

# Prairie Fire Submission Guidelines

## Editorial focus

PF concentrates on four areas—public policy, arts and humanities, the environment, and social issues—with a focus on writing and information that appeals and is related to readers in the Great Plains region. We provide our readers with intelligent, articulate, and entertaining writing on issues that matter to them, and we introduce new ideas and fresh perspectives into our ongoing conversation with our readers. We welcome views from all sides, especially in regard to public policy and environmental issues.

## Editorial style

Our house editorial style is mainly Chicago Press, followed by Associated Press style when Chicago is silent. Spelling generally conforms to Merriam-Webster's Collegiate Dictionary. We reserve the right to edit all work submitted to us to conform to house style and to correct mechanical and objective errors in the writing—with the expectation that the author will recognize his or her writing once in print. Substantial editing normally will require approval by the author and the publisher.

## Editorial policies

Our policy is to accept writing from acknowledged experts in their field—which, admittedly, can be subjective. An artist known for her sculpture may also be immersed in environmental literature, and we would accept her contributions on either subject—though the public would know her as an artist first. We do not accept ghostwritten works unless the public use of the author's name would cause physical or financial harm to the author and/or the author's family. We do not accept news releases and Q&A-style interviews except as advertorials or, more rarely, as a sidebar to an article.

## Deadlines

Our deadline for material to be considered for inclusion in the following issue is the tenth of the month (e.g., January 10 for consideration for the February issue).

## Content and file guidelines

All essays in PF need the following information:

1. Title or headline;
2. Full author name;
3. Short author bio (two to four sentences in length);
4. Contact information, including phone and email (this will not be published, of course).

We can accept almost any type of word-processing file, such as Word or Pages, though we ask that you avoid Publisher files.

## Word count

Please limit your essay to 1,500 words or fewer, if possible. Longer works may be serialized at our discretion.

## Graphics

Any graphical element that will appropriately add to an article is welcome, including photos, tables, charts, and illustrations. Please avoid submitting headshots or group photos.

Please follow these specifications to ensure the highest print quality of your graphics:

- 300 dpi for grayscale/color images;
- 1200 dpi for B&W images;
- as physically large as possible;
- in TIFF, PDF, or EPS formats (JPEG is accepted but not joyfully).

## Cutlines and credits

All graphics must be accompanied by cutlines (captions) or titles and/or other appropriate information. Cutlines should include information on the image's subject or situation and a credit line for the person or entity who created or owns the image. Please limit cutlines and credits to two or three sentences, unless the additional information is required for understanding.

## Tables and charts

Table and chart titles require a special format (see Chicago). Briefly, the essential information includes

1. The number of the table: Table 1 or Fig. 1.
2. A brief description. For example, *Table 1. Platte River instream flows in cubic feet per second appropriated by the Department of Natural Resources to the Central Platte Natural Resources District on Sept. 23, 1994 (effective priority date of July 25, 1990) by purpose, segment, time period, and gage location* can be shortened to *Table 1. Platte River instream flows (in cubic feet per second)*—the remaining details should go into a note underneath the table.
3. The source of the information, similar to a credit line: *Source: Nebraska Game & Parks Commission.*

Table titles are written in noun form, i.e., “Families subscribing to monthly journals” rather than “Families that subscribe to monthly journals,” and they should be brief.

Chart titles are treated like cutlines, except that they are numbered (Fig. 1, Fig. 2, etc.). Like a table title, a chart title must be brief, and it should not duplicate the labels within the chart.

*If you have prepared a table or chart according to a style guide other than Chicago (MLA, for example), please be aware that we may make some changes to the format to conform to house style.*

## Submission process

Please submit your essay and any accompanying graphics using our Submittable website at [prairiefire.submittable.com](http://prairiefire.submittable.com). Instructions are provided on the website. Please contact us if you have questions or experience difficulty using Submittable.

## Contact information

Please feel free to call or email us with questions or concerns:

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