

ROCKY MOUNTAIN FUR TRADE JOURNAL

Writers Guidelines

Introduction

The purpose of the *Rocky Mountain Fur Trade Journal* is to encourage research and debate on the Rocky Mountain fur trade era in an academic arena where new perspectives are explored and out of date theories are challenged in a defensible manner. A double-blind peer review process is used to filter and ensure quality content.

Rocky Mountain Fur Trade Era

For the purpose of this *Journal*, the Rocky Mountain fur trade era is defined as starting in 1824 and ending in 1840. In March 1824, Jedediah Smith led a party of trappers into the Green River Valley, finding an abundance of beaver and no hostile Indians. The mountain man, rendezvous and overland supply system followed this discovery and ultimately characterized the Rocky Mountain fur trade era. The rendezvous of 1840 was the last classic rendezvous and marked the end of the era. Fur trade in the mountains existed before and after this time, but these dates bracket the unique period of the fur trade based on the rendezvous system. Geographically, the boundaries of the Rocky Mountain fur trade are roughly defined as the Rocky Mountains of Idaho, Montana, Wyoming, Colorado and Utah encompassing the area trapped and traded by the mountain men and Indians who were primarily supplied by the rendezvous system.

Historical Research Subjects

While the definition of the Rocky Mountain fur trade era is fairly limited, the subject matter acceptable for publication is quite broad. Subject areas not directly related to the era but adding new insight are encouraged. For example: a study of contemporary music in St. Louis or New Orleans might suggest songs sung around a mountain man campfire or a study of Shoshone Indian culture might suggest why an obscure item appears on a supply manifest, etc. In general any subject that led up to, was contemporary in time or place, was affected by, or had an effect on the Rocky Mountain fur trade is encouraged.

Modern Research Subjects

In addition to historical research, hands-on experiments and research giving insight to the era is also encouraged. For example: tree ring data might help define weather experienced during the era just as snowshoeing across Teton Pass in early January lends understanding to the start of Sublette's trip to St. Louis for supplies, etc. Experimental techniques and data should be well documented and backed up with pertinent historical research.

If there is any question whether a particular subject is acceptable for publication, please contact the editor, editor@mmmuseum.com.

Contact details for submission

Papers must be received by the Museum of the Mountain Man by September 15th of each year to be considered for the following year's *Journal*. Send digital documents electronically to editor@mmmuseum.com.

ROCKY MOUNTAIN FUR TRADE JOURNAL

Copyright Issues

- Papers must be original material and not previously published. In rare circumstances a worthy paper with minimal prior exposure may be accepted for publication, but the former publication details must be provided.
- Authors must provide details if substantial parts of the subject matter or theories have been previously published.
- Author retains copyright, but credit must be given to the *Journal* if *Journal* published paper is republished in whole or in part in a future publication.
- The Museum of the Mountain Man has the right to publish submissions in the *Journal* and republish in whole or part in future Museum publications with appropriate credit to the author.
- All third party republications of any paper must obtain permission of the author and must credit the *Journal* for the original publication. Permission to use artwork, illustrations, etc. must be obtained separately.
- The Museum of the Mountain Man will obtain use rights for copyrighted material such as photographs, illustrations, paintings, etc. before publication. However, the author must clearly indicate any copyrighted material included with any paper and must provide copyright holder details.
- While the *Journal* recognizes the author's ownership of a paper, authors are expected to cooperate and accept a reasonable degree of editing. Authors will be sent edited copy for review and consent.

Submissions Guidelines

- Papers that do not meet the Submission Guidelines described herein may be returned for revisions.
- The *Rocky Mountain Fur Trade Journal* follows the guidelines set out in the *Chicago Manual of Style*. Please refer to the *Manual* when preparing your submission.
- Papers must be provided in an electronic format in an appropriate word processor and/or spreadsheet format. Printed copy is optional. Authors who are unable to provide an electronic version or whose circumstances prevent online submission must contact the *Journal* editor prior to submission to discuss alternate options, email editor@mmmuseum.com.
- Artwork, photographs, maps or graphs must be included with the paper in digital format. These graphics should not be placed within the paper, but their desired location may be indicated. A separate document should list and describe the illustrations, with matching digital file names. Authors must include details of where these illustrations are found to assist *Journal* staff in tracking down use rights from the proper source. Provide captions for all illustrations in a separate file.
- The consistency and accuracy of the paper are more important than the formatting. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. A simple presentation is preferred to an elaborately formatted paper.
 - Use quotation marks for all quotes.

