

APPENDIX B

BYLAWS OF THE PUBLICATIONS COMMITTEE

Section 1. The Committee. The Publications Committee shall be composed of a chair and eight members, all serving staggered 3-year terms. New members of the committee are nominated by the Managing Editor in consultation with the President and appointed by the President. Any current Member of the Association is qualified for membership on this committee, but must be a current Member in order to remain a member of the committee.

Section 2. The Chair of the Committee. The chair of the Publications Committee should be, but may not necessarily be, a member of the committee who has served in that capacity for one or two years. The chair of the Publications Committee is nominated by the Managing Editor and is confirmed in that position by majority vote of the members of the Board of Directors for a term of one year. The chair provides the Board of Directors with a semi-annual report of all publication activities of the Association. The chair serves as a voting director, with all the duties and responsibilities incumbent upon the Directors Ex Officio and the Directors at Large. The chair of the Publications Committee may not serve a second consecutive term.

Section 3. Functions of the Publications Committee. The Publications Committee shall advise the Managing Editor in all matters having to do with the publication of *Louisiana History*, the *Louisiana History Newsletter*, and all other publications of the Association. The affecting publications as from time to time may come to the attention of the committee. The Publications Committee together with the Managing Editor and the Secretary-Treasurer shall select the winner of the Presidential Memorial Award for the best article appearing in *Louisiana History* during the previous calendar year.

Section 4. Publication Committee Guidelines for the Publication of *Louisiana History* and the *Louisiana History Newsletter*.

ARTICLES APPEARING IN *LOUISIANA HISTORY*

A. Subject matter considered appropriate for *Louisiana History*:

1. The broadest possible coverage of Louisiana history topics, including literature, politics, and historiography. Other topics at the editor's discretion.
2. The entire Mississippi Valley, when articles deal with the colonial period or the Louisiana Purchase.
3. Material having historical relevance from the following disciplines: Political Science, Sociology, Geography, Anthropology, Economics, Journalism, Native American Studies, historical archaeology, demography, and public history.
4. Perhaps an occasional article on sources and materials of value in teaching Louisiana history, or on areas in which secondary sources are lacking and which might be explored as research topics, or on questions which might have arisen in classes regarding conflicting facts and interpretations of primary source materials.
5. Scholarly articles are the journal's first priority, but the editor may occasionally publish eyewitness accounts of historical events or historical memoirs by "non-academic" writers.
6. An attempt will be made to avoid too much concentration in any issue on one historical period or one topic. Instead, the editor will attempt to publish individual issues with as much variety and balance as possible.
7. The presidential address will be published in the journal, at the discretion of the Publications Committee and the editor.

B. Acquisition of Manuscripts:

1. The editor will examine the programs of various social science and historical association meetings and write the authors of papers on Louisiana history, inviting them to submit their manuscripts for possible publication in the journal.

2. Faculty members and graduate students working on Louisiana history topics will be urged to contribute manuscripts for possible publication in the journal.
3. Authors of these and dissertations on Louisiana topics will be encouraged to submit manuscripts for possible publication in the quarterly.

PROCESSING OF ARTICLES

A. Manuscripts submitted to the journal will be processed in the following manner:

1. Receipt of manuscript will be acknowledged immediately.
2. Whenever possible, manuscripts will be read for style by an in-house reader. Manuscripts that are obviously unacceptable for publication will be immediately rejected.
3. Manuscripts approved on the basis of their stylistic merits will be evaluated by means of a blind assessment process. Manuscripts will be forwarded to two qualified critic readers for evaluation. Critic readers will be asked to return their evaluations within three months.
4. Upon receipt of the evaluator's reports, the editor will again read the manuscript and make a determination regarding the suitability of the material, based in large upon the critics' opinions. In the case of a split decision, the editor will seek a third opinion.
 - a. rejection;
 - b. rejection with encouragement to rewrite and resubmit;
 - c. acceptance on condition that certain revisions be made;
 - d. acceptance of the manuscript in its existing form with a minimum of editorial changes.

In all cases except unconditional acceptance, the manuscripts will be returned to contributors together with the anonymous critics' suggestions and the editor's comments. Where revisions are requested, the editor will suggest a timetable for resubmission. Once a manuscript has been accepted for publication in the journal, the author(s) will be asked to submit a hard copy of his manuscript as well as the final draft in electronic form.

C. Copyright:

All contributors will be required to sign a publications agreement authorizing the Association's editorial staff to make any and all necessary editorial changes to make manuscripts publishable. Individual contributors must indicate that they are the sole authors and proprietors of materials submitted to the journal for publication and that they are not simultaneously submitting their manuscript for possible publication in other journals. Contributors must agree to allow the Association to reserve all rights to materials appearing in *Louisiana History*.

D. Editing:

The Association's editorial staff will make any and all editorial changes necessary to make manuscripts publishable and to bring works into line with the Association's approved manual of style.

There will be no attempt to economize through over-consolidation or combination of citations.

Authors will be given the opportunity to review and approve all editorial changes when proofreading galley pages. Authors will indicate their approval of editorial changes by initialing galley pages. Authors will be asked to return the galleys within the time period specified by the editorial office.

NOTES AND DOCUMENTS

Selected materials can be included in this section of the journal. These selected materials will consist of edited letters, portions of a manuscript diary, memoirs, reminiscences, or other primary source with a brief introduction and commentary from the contributor. This section may also include short articles dealing with Louisiana historiography or narrowly defined historical topics.

BOOK REVIEWS

A. The following types of books will be reviewed in *Louisiana History*:

1. Those relating to Louisiana history, in its broadest sense.
2. Significant works in Southern history.
3. Outstanding general works on American history.
4. Books suitable for use in junior high and senior high school history classes because such a policy would enhance the value of the journal to public school teachers belonging to the Association.

- B. Book reviews will be obtained whenever possible from the authorities in the field. A list of potential reviewers will be maintained from forms sent to appropriate departments of all Louisiana colleges and universities.

NEWSLETTER

The Association's quarterly newsletter will include newsworthy information solicited from Louisiana colleges and universities, LHA members, and regional and local historical, genealogical, and cultural groups.

INDEX

An index will appear in the fourth issue of each volume.