



NEW BERN HISTORICAL SOCIETY JOURNAL

Guidelines for Prospective Articles

Articles must be directly relevant to the history of people, places, organizations, and events in New Bern or Craven County.

Articles will typically consist of original material. The incorporation of photographs, maps, and other types of illustrative material is encouraged. The *Journal* will also welcome other types of submissions, including collections of letters and documents. Articles published elsewhere will be considered if they have content directly related to the history of New Bern or Craven County, are not readily accessible by persons interested in such history, and are accompanied by copyright releases.

Articles should typically not exceed nine pages in length, including illustrations, based on double-spaced text pages of approximately 300 words per page. However, longer pieces will be considered when justified by considerations such as subject matter and expositional requirements. Articles may range from 1000-3600 words with the average trending around 2650 words.

Articles should be submitted in digital format using any standard word processing package.

When articles have factual content, in most cases a list of references should be provided. Detailed instructions for reference format are provided below.

Releases for copyrighted material incorporated in articles submitted for consideration are not required, except as noted above for previously published articles. However, copyright releases for such material will be required for accepted articles prior to publication.

Guidelines for Source Attribution

Source attribution to accompany NBHS *Journal* articles is intended to achieve two objectives: to give appropriate recognition to sources of material incorporated into the article, and to provide direction for persons who wish to do additional reading or research on the article's topic.

In addition to standard reference forms, presented below, when source material is available on the internet then the website address should also be provided.

The following illustrate suggested forms of source attribution. However, it is understood that these forms will not cover all situations. The guiding objective is to identify the creator of the material if known, the name or other label given to it, its date, and other information that may be helpful in identifying it. The *Journal's* publication committee will be happy to offer further guidance regarding source attribution.

Book

Rogoff, Leonard. *Down Home: Jewish Life in North Carolina*. Chapel Hill, NC. The University of North Carolina Press, 2010.

Journal Article

Baker, Mary. "Temple B'Nai Sholom." *Journal of the New Bern Historical Society*. May, 1990: 22-26.

Newspaper Article

Book, Sue. "Goldman Metals Sold to Global Recycling Company." *Sun-Journal*, August 5, 2011, p. 5.

Interviews

In-person, email, and telephone interviews with Dorothy Coplon, Janet Block Daniels, Dale Goldman, Carole Forstadt Hagstrom, Elbert Lipman, Joan Orringer Shaffer, Robert Yudell, David Zacks. Various dates.

Unpublished Memoranda, Manuscripts

Stern, Marilyn. "Chronology of New Bern's Jewish Heritage." Working Document, November 1, 2008, 9 pages. Kellenberger Collection, Craven-Pamlico-Carteret Regional Library.

Website

Encyclopedia of Southern Jewish Communities: New Bern. <http://isji.org/north-carolina-new-bern-encyclopedia.html>