or more, or when design and readability require it.

Punctuation and spacing

Use the serial comma.

Place periods and commas inside closing quotation marks in American English.

Place colons and semicolons outside closing quotation marks unless they belong to the quoted material.

Use one space after a period.

Standardize ellipses as the single-character ellipsis (...) followed by one space, except inside quoted text when the original must be preserved.

Avoid excessive em dashes. Prefer commas, parentheses, colons, semicolons, or separate sentences when they express the relationship more precisely.

Use an en dash for inclusive ranges: 1861–1865, pages 145–49, and July 1–3, 1863.

Numbers and measurements

Spell out one through nine in running text; use numerals for 10 and above.

Spell out a number at the beginning of a sentence, except when a calendar year begins the sentence and rewriting would be awkward.

Use numerals for unit designations, model numbers, calibers, serial numbers, catalog numbers, measurements, ages, percentages, money, exact times, dates, troop strengths, and casualty figures.

Use commas in numbers of four or more digits, except years, page numbers, addresses, catalog numbers, and serial numbers.

Spell out units in running prose: 3 inches, 12 feet, 40 yards. Standard technical abbreviations may be used in tables and specifications.

Use a space between a numeral and metric abbreviation: 10 mm, 4 cm.

Dates, months, and time

Use American month-day-year order: July 3, 1863.

Do not use ordinal suffixes in dates: July 3, not July 3rd.

Use a comma after the year when the full date appears within a sentence: On July 3, 1863, the assault began.

Spell out months in running prose. Compact departments, captions, tables, and chronologies may use Jan., Feb., Aug., Sept., Oct., Nov., and Dec. March, April, May, June, and July are not abbreviated.

Use lowercase a.m. and p.m.: 4:30 a.m.; 11 p.m. Omit :00 unless it appears in a quotation or technical schedule.

Do not use military date format or twenty-four-hour time unless reproducing a source or discussing a system that used it.

Names and personal references

Use the full name on first reference and the surname alone thereafter, unless clarity requires the rank or full name.

Verify middle initials and name variants.

Do not use courtesy titles such as Mr., Mrs., or Dr. in ordinary historical narrative unless context requires them.

Use the rank held at the time being described.

Military ranks

Use standard abbreviations before a full name on first reference when appropriate: Gen. Ulysses S. Grant; Maj. Gen. George G. Meade; Brig. Gen. John Buford; Col. Joshua L. Chamberlain; Capt. John A. Winslow. On later reference, use the surname alone or the rank and surname when the rank remains important: Grant; General Grant.

Do not conflate regular, volunteer, militia, brevet, temporary, acting, or naval grades. Explain unusual or period-specific ranks when necessary.

Military units and organizations

Spell out the formal unit name on first reference when practical, then use an approved shortened form. Use Arabic numerals for numbered units unless the official historical designation requires another form.

First reference: 20th Maine Infantry Regiment
 Later reference: 20th Maine

First reference: Company B, 26th North Carolina Infantry Regiment
 Later reference: Co. B, 26th N.C. Infantry

First reference: Battery A, 4th United States Artillery
 Later reference: Btry. A, 4th US Artillery

Approved compact forms include Co. for Company, Btry. for Battery, Trp. for Troop, Bn. or Batn. for Battalion, Regt. for Regiment, Bde. for Brigade, and Div. for Division.

Do not abbreviate corps.

Capitalize unit terms when part of a formal name; lowercase them when generic.

Ships and vessels

Italicize only the ship's proper name. Do not italicize the service or national prefix. Use prefixes without periods. A roman numeral distinguishing vessels of the same name is not italicized.

USS *Monitor* → USS *Monitor* with *Monitor* italicized in the manuscript
 CSS *Alabama* → CSS *Alabama* with *Alabama* italicized in the manuscript
 CSS *Tennessee* II → *Tennessee* italicized; II roman

Weapons, artillery, and material culture

Use correct period and technical nomenclature. Distinguish model, pattern, type, variation, contract, alteration, reproduction, and collector terminology.

Use M1855, M1861, and P1853 without a hyphen between the letter and year.

Use .58-caliber as a compound modifier and .58 caliber as a noun form when grammatically appropriate.

