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# The Ohio Genealogical Society

## The Ohio Genealogical Society Writing Contest

### Rules and Style Guide

2017

Authors may submit up to two entries. Submissions must be original writing and must not have been previously published in other publications; including journals, books, or online. Submission to this contest constitutes permission to publish in *OGSQ* or *OGN*. Contest judges reserve the right to disqualify entries that have been previously published (online or in print) or do not follow submission rules, including proper formatting of citations and adherence to copyright laws.

Winning articles will be featured in appropriate OGS journals. Editors of the OGS journals will determine the appropriate journal for each winning entry. Non-winning articles will be published as deemed appropriate by the editors. The contest is open to all OGS members as well as non-members. Both amateur and professional writers may submit articles.

Authors will be notified when their entries are received. Winners will be announced via e-mail letter, during the OGS Conference Saturday Annual Meeting and in *OGN*. OGS may choose not to award all prizes, depending on the quality of entries received.

#### Criteria

Entries will be judged on three criteria. Judges' comments will be returned upon request.

- Accuracy: 0-15 points
- Clarity-writing mechanics: 0-20 points
- Overall impact and interest: 0-15 points.

Total possibly points awarded by each judge is 50. Articles must score at least 25 points to be eligible for a prize.

Articles must be properly cited following the guidelines in standard works by Elizabeth Shown Mills, MLA, or APA.

#### Formatting

##### Text

- Font: Times New Roman.
  - Size: 11 points.
  - Color: Black only.
  - Margins: One inch on all sides.
  - Spacing: Single spacing. Space between paragraphs.
  - Text must not contain any formatting unless a table is included.
  - All articles should be saved in either Rich Text (rtf) or MS Word (doc or docx) formats.
  - Sources must be properly documented with **manually inputted** endnotes.
- Because *OGN* and *OGSQ* are set in a magazine format, please **do not use** any kind of automatic features such as outline, page numbering, headers, footers or footnotes.

**Images**

- Do not embed images.
- All images must be in 300 dpi jpg format (no borders).
- Images must be sent in separate files. OGS will not publish images that require copyright fees.
- Within the article, denote image placement in this manner: *Insert Photo 1 (name of image)*.
- Proposed image captions should be included on a separate page at the end of each article.

**Entering the Contest**

Entries will be accepted, by e-mail attachment only, from 1 January through 1 March each year. Include the following information on the first page of each entry:

- Author's name, address, telephone number, e-mail address.
- Brief biography and author photo suitable for publication with the article.

Send entries via e-mail attachment, with any images sent in separate files, to [writingcontest@ogs.org](mailto:writingcontest@ogs.org). Please put *Writing Contest* in the subject line.