

## **Words and Silences: Submission Guidelines, Policies, and Instructions**

*Words and Silences/Palabras y Silencios* is the Digital Edition Journal of the [International Oral History Association](#). It includes articles from a wide range of disciplines and is a means for the professional community to exchange and discuss projects and current trends of oral history from around the world. The current iteration of the journal is a digital edition, online ISSN 2222-4181.

### **General guidelines for *Words and Silences*:**

- *Words and Silences*' editorial team is interested in publishing articles, in English and Spanish, related to oral history methodology, practices, theory, and projects. Our goal is to provide a space for oral historians and oral history practitioners to share.
- The journal is published once a year, often focusing on a specific theme. Issues published during a conference year will follow the same theme as the conference theme.
- The journal is published online under a Creative Commons license, and is registered with the ISSN International Centre.
- The IOHA Council and editorial team believe in the [Fair Open Access Principles](#).
- Submissions that follow the editorial and author submission instructions below should be emailed to [iohawebsite@gmail.com](mailto:iohawebsite@gmail.com) with the subject line WORDS AND SILENCES.

### **Author Submission Instructions: *authors should please follow the following consistent formatting guidelines*:**

- Contributions may be written in English or Spanish (or both). Minimum 5000 words.
- Articles should be double-spaced throughout and prepared according to the Chicago Manual of Style. Font Source Type: Times New Roman, Size: 12. Footnotes need not be double spaced.
- Articles should be saved and e-mailed as a .doc or .docx file. They will be reformatted and published as pdf files following editorial review and translation process.
- Articles with no identifying author information should be sent by e-mail to [iohawebsite@gmail.com](mailto:iohawebsite@gmail.com) with the subject line: WORDS AND SILENCES. A separate file with author email and institution should be attached to the same email.

### **Editorial Process:**

*Words and Silences* is managed and produced by an editorial team comprised of IOHA members. We are a mix of oral history practitioners and academics. In its current iteration, we follow a simple editorial review and quality control process:

Submitted articles are reviewed by an editorial team comprised of IOHA members. Step One is an initial pre-review conducted by the English and Spanish Co-Editors. Pre-review considers the following questions:

- Does the paper fit the aim and scope of *Words and Silences* and will it be of interest to IOHA members?
- Can the author verify permission for use of images/illustrations, and are proper credits attributed?

- Is the paper of publishable quality (e.g., does it follow a format, does it include substantial citation/documentation, overall is it readable or will it require more work?)
- Has the paper as is been published elsewhere?
  - \*editors are willing to work with authors who wish to include *non-copyrighted work* that is not under the license of another publisher, in order to include an article or presentation in IOHA's journal, perhaps for various reasons, for example:
    - To connect a case study, project or discussion to a specific theme
    - To reconsider or update a previously-published discussion
    - To invite IOHA associates to provide comment
- Will the paper require an outside peer reviewer, for example, because of evidence-based research, data analysis, or critical review?
  - *This process is conducted on an individual basis. IOHA is currently in the process of establishing a standing pool of oral history peer reviewers*

Pre-review will take up to 30 days following submission, and will result in one of the following decisions by the co-editors:

- Accept, no revisions
- Accept with minor revisions
- Accept with major revisions (editors may ask authors to conduct their own thorough copyediting)
- Reject with comments
- Accepted articles will then move through a more thorough editorial process to prepare articles for final inclusion in the online issue. This process includes:
  - Copy-editing
  - Citation verification and proofreading
  - Proofreading
  - Reformatting for consistency
- After final proofing, all articles will move through a translation process that translates English articles to Spanish, and Spanish articles into English. IOHA's bylaws state that published content is to be made available in both languages. Translation for IOHA is conducted by a translation committee comprised of IOHA members, who conduct both translation and proofreading and are considered members of the editorial team.
- Note: If English or Spanish are not the author's first language, editors ask that authors pay extra attention to language structure in their articles, including and especially grammar.

#### **Email submission process:**

- Articles/documents saved as .doc or .docs files -- and with no identifying author information -- should be sent by e-mail to [iohawebsite@gmail.com](mailto:iohawebsite@gmail.com) with the subject line: WORDS AND SILENCES. A separate file with author email and institution should be attached to the same email. This information will eventually be included in the final published article.
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