Capitalize proper names of manufacturers, inventors, arsenals, armories, and models; lowercase generic weapon classes.

Use 12-pounder Napoleon, 3-inch ordnance rifle, 10-pounder Parrott rifle, and similar established forms.

Provide measurements, markings, dates, inspector initials, serial numbers, and physical features precisely when they are central to identification.

Do not describe an object as Confederate, Union, issued, carried, battlefield-recovered, identified, or associated unless the evidence supports the term.

Capitalization and regional terms

Capitalize Union and Confederate when referring to the governments, armed forces, political causes, or opposing sides in the Civil War.

Capitalize formal names such as Army of the Potomac, Army of Northern Virginia, Battle of Antietam, Western Theater, and Department of the Cumberland.

Lowercase generic references: the army, the battle, the department, the regiment.

Capitalize North, South, East, and West when they identify recognized regions, political sections, theaters, or belligerent sides; lowercase ordinary compass directions.

Use lowercase black and white when referring to race or skin color, except at the beginning of a sentence or when preserving capitalization in quoted material.

State names and abbreviations

Spell out state names in running text. Traditional abbreviations may be used in compact captions, tables, notes, and established unit designations. Use two-letter postal abbreviations only in mailing addresses or data fields specifically requiring them.

Foreign and period terminology

Italicize unfamiliar foreign words on first use when appropriate, provide a brief definition, and use the term consistently thereafter. Preserve period language inside quotations. Outside quotations, use historically accurate but respectful modern terminology, while explaining period legal or military terms when they are necessary to the subject.

7. Endnotes and Citations

ENDNOTES ARE PREFERRED

Endnotes strengthen historical, technical, provenance, and scholarly articles, but they are not required for every submission unless the assigning editor requests them. Authors should retain complete source information and provide it promptly when the editor needs documentation for fact-checking.

Numbering rules when endnotes are used

- Use Word’s automatic endnote function.
- Number notes in strict sequential order based on first appearance: 1, 2, 3, 4, and so forth.
- Never reuse an earlier note number.
- When the same source is cited again, assign a new sequential endnote number and use a shortened Chicago-style citation.
- Every superscript note reference must have exactly one matching endnote, and every endnote must correspond to a reference in the text.
- Place the note number after punctuation unless it refers only to a specific word or element.

General citation form

Use Chicago notes-and-bibliography style. Give a full citation on first reference and a shortened citation on later references. Historical Publications LLC generally omits the place of publication from modern book citations in accordance with the eighteenth edition of Chicago, but a location may be retained for older or unusual imprints when it helps identify the source.

Citation examples

Source	Chicago-Style Note Example
Book - first note	1. James M. McPherson, <i>Battle Cry of Freedom: The Civil War Era</i> (Oxford University Press, 1988), 312.
Book - shortened note	2. McPherson, <i>Battle Cry of Freedom</i> , 318-19.
Journal article	3. Earl J. Hess, “The Rifle Musket in Civil War Combat,” <i>Journal Title</i> 00, no. 0 (Year): 00-00.
Newspaper	4. “Fall of Fort Donelson,” <i>New York Times</i> , February 17, 1862, 1.
Official Records	5. <i>The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies</i> , ser. 1, vol. 19, pt. 1 (Government Printing Office, 1887), 190-91.
Shortened Official Records	6. <i>OR</i> , ser. 1, vol. 19, pt. 1, 194.
Archival letter	7. Ulysses S. Grant to Henry W. Halleck, February 16, 1862, Ulysses S. Grant Papers, Manuscript Division, Library of Congress, Washington, D.C.
Unpublished diary	8. Sarah E. Thompson, diary entry, May 4, 1863, box 2, folder 7, Sarah E. Thompson Papers, [Repository], [City].
Artifact	9. Springfield Armory, M1861 rifle musket, 1862, catalog no. [number], [collection or owner], examined by the author, May 12, 2026.
Photograph	10. Alexander Gardner, <i>Home of a Rebel Sharpshooter, Gettysburg</i> , July 1863, albumen silver print from glass negative, [repository and identifier].
Website	11. “Page Title,” Sponsoring Organization, last modified [date], [stable URL].
Interview	12. [Interviewee], interview by [Interviewer], [location or method], [date], recording and transcript in possession of [person or repository].

