Austin Genealogical Society

Advancing genealogy through wide-ranging research and education, and supporting the preservation of the heritage of Austin, Travis County and Texas

Quarterly Submission Guidelines & Requirements

The Austin Genealogical Society invites and encourages submissions of several different kinds of articles.

Below are just a **few** ideas:

- **Factual genealogy research articles about family or local history, character sketches, or memoirs** reporting findings from research into ancestral or descendant lines of families or local history with Texas or Travis County connections; articles should use footnotes or endnotes to document sources; preferred length: 1,500 to 4,000 words, exclusive of footnotes or endnotes.

- **Family history research stories** describing a researcher's path of discovery, including what the researcher knew at the outset, how one piece of information led to another, and how a particular problem was solved; articles should clearly identify sources in the narrative, or in footnotes or endnotes; preferred length: 1,500 to 4,000 words, exclusive of footnotes or endnotes.

- **Family history heritage travel stories** describing trips to ancestral sites; stories should include advice on planning a trip, how to find ancestral sites, and how to use travel to advance genealogical research; preferred length: 1,000 to 2,000 words, exclusive of footnotes or endnotes.

- **Genealogy tips, how-to's, brick wall research success stories** Do you have an unusual place or source that might provide valuable information, problem solvers, time-saving tips, or a how-to that you might like to share? Preferred length: 1,000 to 2000 words.

Research articles, research stories and heritage travel stories should have some connection to Travis County. However, we will accept submissions that do not have connections to Travis County. While preference is given to AGS members, non-member submissions are encouraged and welcome. Email all submissions to quarterly@austintxgensoc.org.

Submission Requirements

All submissions are to be sent as file attachments electronically through e-mail. Paper copies will not be accepted. The preferred file format is Microsoft Word; however, formats from Corel WordPerfect and other word processing software may be used, provided the file can be converted to Microsoft Word format. **Do not submit articles and images as a PDF file or as an Image File.**

Photographs, illustrations, maps and tables that enhance your article are strongly encouraged, send each image as a separate file. Clearly identify each image.

Contributors are solely responsible for accuracy and proper citation of consulted sources. In addition, contributors are responsible for adhering to all applicable copyright law in their works. AGS assumes no responsibility for content of submitted material. Copyright of the submitted material remains with the compiler, not AGS or the *Quarterly*.

Submit all digital files via email to: **quarterly@austintxgensoc.org**.

Please include the following information in your submission email:

- Email Address
- Postal Address
- Phone Number
- List of photos or other images, with proposed captions
- Short biographical statement (max: 75 words)

The AGS Editor reserves the right to edit all contributed materials for style, grammar, and length.

Style and Format

We do not expect our authors to be professional writers; do not let the fear of making a mistake keep you from writing; if you have a good story, we will help you fix the grammar and style.

Spelling: Spell-check your document; consult a recent dictionary when in doubt.

Numbers: Spell-out numbers under 10. Consult the *Chicago Manual of Style* for details.

Dates: Unless you are using a direct quote from another document, use the standard genealogical format: "21 Aug 2013."

Abbreviations: Avoid abbreviations. Do not use postal state abbreviations (TX), except in postal addresses.

Formatting: Please do not include special formatting in your file. Use bold-face type only for section headlines. Use italics only when essential. Extra formatting makes it more difficult for others to work with your file.

Images: Photographs, illustrations, maps, graphs, charts should be scanned at 300 - 600 dpi and saved as a JPEG file. Bible records and the title page showing the date of publication of the Bible should be scanned at 300 dpi and the family data should be transcribed, exactly as it appears in the Bible.

Consistency: Do not change the style of writing within an article. Spell a place name or personal name the same way throughout the article. Observe Standard English grammar rules except in cases of transcribed documents, quotes or similar items.

Citing Sources: Do not incorporate someone else's ideas or work into your article without citing the source. You must cite the source whenever you quote, paraphrase, summarize, or otherwise refer to the work of another person. **Remember:** anything that is not general knowledge should have a source citation. The most common forms of citation are through the use of footnotes or endnotes, a works cited list, a reference list, or a bibliography in your article.

Proper citation formatting can be found in the following books and many guides are available on the Internet.

• *MLA Handbook for Writers of Research Papers*
• *Chicago Manual of Style*
• *Evidence Explained*, by Elizabeth Shown Mills

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