

Ohio Genealogical Society Publications

Writing Format and Style Guide

23 March 2010

Introduction

The Ohio Genealogical Society (OGS) has grown into the fourth largest genealogical society in the United States and is the largest state genealogical organization. The society's 5,000 members enjoy receiving two quarterly publications as part of membership, *Ohio Genealogy News* and the *Ohio Genealogical Society Quarterly*.

The Society also publishes two other quarterly publications, which are supported by subscriptions. These two quarterlies are *Ohio Records and Pioneer Families* and *Ohio Civil War Genealogy Journal*.

Each publication differs slightly in both format and style so it is important to follow the guidelines as set forth for the publication for which you are writing. It is the job of the editors to ensure that all submissions follow a minimum standard of research and that articles have been submitted in the correct format.

Writing Format and Style Guide Purpose

This Writing Format and Style Guide is designed to help authors in preparing their submissions which will reduce the amount of time that the editors spend editing the articles. It is not the intent of this guide to reject any submission but rather to help the authors to prepare their articles for the publication for which they are writing.

It is the right of each of the editors to reject articles that do not follow the guidelines that are set forth in this publication. Articles may be sent back to the contributors for revision.

Ohio Genealogy News

Ohio Genealogy News (OGN) is published quarterly and is a benefit of OGS membership. It features news of interest to genealogists, and articles about Ohio resources. The OGN won first place in the 2004 National Genealogical Society's newsletter competition.

OGN publishes articles concerning genealogical record groups, collections, research techniques, databases and websites related to Ohio genealogy and history, as well as articles about OGS, its Chapters and other genealogical news.

Ohio Genealogical Society Quarterly

Ohio Genealogical Society Quarterly (OGSQ) is also a benefit of OGS membership. It features condensed family histories, church, cemetery, and court records, newspaper abstracts, Bible records and book notices. All material submitted must have an Ohio connection.

Photocopies of Bible records and other original old manuscripts must be submitted with a typed transcript of the record. Each page of the transcript should contain the author/submitter name and the transcript page number.

Ohio Records and Pioneer Families

Ohio Records and Pioneer Families (ORPF) considers all types of Ohio articles for publication. Material about Ohio Pioneers who were in Ohio before 1850 is preferable. ORPF welcomes manuscripts, including pictures, of previously unpublished Ohio-related material for publication. Do not submit general Ohio history. This publication is supported through subscriptions.

Ohio Civil War Genealogy Journal

Ohio Civil War Genealogy Journal (OCWGJ) welcomes manuscripts, including pictures, of previously unpublished Ohio-related Civil War material for publication. This publication is supported through subscriptions.

The types of material requested for publication in OCWGJ include letters, diaries, newspaper extracts or abstracts, military pension records, cemetery records, county military related records, unit records, unit histories, unit lists of battle, military organization records, reunion records, and other Civil War related material. OCWGJ also welcomes articles on finding Civil War records, interpreting Civil War records, techniques for solving Civil War related problems, and biographies of Civil War soldiers and their families with Ohio connections.

Quality of Research and Writing

It is the goal of the Ohio Genealogical Society to produce the finest quarterly publications for its membership and subscribers, both in the quality of research and in excellent writing. This standard can only be achieved if the officers and trustees of the Society, plus the editors of each of the publications, strive to maintain a high standard of researching, writing, and formatting.

Author's Responsibilities

Regardless of the quarterly journal, authors are writing for a black and white publication. The use of color, borders, fancy designs or any other style that detracts from the purpose of the article is prohibited. The article will be returned to the authors for revisions.

The use of Internet web formatting is prohibited. Web formatting is different from the formatting of paper publications. Hyperlinks should be removed.

Writing must be clear and concise. The style should be aimed for readers with a high school education. It is the author's responsibility to check the spelling and grammar of articles.

With genealogical articles, the quality of the research should be very high. Articles must have accepted genealogical documentation.

