

# Great Northern Railway Historical Society

## Authors Guidelines

### General Information

The GNRHS encourages its members, indeed all authors, to contribute to *The Goat*. Each article of information you provide tells us just a little bit more about the Great Northern. Working together, we can keep its memory alive today and for future generations.

If you have knowledge you'd like to share, please give us a call. Research is mostly up to the individual but we have extensive information in our Archives to assist you. In addition, we have editors, photo specialists, proof readers and researchers eager to help.

The [Authors Guidelines](#) below will help get you started. Although the process may seem daunting, it actually goes quite smoothly. Give it a try! Who knows, you may become famous!

### Goat Magazine

Each quarterly issue of *The Goat* contains a magazine, Reference Sheets and Modelers' Pages. Articles printed in *The Goat* magazine are usually general human interest pieces. They may be anecdotes from former employees or just folks with a story to tell. Goat magazine articles usually do not take as much preparation as Reference Sheets. Stories should be submitted to Ed Stankard, Managing Editor: 913-888-5760 or [goateditor@gmail.com](mailto:goateditor@gmail.com). He will review your article and help you prepare it for publication. In all cases, the decision of the Managing Editor is final.

### Reference Sheets

Reference Sheets are usually the result of someone's curiosity or keen interest in a facet of Great Northern history, structures, equipment, right of way, locomotives, etc. They are well researched, edited, reviewed and documented.

### Selecting a Topic

A brief summary or outline of the subject you intend to research is a good place to begin. A complete list of past Reference Sheets is available at GNRHS.org for your review. Please contact Reference Sheet Editor, Norm Priebe, at 1-320-763-2805 or email: [w7isd@rea-alp.com](mailto:w7isd@rea-alp.com), to get started. Norm will discuss the topic with you, indicate its potential, and encourage you in your research.

### Text, Pictures and Diagrams

Before research and writing begin, text (e.g. MS- Word preferred) and photo (e.g. 300dpi if scanning) guidelines should be discussed with Phil Webb, Photo/Layout Editor. As you write, you will then know how to present your Reference Sheet for publication. You can also check in with Phil during the writing process. His phone number is 520-518-5152; email: [pwebb17@cox.net](mailto:pwebb17@cox.net).

## Research

There are several resources today that can help you research your topic. A list is available at GNRHS.org (click *Research & Archives*). The GN corporate records at the Minnesota Historical Society are a key source: [www.mnhs.org](http://www.mnhs.org) and enter *Great Northern* in the search box. Also try GNRHS Archives online at [www.gn-jointarchive.org](http://www.gn-jointarchive.org).

Please feel free to email [archives@gnrhs.org](mailto:archives@gnrhs.org) for further help, or to arrange visits to the Archives two physical locations at St. Paul, MN (Jackson Street Roundhouse) and Burien, WA (Pacific Northwest Railroad Archive). This address is staffed by multiple people. For urgent matters, you may call Stu Holmquist at 612-751-2343 or John Thomas at 651-249-6456. We encourage you NOT to limit yourself to online sources. The physical archives at MHS and GNRHS and other libraries contain literally millions of documents and tens of thousands of photos, blueprints, maps, etc., only a fraction of which have been scanned.

The author must acknowledge referenced sources (text, photos, charts, maps, etc.) through footnotes and/or a bibliography. If permissions are necessary, GNRHS editors can help you obtain them. Please keep master back-up discs of all text, photos, diagrams and research information you submit. If an article needs a more formal review, the GNRHS has several knowledgeable members who can help provide feedback.

## Editing and Proofing

The art of editing a Reference Sheet is a partnership between the author and Reference Sheet Editor. They thoroughly discuss the copy, photos, diagrams, etc. to arrive at a Reference Sheet that is interesting to the membership and fully accurate. In all cases, the decision of our expert editors will be final.

Once the text is approved, several editors will review it for basics: punctuation, spelling, grammar, and readability. Here is also an opportunity for the author and Reference Sheet Editor to make final changes.

The Layout Editor then formats text, photos and diagrams for printing. The author also receives a final proof for last minute changes which, we hope, will be minimal. A final proof for spelling, punctuation, etc. is also made by editors. The Reference Sheet is then approved by the Managing Editor for publication.

## Modelers' Pages

Each issue of *The Goat* contains 16 pages of information for modelers, both new and advanced. Features include information from manufacturers on new models, pictures of favorite models, contest results and answers to modelers' questions. Modelers who wish to contribute to Modelers'

Pages are encouraged to contact Duane Buck, Modeling Pages Editor, at 928-284-2015; or email: buckgnrwy@msn.com.

## **Publishing Rights**

Reference Sheets, Modelers' Pages and Goat contents are copyrighted by GNRHS. All or parts of these publications may not be reprinted without written permission of the Managing Editor. Original photos, diagrams, drawings, maps, charts, etc. are returned to the author after publication.

Since the GNRHS is a non-profit volunteer organization, authors and contributors are not compensated for their work.

## **Contact Information**

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