Archival citations

Cite from the specific item outward: creator, recipient or title, date, box or folder, collection, repository, and city. Preserve record-group numbers, series numbers, call numbers, reel numbers, accession numbers, and digital identifiers exactly. Spell out the repository and collection on first reference, then introduce a clear abbreviation if used repeatedly.

Bibliographies and selected sources

A bibliography may be required for scholarly articles, books, chapters, and reference works. Magazine articles may use endnotes, a selected-sources list, or source information supplied for internal fact-checking, depending on the assignment. Do not include sources you did not consult.

8. Illustrations, Maps, Tables, and Captions

Images are part of the evidence

Illustrations should clarify, document, or extend the article. Strong visual material is especially important for weapons, artifacts, uniforms, insignia, flags, manufacturing details, markings, battlefield landscapes, and provenance studies. Decorative images that add no information may be omitted.

Technical image requirements

Image Type	Resolution	Preferred File
Continuous-tone photograph	300 ppi minimum at final reproduction size	TIFF preferred; maximum-quality JPEG accepted.
Artifact detail or inscription	400-600 ppi preferred	Use controlled lighting, accurate focus, and a scale when appropriate.
Line art, engraving, or black-and-white diagram	600 ppi minimum; 1,200 ppi preferred	TIFF, PDF, EPS, SVG, or other approved vector format.
Map, chart, or diagram	Vector preferred	PDF, EPS, SVG, or Adobe Illustrator; editable source may be requested.
Author headshot	300 ppi at 2 x 3 inches or larger	Neutral background; current image; JPEG or TIFF.

- Resolution is measured at the size the image will appear in print. Enlarging a small web image does not create detail. Submit each image as a separate file. Embedded Word images are for reference only.
- Do not submit screenshots, social-media downloads, compressed messaging-app images, or images copied from a website unless the editor specifically approves them.
- Do not add text, borders, arrows, or labels directly to the only image master. Supply an unmarked original and a marked reference copy when annotation is needed.
- Include a ruler, scale, or calibrated reference in technical artifact photography when dimensions are important.

Figure numbering and callouts

Number figures in the order cited: Figure 1, Figure 2, Figure 3a-c. Place a bracketed callout in the manuscript near the preferred location: [Figure 2 near here]. Final placement is determined by the designer.

Caption requirements

Every image requires a complete caption ending with a period. A strong caption identifies the subject, explains the relevant detail, gives the date and location when known, names the maker or photographer, identifies the repository or owner, supplies an accession or catalog number when available, and includes the exact credit and rights statement.

Figure 4. M1861 rifle musket manufactured at Springfield Armory in 1862. The lockplate date and bolster-mounted cleanout screw are visible. Springfield Armory National Historic Site, catalog no. [number]. Photograph by [name]. Courtesy of [institution]. Used by permission.

Credit lines and rights information

- “Courtesy of” is not a substitute for copyright permission.
- The owner of the physical artifact, the owner of the photograph, the photographer, the repository, and the copyright holder may be different parties.
- Reproduce required credit wording exactly.
- Identify public-domain images as public domain and document the basis for that conclusion.
- Supply the stable source page or repository record for every downloaded institutional image.

Image alteration, restoration, and colorization

Ordinary cropping, rotation, exposure correction, tonal correction, dust removal, and color balance are permitted when they do not alter evidentiary content.

Do not remove, add, move, obscure, reconstruct, or selectively sharpen historical details without disclosure and editorial approval.

Composite images, digital reconstructions, restorations, and colorizations must be labeled clearly in the caption.

AI-assisted restorations and colorizations must preserve identity, composition, uniforms, weapons, insignia, equipment, markings, background, and material culture. Unclear details must remain unclear rather than being invented.

The editor may request the unaltered source image for comparison.

Maps and diagrams

Include a north arrow, scale, legend, date or phase, source note, and clear labels when appropriate.

Distinguish documented positions from reconstructed, estimated, or disputed positions.

Obtain permission for modern map bases, satellite imagery, and copyrighted cartography.

Use readable labels and avoid conveying essential information only through color.