Each article must have the contributor's name, address, e-mail address and/or telephone number included at the beginning or at the end of the article. Please use page numbering on all submissions.

A letter must accompany the manuscript giving the Ohio Genealogical Society permission to publish. Please use the form at the end of the Writing Format and Style Guide.

First-Time Authors

For many new authors, this will be the first opportunity to have your work published. Do not be intimidated by this Writing Format and Style Guide. It is designed to produce nearly camera-ready articles for the four OGS publications. Properly formatted documents will save the editors considerable time and will increase the chance that your article will be accepted for publication.

Format Guide

Materials must be submitted to each editor on a computer disk (CD) or as an e-mail attachment. Images should not be included in the article but submitted as their own file on the disk or as an e-mail attachment. Articles must be submitted in a format that can be edited.

Formats

OGN = Microsoft Word or Microsoft Publisher

Images = JPEG, GIF or TIFF

Articles submitted electronically should not contain any formats, such as tabs or indents.

OGSQ = WordPerfect or RTF

ORPF = Microsoft Word or WordPerfect or compatible program

OCWGJ = Microsoft Word or WordPerfect or compatible program

If the author can not meet the format standard, contact the editor about other formats. Example: RTF formatting may be acceptable. Do not submit your articles in a PDF format or as a picture file. Notice: Microsoft Word, Microsoft Publisher and WordPerfect are registered trademarks.

Special Requests

ORPF

A brief background about the material should be included. It should contain information on the location of the original source, the date range of the material, the Ohio connection and the contributor's connection to the material.

OCWGJ

A brief background about the material should be included. It should contain information on the location of the original source, the date range of the material, the Ohio connection and the contributor's connection to the material. If photocopies of original documents are submitted, they must be easy to read or a typed transcript must be included for clarity and accuracy.

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.

Line Spacing and Paragraphs

Paragraphs should be single spaced. Do not indent at the beginning of a new paragraph. When you start a new paragraph, you must double space between the two paragraphs. Do not use automatic special spacing before or after a line or paragraph.

Margins

All pages should have a 1” margin on all sides.

Columns and Tables

All articles should be submitted as a single column. The editors will reformat the article according to the standards of that publication. Tables may be used.

Justifying Paragraphs

Use left alignment only.

Font Size and Type

Use Times New Roman font only.

ORPF = 12-point font size

OCWGJ = 10-point font size

OGN = 11-point font size

OGSQ = 11-point font size

Capitalization

Do not use all capital letters in given names and surnames. Capitalize only the first letter of proper nouns.

Bold

Only use bold text for the title of the article or subtitles.

Italics

Use italics only for publication titles or when absolutely necessary to emphasize a word or to quote another document or a person.

Underlining

Do not underline texts or titles.

Quotes

When inserting quotes, use italics to set the text off from the body of the work. Quotation marks may also be used.

Dates

Always spell out the name of the month. OGN uses regular, not genealogical style dates. The other journals prefer genealogical style dates, i.e. 12 May 1854.

Abbreviations

If abbreviations are necessary to the article, define or explain necessary abbreviations with the first usage. Thereafter, use the acronym or abbreviation as noted with the first use.

Color

Do not use color or highlighting in the document. Do not use shading in tables.

Bullets and Numbers

Keep bullets and numbers simple. Do not choose a fancy bullet or number style.

Footnotes or Endnotes

Use footnotes or endnotes for citing the sources of information. We prefer NO automatic formatting of footnotes or endnotes. Please manually enter your footnotes or endnotes. OGN uses endnotes only, no automatic formatting.

Illustrations and Maps

Illustrations and maps are welcome as part of your article. OGS cannot use any illustration or map that is protected by copyright laws, unless you have obtained prior permission for OGS to use the illustration or map in your article. Please provide a copy of the permission letter. Illustrations or maps that do not meet clarity standards for reproduction cannot be used.

