

WESTERN NEW YORK
HERITAGE

Article Submission Guidelines

Thank you for your interest in Western New York Heritage. We are a nonprofit organization specializing in the history of the eight Western New York counties, with offices at the corner of Genesee Street and Pine Ridge Heritage Boulevard in Cheektowaga.

Each issue of our award-winning quarterly, *Western New York Heritage*, focuses on an aspect of Western New York such as art, architecture and famous residents. Recent articles have included the art of Norman Maffei (Winter 2016), entrepreneur William Austin Hart (Fall & Winter 2016) and Buffalo's iconic Chez Ami (Winter 2017). In addition, our website regularly features shorter mini-articles, pictorials and news items that further augment our impact on the region. We are continuously trying to broaden our scope to include outlying areas and rarely covered topics. Writers are encouraged to be creative and present products of new research or fresh interpretations, rather than simply a re-telling of old and well-known tales.

The following guidelines serve to define and regulate the process of submitting content for publication by Western New York Heritage—whether in our quarterly, a special publication or on our website—as well as to answer some of the most commonly asked questions. Submission of content for our consideration shall constitute acceptance of these guidelines on the part of the author of the submitted work.

--- Western New York Heritage is unable to provide author honoraria for submitted content, except in rare situations as part of funded special publication projects. We regret that our operational budget does not allow for payments to writers but this is still a chance to share your ideas and research with an ever-widening audience.

--- Before submitting an unsolicited piece, we strongly recommend that authors submit an outline or abstract of the piece in question, to give the editors a general feel for the piece, its scope and “angle.” This will help us determine our potential interest (or lack thereof) in the project, as well as provide an opportunity to hone the subject prior to the author getting too far into the creation of the piece.

--- Quarterly article lengths vary by topic, but average pieces are roughly 2000-3000 words. On rare occasions, lengthier feature articles may be twice or three times that length. There is no word limit, but the editors may decide to shorten or supplement the article as needed. Website content is generally shorter in length (500-1,500 words), while content destined for special publications vary according to the needs/scope of that publication.

--- Articles should be submitted as soon as possible. No guarantee can be made as to when an article will be published, due to variables including, but not limited to, length and seasonal relevance.

--- Articles may be submitted in one of two ways:

e-mail: ddecroix@wnyheritage.org

Standard mail: **Western New York Heritage**
495 Pine Ridge Heritage Blvd.
Cheektowaga, NY 14225
Attn: D. DeCroix

When submitting by standard mail, a digital file of the text must accompany the hard copy on a compact disk or other similar storage device. Microsoft Word formatting is required.

--- Western New York Heritage produces *illustrated* material of high quality, so authors are strongly encouraged to explore the illustration possibilities prior to submitting content for consideration. Such submissions should include images, along with captions and credit information when available, or at least suggestions for same. Western New York Heritage will routinely work with authors to identify appropriate illustrations for content when necessary, as well as aid in securing high resolution scans and permission to use the images. Permission for the usage of photos not owned by the writer or Western New York Heritage is required. Though there is no hard and fast rule, an average article in *Western New York Heritage* magazine contains about 12-15 images. Website content typically contains fewer illustrations, though there is no hard and fast rule here, as we treat each submission individually. Hard copies of images may be scanned in our offices or digital files of sufficient resolution and format may be submitted electronically. For content submitted for the quarterly or a special publication, images should be submitted at a minimum resolution of 300 dpi. TIFF file format is preferred, but we can usually work with jpeg files if TIFF files are not available. For web content, lower resolution files are acceptable. Any original photos submitted as part of the process will be returned by mail or may be picked up at our office listed above.

--- Western New York Heritage reserves the right to edit all content for length, grammar, style and content when it is deemed necessary. By submitting content for consideration, authors give their consent to such procedures. The writer will be notified if significant structural changes are needed.

--- As each piece of content published by Western New York Heritage, Inc. is the product of significant work by the organization as well as the research and writing of the author, any content selected for publication by Western New York Heritage in *Western New York Heritage* magazine, our website and/or other publications shall become the property of Western New York Heritage, Inc. Republication or other dissemination of the exact text and images of such articles, or portions thereof, by other parties, whether in print or electronically, is prohibited without prior consent. Authors of published articles are free to use the research and other personal materials related to the creation of such articles for the publication of separate works on the same topic after a period of six (6) months from the date of publication by Western New York Heritage.

--- Submitted articles should follow the following formatting guidelines:

- Double spaced; 12-point Times New Roman Font; 1 ½” margins.
- When possible follow Associated Press style guidelines.
- Include a brief biography (2-3 sentences max.) at the end of your submission.

For more information, visit our web page at www.wnyheritage.org or contact our office by phone at **716-893-4011** or by fax at **716-893-4013**. Our office at the above address is open roughly from 9:00 a.m. to 5:00 p.m., Monday through Thursday, and Fridays by appointment. As we are not a traditional storefront, prior appointments are required for in-person visits.