

TO: Presenters of Papers at the SCHA Annual Meeting, 2021

FROM: Brenda Thompson Schoolfield, Bob Jones University

RE: Publishing in the 2022 *Proceedings*

DATE: 26 February 2021

As presenters at this meeting you are eligible to submit your presentation in article form for publication consideration in this juried journal. The style sheet for your contributions is on the next page of this memo.

For ease of communication, use the following **contact information**:

- e-mail: bschoolf@bju.edu **AND** ejenkins@mailbox.sc.edu **AND** schajournal@gmail.com
  - telephone: 864-242-5100, ext. 8134
  - U.S. mail: Brenda Thompson Schoolfield  
Alumni Office 39  
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1700 Wade Hampton Blvd.  
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- The **deadline** for submission of final manuscripts to the above addresses (an electronic copy is preferred, please, send to all three email addresses) is 1 June 2021.
  - If you have already decided that you wish to submit your paper for publication, please let me or Ernest know today or send a message as soon as you can. This will permit preliminary planning in securing the assistance of editorial referees with appropriate expertise.
  - Likewise, if you have no intention of submitting your paper for publication, please let us know as soon as possible.
  - If you submit your paper for publication, you implicitly agree not to submit it concurrently for publication elsewhere until the review process is complete.

**One final point** for potential contributors—**please** conform to the style sheet in all respects (especially regarding endnotes); this will help the editorial staff and facilitate our work with contributors. Please verify all citations before submitting.

Thank you for your participation in the 2021 SCHA Annual Meeting.

## A Notice to Contributors Concerning Style

The editorial committee invites submission of manuscripts from authors of papers presented at the annual meeting. On the recommendation of reviewers and editors, manuscripts may be published in *The Proceedings of the South Carolina Historical Association*.

In general, manuscripts should not exceed 4500 words (about eighteen double-spaced pages) including endnotes. As soon as possible after the annual meeting, authors should submit an electronic copy to the editor for review. The electronic copy should be submitted as an e-mail attachment in Microsoft Word. The electronic text should be flush left and double-spaced, with as little special formatting as possible. Do not paginate the electronic version of the paper. Use 12-point type in the Times New Roman font. Include your name and affiliation, along with both electronic and postal contact information, in the email. The title of the paper should be at the top of the first page of the text, in bold type. Please use margins of one inch throughout your paper and space only once between sentences (i.e., after a period). Indent one-half inch without quotation marks all quotations five or more lines in length.

Documentation should be provided in **endnotes**, not at the foot of each page. At the end of the text of your paper double-space, then type the word “NOTES” centered between the margins. List endnotes in Arabic numerical sequence, each number followed by a period and space, and then the text of the endnote. Endnotes should be flush left and single-spaced. If your word-processing program demands the raised footnote numeral, it will be acceptable. Please ensure that your footnotes are correct—the right dates, page numbers, format, etc. Foreign words and titles of books or journals should be italicized. For the rest, *The Proceedings of the South Carolina Historical Association* adheres in matters of general usage to *The Chicago Manual of Style*.