VA History Office – Article submission guidelines

The VA History Office (VAHO) accepts article submissions from VA employees for publication on the history website. Email VA History at (VAHistoryOffice@va.gov) to make an introduction and to discuss your idea.

**Intent:** These guidelines are intended to streamline the submission. Articles will be reviewed by the VA History Team and approved for publication.

Content can be submitted to the VA History Office mailbox (VAHistoryOffice@va.gov). Deadlines will be discussed on a case-by-case basis; however, any time-sensitive pieces will require submission two weeks before requested publication date.

Articles will be reviewed by the VA History team for clarity, format, and other editorial needs prior to publication.

If the article will not be published or delayed due to other reasons, the submitter will be notified.

**Style:**

Articles should be professional in tone and style, using the Chicago Manual as the writing and style guide, including for endnotes. We recommend reviewing articles on the VAHO website and from other historical journals or websites. Citations are required with sources. Topics can be on any historic VA related item or tied to any overall VA focus or awareness event, such as:

- Historic recognition and national annual heritage periods (Veterans Day, Memorial Day, Women’s History Month, National African American History Month, Asian-American and Pacific Islander Heritage Month, etc.).
- Veterans (especially in relationship to VA – received VA care, benefits, buried in National Cemetery, etc.).
- Historic VA facilities, buildings, campuses.
- VA employees (notable in their historic contribution to our mission).
- VA events.
- Historic artifacts, images, and documents related to VA and its predecessors.
- Historic protocols, innovations, treatments, and practices.
- Activities or ceremonies of VA and its predecessors (e.g., the role of marching bands on National Home for Disabled Volunteer Solder camps).}

Citations should be listed as endnotes following the text of the article – this makes it easier to copy over onto the website. If any sources are websites, embed the link into the article as it will automatically transfer over when copied onto the website.

**Format:**

- Articles should be between 800 and 1,200 words and have at least 2 images, with a description for each image – this will help the team write the caption.
- Provide only images from the public domain with accreditation, no copyrighted material unless it is a personally owned image and authorization is provided to VAHO for its use. If images are of living individuals, a VA Form 10-3203 CONSENT FOR PRODUCTION AND USE OF VERBAL OR
WRITTEN STATEMENTS, PHOTOGRAPHS, DIGITAL IMAGES, AND/OR VIDEO OR AUDIO RECORDINGS BY VA is required.

- Image files will need to be .jpg format and file names have NO spaces (ex: This_is_my_image.jpg).
- If images relate to specific sections in the article, insert an annotation in the text indicating position to the webmaster for layout (see example below):
  
  Ex: Paragraph 1
  Paragraph 2
  Image 1 here
  Paragraph 3...etc.

- Recommend a headline for the article.
- Provide your name, title or position and facility/office location.