Tables

Create tables with Word's table function or Excel, not tabs, spaces, screenshots, or images. Number tables in order, give each a concise title, define abbreviations, identify units of measurement, and provide a source note. Keep formatting simple and editable.

9. Copyright, Permissions, and Publication Rights

Author responsibility for permissions

Authors are responsible for identifying third-party material and securing written permission when required. This includes photographs, maps, artwork, tables, charts, letters, diary entries, unpublished manuscripts, poetry, extensive quotations, translations, and material obtained from museums, libraries, archives, collectors, dealers, auction houses, or websites.

Permission must cover the intended use

- Print and electronic publication.
- Worldwide distribution.
- The life of the publication or edition.
- Promotional use connected with the publication.
- Accessible editions and necessary format conversion.
- Use by printers, distributors, indexing services, archives, and production vendors acting for Historical Publications LLC.
- Cropping, resizing, detail views, or color correction when those uses are anticipated.

Public domain and fair use

Do not assume that material is free to use because it is old, appears online, lacks a visible copyright notice, or is held by a public institution. Public-domain status, copyright ownership, contractual repository restrictions, donor restrictions, privacy rights, publicity rights, trademarks, and reproduction fees are separate questions. Claims of fair use must be discussed with the editor; the author may not make a final legal determination on behalf of the publisher.

Author agreement

Accepted contributors will be asked to approve the applicable author agreement or assignment terms. The agreement governs rights, contributor benefits, warranties, permissions, deadlines, revisions, and publication. Historical Publications LLC does not provide monetary compensation for contributed articles. Published contributors receive complimentary copies of the issue containing their work and a one-year extension of their subscription. In general, Historical Publications LLC seeks the rights necessary to publish, distribute, archive, promote, and preserve the work in print and electronic formats while recognizing the author's underlying copyright unless the agreement states otherwise.

Author reuse

After first publication, authors may request permission to reuse the article in a book, collected writings, personal website, classroom material, or institutional repository. The original publication must be acknowledged. The publisher's designed pages, branded PDF, layout, cover, and composite graphics may not be reproduced without written permission.

Legal review

LEGAL INFORMATION ONLY

These guidelines describe editorial expectations and do not replace the author agreement or legal advice. Copyright, defamation, privacy, ownership, restitution, trademark, and disputed-provenance issues may require review by qualified counsel before publication.

10. Artificial Intelligence and Automated Tools

Historical Publications LLC permits limited, transparent, human-controlled use of artificial intelligence and automated tools. Authors remain fully responsible for every word, fact, citation, quotation, image, caption, and conclusion submitted under their name.

Permitted assistance

- Spelling, grammar, punctuation, and readability checks.
- Outline development, organizational suggestions, and non-substantive formatting help.
- Transcription assistance when the result is checked against the original document or recording.
- Reference-formatting assistance when every citation is verified against the source.
- Image restoration, colorization, or enhancement approved by the editor and clearly disclosed, with the original preserved.

Prohibited uses

- Inventing or guessing facts, quotations, citations, archival references, provenance, measurements, or captions.
- Submitting generated text without full human verification and editorial control.
- Creating false documentary images, artifact markings, inscriptions, faces, uniforms, weapons, or battlefield details.
- Using AI to imitate a named author's distinctive style or to conceal plagiarism.
- Uploading confidential manuscripts, unpublished research, private correspondence, restricted records, or reviewer reports to a public AI system without authorization.
- Listing an AI system as an author or source of accountability.

Required disclosure

Disclose substantive AI use in the cover letter and, when requested, in the manuscript. Routine spell-checking and grammar checking do not normally require disclosure. The editor may request the tool name, version, purpose, and verification method.

Artificial-intelligence use: The author used [tool and version] to assist with transcription and organization. Every transcription, factual claim, quotation, and citation was independently checked against the cited source. The author accepts full responsibility for the submitted work.

11. Editorial Review, Revision, and Production

Initial review

The editor evaluates scope, originality, documentation, accuracy, readability, illustration quality, rights status, audience, available space, and production requirements. A manuscript may be declined without detailed editing when it falls outside the publication's needs or requires fundamental redevelopment.

