

# Preparing for Submission

How to Publish an Academic Article Workshops

The Society for History Education – The History Teacher

# How to prepare to submit your article

- 1) Writing the cover letter
- 2) Putting your article in the journal's style
- 3) Preparing the final version
- 4) Submit and celebrate

## 1) Writing the cover letter

- Provide the title of your article.
- Include the abstract.
- Articulate the contribution.
- Mention the journal.
- State that the article “has not been published before in any other form,” and it is “not currently under submission at any other journal.”

## 2) Putting your article in the journal's style

- Determine which style the journal requires
  - APA
  - MLA
  - Chicago

### 3) Preparing the final version

- Remove your name from all pages of the manuscript.
- Spell check the article and the notes.
- Proofread one last time.

4) Submit and celebrate