ROCKY MOUNTAIN FUR TRADE JOURNAL

- Use one extra return between paragraphs, no indents or extra letter spaces, one letter space only between sentences.
- Absolutely no tabs unless you are formatting a table. Tables should be included in a separate document, but authors should indicate their desired location.
- Never use all caps except in acronyms.
- Do not use the word processor's options to justify text or to hyphenate words.
- Do use bold face and italics.
- Do use the spell-check and grammar-check functions of your word processor.
- All photos and scans originating from the author should be in the highest resolution possible. Low resolution may result in a photo being unusable for publication. A minimum of 300 dots per inch at the anticipated publication size is required. Images should be in JPG or TIF format, not compressed, downsized or manipulated in any manner.
- The *Journal* retains the right to determine what artwork will be used for publication.
- Indicate any copyrighted material requiring permission or use fees for publication. *Journal* staff will obtain permissions and pay fees if published.
- Authors may submit multiple papers.

Peer Reviews

- Papers submitted to the *Rocky Mountain Fur Trade Journal* will be evaluated by peer reviewers. Authors and reviewers will remain anonymous, though some reviewers may opt to submit an "open" review in order to facilitate further discussion. Reviewers are asked to pay particular attention to accuracy; whether general statements are used without being defended by facts; whether experiments are conducted in a way that is supported by historical research and in a way that could be duplicated; and to originality and completeness. To be accepted, therefore, a paper must make an original and significant contribution to the study of the Rocky Mountain fur trade. Submissions not selected for publication will not be returned to the author; however peer review comments will be forwarded.
- Author may suggest individuals to act as peer reviewers for their paper. However, suggested reviewers must not have been previously involved with compiling or reviewing the submitted work. Please provide contact information and academic background for any recommended reviewer. The *Journal* does not guarantee suggested reviewers will be used.

Writing Guidelines

- Papers that do not meet the Writing Guidelines described herein may be returned for revisions.
- The intended audience for papers in the *Journal* is the author's peers. This is not a general audience publication, so subject matter may be very narrowly focused and there is often little or no need to include general background material. However, appropriate context should be included.
- Ideally, articles should present new information, new perspectives or fresh analyses of known facts. Presentation must be specific, accurate and concise.
- All facts must be traceable and defended with good citations.

ROCKY MOUNTAIN FUR TRADE JOURNAL

- Speculation and theory is acceptable, but must be clearly indicated as such and there must be hard evidence to support the theory. Theories must be defined with documented facts.
- Subject should be thoroughly researched.
- Experimental data must be documented and repeatable.
- Quotes and excerpts from other sources must be appropriately referenced and cited. Use endnote styles from the *Chicago Manual of Style* chapters on Documentation/Notes.
- Authors are encouraged to review articles in previous volumes of the *Journal* for a better understanding of topics, style, etc.
- Please direct any other questions to *Journal* staff at the Museum of the Mountain Man. Phone: (307) 367-4101 or e-mail: editor@mmmuseum.com.