Do not embed any illustration or map in the article. Send all illustrations and maps as separate files. Illustrations and maps should be at a minimum of 300 dpi. The Editors will position all illustrations and maps as they see fit on the pages. Provide a short caption for each illustration and map. Cite the source of each illustration or map.

Numbers

Numbers from zero to nine should be written out in word form. Numbers from 10 should be written in number form. Figures with four or more numbers should have commas.

Proper Titles

Except for Mr., Mrs., and Ms., all titles must be spelled out.

Research Standardization

The Ohio Genealogical Society has a very good, and well earned reputation for being the primary source for genealogical materials devoted to the State of Ohio. We must guarantee that the quality of the articles that we publish remains high. Please follow the guidelines as stated below.

Copyright

The Ohio Genealogical Society would never knowingly violate the copyright laws of the United States. It is paramount that the authors who use copyrighted material in their articles have the proper permissions to use that material. If there is any question that the submitted article will violate the copyright laws, it will not be published.

Likewise, a copyright is reserved to the authors of signed materials. This will protect your article and it will cover the content, images and photographs that were submitted as part of your article. See the author agreement form at the end of this guide.

Plagiarism

Plagiarism is not accepted by the Ohio Genealogical Society. Articles containing plagiarism will not be published.

Citing Sources

Research writing demands that authors be credited for their work. 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. 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

Submitting Your Article

Articles can be e-mailed to the appropriate Editor (contact list is below) or mailed on CD to The Ohio Genealogical Society. If you are submitting a paper copy of an article, it must be accompanied by the electronic version on CD or via e-mailed file.

The Ohio Genealogical Society
713 South Main Street
Mansfield, OH 44907-1644

In the lower left corner of each envelope or package, please write the name of the publication for which you are submitting your article. This will help the office staff to forward it to the correct Editor in a timely fashion. Individual editors will contact you regarding the article.

Contacts

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All material submitted to an OGS publication must include the following form from the submitter giving the Ohio Genealogical Society permission to publish. The Editors reserve the right to accept or reject any submitted material, as well as the right to make changes.

THE OHIO GENEALOGICAL SOCIETY

713 South Main Street
Mansfield, Ohio 44907-1644
Phone: 419/756-7294
Fax: 419/756-8681
Web Site: www.ogs.org



Publishers of
OGS Quarterly
OGS Genealogy News Magazine
Ohio Records & Pioneer Families
Ohio Civil War Genealogy Journal

Author _____ Date _____

Address _____ Telephone _____

City/State/Zip _____ E-mail _____

Contract between the Author and the Ohio Genealogical Society (OGS; the *Publisher*).

1. The Author has submitted the following article(s) for publication in one of the OGS journals listed above and/or on the OGS Web Site:

Title	Journal / Web Site
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. All the material submitted by the Author to said OGS publication is copyrighted by the Author. The Author grants to the Publisher first North American Serial Rights, First Electronic Rights, Electronic Archival Rights and the right to reprint the entire issue in which your work appears either in printed or electronic format. In addition, all work published will be reviewed for consideration in any written annual or anthology OGS may publish in printed or electronic form (including the OGS web site), and in any exhibition, educational seminar, and/or reading OGS may organize.

3. All other rights not expressly granted are fully reserved by the Author and must be negotiated separately, including any other electronic rights or placing the article in any non-OGS printed or electronic publications and/or any non-OGS free or fee-based web sites.

4. OGS journals are currently indexed in PERSI and are electronically published by EBSCO. These types of publishing arrangements may change but the Author acknowledges that OGS does work with third-party services such as PERSI and EBSCO.

5. The Author guarantees that to the best of his/her knowledge, the article will not contain material that is consciously libelous or defamatory.

6. OGS editors reserve the right to edit submitted material prior to first publication in either printed or electronic form.

Author: _____ Date: _____

Publisher: _____ Date: _____

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TSN; KBH