

Estes Park Museum Friends & Foundation, Inc. Press

Submission Guidelines for New Manuscripts

To be accepted for initial review by the Estes Park Museum Friends Press Publications Committee, each manuscript must meet one essential and minimal criterion:

It must be an original work that holds the possibility of contributing to new knowledge, understanding, and appreciation of the Estes Valley and its natural, cultural, or historical development.

To start the review process, an author or author's agent must submit the finished manuscript to the Editor in Chief along with a detailed proposal or "case statement," which includes the following:

1. The author's curriculum vitae, résumé, or informational summary and publishing record that provides evidence of his or her qualifications to write knowledgeably on the subject addressed in the manuscript;
2. A summary of the work (no longer than 500 words);
3. A statement substantiating the claim to new knowledge, understandings, and/or appreciation of the cultural, natural, social, or historical development of the Estes Valley contributed by the new work;
4. A statement identifying the intended audience for the proposed work (e.g., for whom will this work have primary appeal?);
5. A statement indicating what, if any, financial contributions to the publication expenses (copyediting, indexing, etc.) the author is prepared to make;
6. A copy of the completed manuscript. The manuscript should be typed on one side of the page only, have consecutively numbered pages, and standard margins (1 inch top and bottom, 1.5 inches left and right). A cover sheet must accompany the submitted manuscript, carrying your name and mailing address, the title of the work, the date of submission, and information on the running head. The author's name should not appear in the running head nor on any pages of the manuscript other than the cover sheet.
7. The manuscript and items number 1-6 above should be sent to the following address:
Contact Friends Press
Nancy P. Thomas, Ph.D., Editor in Chief
Estes Park Museum Friends & Foundation, Inc. Press
c/o Estes Park Museum
200 Fourth Street
Estes Park, Colorado 80517

Estes Park Museum Friends & Foundation, Inc. Press

Review Process

Once the Publications Committee has accepted a book for review, the author will be asked to provide three (3) copies for distribution to the three outside readers appointed by the Editor in Chief.

Copies of the manuscript should have numbered pages, a running head based on the proposed title of the work, and a cover sheet carrying information on authorship of the work, the title of the work, the date of submission, and the exact wording of the running head.

The author's name should not appear in the running head nor on any pages of the manuscript other than the cover sheet.

In submitting their reviews of the work under consideration, designated readers will use the Friends' Press Review Form in advising the Editor in Chief of their decisions to: publish as written, publish with minor revisions, publish with major rewrites, not to publish.

The Review Process consists of a "double blind" technique; that is, neither the reader nor the author will have access to the identity of the other.

Each reader will submit his or her review within one calendar month of the receipt of the manuscript.

When a manuscript is accepted for publication, acknowledgement of the readers' assistance may be made known to the author at the discretion of the Editor in Chief.

Once the review forms have been received by the Editor in Chief, the EIC, in consultation with the Publications Committee, will make a recommendation to the Friends Board as to the final disposition of the manuscript: i.e., to publish, edit and publish, or reject the proposed work.

Because the publication of any work involves a financial risk, the final decision on publications must reside with the Estes Park Museum Friends & Foundation, Inc. board. The Editor in Chief will have the responsibility of informing the author of the board's decision.

Contact the Friends Press:

Estes Park Museum Friends & Foundation, Inc. Press
200 Fourth Street Estes Park, Colorado 80517
Phone: 970-577-3766
Email general inquiries about the press to: press@estesparkmuseumfriends.org
Editor in Chief: Nancy P. Thomas, Ph.D.
press@estesparkmuseumfriends.org
970-260-3557