Style Points

- Writing should follow standard conventions for historical articles. Preliminary abstract or closing summation of points is not required.
- Use of the first person is strongly discouraged.
- When citing a source for the first time, accurately transcribe the complete title, author, and publication information. When quoting from a source, check your version of the quote for typos. Inaccurate transcriptions do no support your paper and undercut the *Journal's* credibility.
- When citing a publication that has been posted online, use the print publication information. The URL address may be used as a supplement only.
- Endnotes rather than footnotes are to be used for citing sources and elaborating points made in the text. The *Journal* follows the *Chicago Manual of Style*, thus authors should be aware of this model. Use the same edition of a source throughout the paper. While it will not be published, authors must include a bibliography to aid *Journal* staff in determining a proper citation was included. Samples of citations:
 - * Book - Ruxton, George, *Life in the Far West*, (Norman, OK: University of Oklahoma Press, Norman and London, 1951), 4.
 - * Multiple Authors – George Washington Smith and Charles Burnet Judah, *Chronicles of the Gringos: The U.S. Army in the Mexican War, 1846-1848; Accounts of Eyewitnesses & Combatants* (Albuquerque, NM: University of New Mexico Press, 1968), 134.
 - * Magazine – Charles Irving Jones, “William Kronig, New Mexico Pioneer from his memories of 1849-1860,” *The New Mexico Historical Review* XIX (July, 1944), 221.
 - * Multiple Volumes – Leroy Hafen, ed., *The Mountain Men and the Fur Trade of the Far West*. 10 vols. (Glendale, CA: The Arthur H. Clark Co., 1965) IV: 313.
- When a web address is used in an endnote, include the last name, then first name of the author (if provided), the year of publication, the title or description of the article and the Internet website address. Also include the date the information was retrieved for use in the paper. Example:
J.C. Rice, R.H. McBride, & J. Davis, (1998). *Defining a web based learning environment*. Retrieved November 5, 2000 from <http://www.byu.edu/ipt/workshops/wbi/text.html>.

ROCKY MOUNTAIN FUR TRADE JOURNAL

- Quotations must be carefully transcribed to ensure accuracy. The quoted portion should be contained within quotation marks and a complete source cited in an endnote. In cases where a quotation is quite lengthy, authors should consider paraphrasing the information to emphasize particular points.
- Spell out numbers one through nine but use numerals for 10 and up, except when the number is round or an approximation (thirty, fifty, etc.). Spell out numbers at the beginning or end of a sentence and when used to designate centuries. Use numerals for all percentages. Do not use the % symbol: (3 percent, 99 percent, etc.)
- Generally, “fur trade” is not upper case.
- The definite article that goes with “historian” is “a,” not “an.”
- Format all dates by month, day and year (July 4, 1832).
- Present measurements in the standard most common for the field of study and be consistent throughout the paper. Editor may include conversions to alternate format, for example: 58 inches (147.3 cm).
- Use “North West Company” when referencing the British fur company.
- Generally speaking, punctuation is inserted inside the final quotation mark (“Go away!” “Give me liberty or give me death.” “Nice job,” he said.)
- The directions north, south, east and west are not usually capitalized except when used to reference a specific region (He headed west. He went to the South Pole.) Similar rules apply for northern, southern, eastern and western.
- Plurals of tribal names should typically have an “s” added. For consistency throughout the *Journal*, use these spellings of Indian Tribal names:
 - Arikara
 - Assiniboine
 - Atsina
 - Blackfeet (not Blackfoot)
 - Hidatsa
 - Nez Perce (no accent on the last “e”)
 - Piegane
 - Salish (rather than Flathead)
 - Shoshone (not “i”)

Journal staff retains the right to make the final determination of grammar, style and consistency of usage, etc.

ROCKY MOUNTAIN FUR TRADE JOURNAL

Submission Checklist

The following list will be useful during the final checking of an article prior to sending it to the *Journal* for review.

- Author's contact details: email address, full postal address, telephone number
- All necessary files have been uploaded and contain
 - All figure captions
 - All tables
- Paper has been spell-checked and grammar-checked
- All quoted matter has been checked against the original source. This task is crucial because *Journal* editors will not have access to the same sources the author has used.
- References are in the correct format for this *Journal*
- Cross-check the following to avoid discrepancies:
 - Illustrations against captions, text references, etc.
 - Illustration captions against list of illustrations
 - Tables against their text references
 - All cross-references
 - Notes against their text references

Please do not hesitate to contact *Journal* staff with any questions or concerns, editor@mmmuseum.com.