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