Specialist and external review

Technical articles, disputed identifications, provenance studies, scholarly research, and book manuscripts may be reviewed by one or more subject specialists. Review is advisory; final publication decisions remain with Historical Publications LLC. Reviewer identities may be confidential.

Revision requirements

When revisions are requested, submit a clean revised manuscript and, when requested, a tracked-changes copy or response memorandum. Address each query directly. When you disagree with a recommendation, explain why and provide evidence rather than ignoring the point.

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Accepted manuscripts may be edited for grammar, punctuation, spelling, tense, clarity, structure, length, factual consistency, Chicago style, house style, military terminology, endnotes, captions, and production. The editor will preserve the author's voice while correcting errors and bringing the work into publication style.

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Do not rewrite the article, add new arguments, substitute illustrations, or introduce new sources at proof stage without approval.

Check names, dates, ranks, units, quotations, endnotes, captions, credit lines, tables, page references, and special characters carefully.

Late or extensive author changes may be rejected or deferred.

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Historical Publications LLC may postpone, relocate, shorten, retitle, redesign, or withdraw accepted material when necessary for accuracy, rights, space, production, legal review, or editorial balance. The publisher determines final layout, typography, image placement, cover use, captions, headlines, and publication date, subject to the author agreement.

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Report material errors promptly. Historical Publications LLC may publish a correction, clarification, editor's note, updated digital file, or retraction when necessary to maintain an accurate record.

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Describe the object before interpreting it.

Provide dimensions, materials, markings, condition, alterations, repairs, and known ownership history when relevant.

Separate direct observation from documentary evidence and from prior catalog or dealer claims.

State whether the object was examined in person, through photographs, or through another person's description.

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Material concerning living persons, disputed ownership, authenticity accusations, criminal conduct, professional misconduct, or reputational claims requires exceptional documentation and advance editorial review. Provide the subject's response when fairness and law require it. Do not submit defamatory, retaliatory, or unsupported allegations.

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Use this checklist before sending a manuscript. Incomplete submissions may be returned before editorial review.

Scope and writing

- ☐ The manuscript fits the assigned publication, subject, length, and audience.
- ☐ The opening establishes the subject and significance promptly.
- ☐ The prose is readable, authoritative, and free of unsupported promotional language.
- ☐ The conclusion provides significance or a clear finding.

Accuracy and documentation

- ☐ Every name, date, rank, unit, place, quotation, measurement, and technical term has been checked.
- ☐ Claims are distinguished from interpretations, traditions, attributions, and speculation.
- ☐ When endnotes are included or requested, factual claims requiring citation are supported.
- ☐ Endnote numbers, when used, are sequential and never reused.
- ☐ Repeated sources use new note numbers and shortened citations when endnotes are used.
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Language	American English.
Numbers	Spell out one through nine; use numerals for 10 and above, with technical exceptions.
Dates	July 3, 1863; no ordinal suffixes.
Ranges	Use an en dash: 1861–1865; pages 145–49.
Time	4:30 a.m.; 11 p.m.
Spacing	One space after sentence-ending punctuation.
Serial comma	Required.
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This manuscript is original, has not been published in substantially the same form except as disclosed, and is not under consideration elsewhere.

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The author declares no competing interests.

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The author received no external financial support for the research, authorship, or preparation of this work.

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Primary editorial authorities

- The Chicago Manual of Style*, eighteenth edition.
- Merriam-Webster’s Collegiate Dictionary* for spelling and hyphenation when house style is silent.
- Historical Publications LLC publication-specific style sheets and assignment instructions.
- Authoritative military, firearms, ordnance, uniform, archival, and material-culture references appropriate to the subject.

Version control

This document is the controlled author-guidelines edition for Historical Publications LLC as of August 2026. Publication-specific instructions, contracts, and written assignments may add to or supersede these general requirements.

Version	Effective Date	Description
1.1	August 2026	Updated publisher logo, contributor-benefit policy, and endnote requirements.

Questions

Direct questions to the assigning editor before submission. *Civil War News* contributors may contact mail@civilwarnews.com. Authors working on *Military Antique Collector*, *The Rampant Colt*, books, or special projects should use the editorial contact supplied with the assignment.

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