



JRAHS Submission Checklist

Thank you for submitting an article to the *JRAHS*. The checklist is designed to facilitate the review process. It should be completed and emailed to history@rahs.org.au with your article. If you have any questions, please contact history@rahs.org.au or (02) 9247 8001.

NB: Manuscripts must be original research and not previously published.

01	Have you consulted the <i>JRAHS Style Guide</i> to prepare your submission? The style guide is located on the RAHS website and can be sent upon request by contacting history@rahs.org.au	Yes <input type="checkbox"/>	No <input type="checkbox"/>
02	Is the material original research and not previously published? Is your submission in Microsoft Word format? Is the submission between 6,000 to 8,000 words (including endnotes)? Is the typeface 12-point and Times New Roman? Have you added page numbers to your manuscript? Is your manuscript double-spaced (including indented quotes and endnotes)? Are all subheadings aligned to the left margin and bold? Have you removed your name from the manuscript?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
03	Are quotations in single quotation marks? Are quotations within quotations in double quotation marks? Are quotations that are more than 40 words indented?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
04	Have you used Microsoft Word in-text referencing? Are the endnotes 10-point and Times New Roman? Are your references endnotes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
05	Have you included a cover letter that includes your: <ul style="list-style-type: none">Name and Contact Details: Email and Phone.Abstract (approximately 100 words).Biographical note (maximum 50 words).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
06	Have you provided two-three illustrations? If yes: <ul style="list-style-type: none">Are they out of copyright OR Have you been granted permission to use them, and can you supply proof in writing?Are images a minimum of 300 dpi, in JPEG format and up to 2MB?Are images embedded in the manuscript? (if yes, remove them and submit them as separate files).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
07	Do you need support sourcing images to accompany your article? If yes, and your submission is considered for publication, we will contact you.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
08	If your submission is published, are you interested in participating in online activities to promote your article, which could include: a media release; social media posts; a recorded interview; or a live lecture?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Author Declaration: _____ **Date:** _____