

QUEEN ANNE

HISTORICAL SOCIETY



Standards and Guidelines for Publication on the Queen Anne Historical Society Website

Thank you for your interest in writing for the Queen Anne Historical Society. The original content we share with the public through our website is a major component of our mission to document and preserve the history of our neighborhood. We do not require adherence to a particular style guide, but we do expect common sense best practices for historical reporting, including fact checking and source citation, where applicable.

Fact checking: This is the most critical aspect of any kind of reporting, historical or otherwise. Check as many sources as possible to confirm the accuracy of your information. When accuracy is in doubt, leave it out.

Sources: sources of historical information should be listed at the end of your article, but footnotes are not always necessary. When is a footnote necessary? Footnotes should be used when a specific piece of information or quote to support your narrative is drawn from existing scholarship. Links to some excellent resources for historical research can be found on our website here: [Research a property — Queen Anne Historical Society \(qahistory.org\)](https://qahistory.org/research-a-property) These resources are useful for all kind of historical research and writing, not just researching properties.

Photos: Historical photographs greatly enhance any article and draw readers' interest. We encourage you to include as many as you can find to bring your story to life. As we are a non-profit organization that does not market our content for sale, we are able to include photos that we do not own from sources such as MOHAI and UW Special Collections, but it is important that the source of the photos is cited. Even for free-to-use sources such as our own image collection, Wikicommons and the Seattle Municipal Archives,⁸ "image source" should be provided below the image.

The format, length and genre of articles included in our online catalog vary greatly, and we encourage you to browse them for inspiration and to identify areas that have not been covered. In addition to articles about historic places, events and patterns of development, we welcome biographies of notable QA residents, articles about the natural environment and even history-making current events. Some examples:

Example: history-making current event

[Snowy Owl Swoops in to make Queen Anne HISTORY — Queen Anne Historical Society \(qahistory.org\)](https://qahistory.org/snowy-owl-swoops-in-to-make-queen-anne-history)

Example: longform articles

[Remembering Queen Anne's Neighborhood Grocery Stores: Augustine & Kyer — Queen Anne Historical Society \(qahistory.org\)](https://qahistory.org/remembering-queen-anne-s-neighborhood-grocery-stores-augustine-kyer)

[Children's Hospital to Queen Anne Manor: Memories of Care become Memory Care — Queen Anne Historical Society \(qahistory.org\)](https://qahistory.org/childrens-hospital-to-queen-anne-manor-memories-of-care-become-memory-care)

[Queen Anne High School — Queen Anne Historical Society \(qahistory.org\)](#)

Example: shortform articles/recurring features

[Queen Anne Yesterday & Today — Queen Anne Historical Society \(qahistory.org\)](#)

[This Week in Queen Anne History — Queen Anne Historical Society \(qahistory.org\)](#)

Submitting an article

1) Email an outline of your article idea, including topic, examples of sources and rough estimate of article length (finished articles should be at least 500 words) to info@qahistory.org with the subject line: article submission.

- We will get back to you within one week to let you know if we would like to move forward with your idea and provide you with the email of our Content Committee chair to whom you will submit your rough draft.

2) Submit your rough draft for review. Please include sources at the bottom of your draft. This is also the best time to inform us of any fact checking uncertainty, as our review committee may be able to help in this regard.

- We will review and return a redline draft to you within two weeks and may reach out to you during the review process with questions or comments to address in the final draft.

3) Submit your final draft for editing to info@qahistory.org . All drafts must be submitted as Word document (.doc or .docx format) or via Google Docs. Please submit two copies of your final draft, one without photos and one with photos embedded and captioned to ensure proper placement of photos when the article is posted. Photos must be submitted as separate .jpg files (at least 600 X 400 pixels). Submit your photos to info@qahistory.org Label your image files by two-digit order of placement in the article and title. For example, if an image of the Space Needle is the third image in your article, label the .jpg "03_SpaceNeedle.jpg"

- We will complete a review of your final draft and notify you when it has been posted to the website (usually within two weeks of receiving your final draft). The posting of your article will be announced via email to our members; your article will become part of our permanent catalog of original content.