

Submission Guide for *The Colorado Genealogist*

Members and friends of the Colorado Genealogical Society are encouraged to submit materials for publication in the Society's quarterly journal, *The Colorado Genealogist*. It is best to send a brief outline or description of your proposed article to the Editor to determine interest and possible duplication. This guide is provided to help you in selecting and preparing material for submission.

Mission Statement:

The mission of the Colorado Genealogist is to serve both present and future genealogists who live and research in Colorado, and those who have Colorado families, by publishing material of lasting value:

- Information about genealogical resources in and near Colorado that may be of value to both in-state and out-of-state researchers;
- Extracted Colorado records;
- The work of genealogists who seek to share information about Colorado families or communities.

Subjects: Material should be on a topic of interest to the genealogical community in Colorado and to other genealogists interested in Colorado sources. Subjects might include:

- Articles about resources in and near Colorado such as news paper indexes, church record availability, special sections of libraries or other Colorado archives
- Extracted Colorado records such as indexes from labor unions, mortuary records, Bible records, newspapers
- The work of genealogists who seek to share information about Colorado families or communities
- A column that describes how and where you have stumbled across something relating to Colorado (ie. Bibles, photos, news clippings)

All material should be fully documented when making statements about genealogical and historical fact in accordance with accepted standards of source documentation. Documentation should be contained in the text of the material, footnotes or in the form of endnotes. See *Chicago Manual of Style* or *Evidence! Citation & Analysis for the Family Historian* for information on content and format of citations.

Editorial Process: All material submitted will be carefully considered for publication. Should the material be determined to be outside the boundaries imposed by our mission, notice will be sent to the contributor. This may include suggestions from the editor for other periodicals that may wish to publish the material, and or suggestions for revisions that would enhance the usefulness of the material to our readers.

All material undergoes a regular editing process by the staff to ensure it is in conformance with the established style guidelines for the quarterly. Any editorial changes will be submitted to the author for approval. Neither this society nor the editorial staff is responsible for errors of fact, or for opinions expressed or implied by the contributors to this publication. However, errors will be corrected as space permits.

Format Guidelines:

- Articles will be formatted to conform to *The Colorado Genealogist* style, so do not worry about your formatting. Most word processing documents are acceptable and can be used by the editor (.rtf *rich text format*, .doc, .docx, .pages from Mac).
- Inclusion of footnote citations is encouraged; allow your program to insert your footnotes/endnotes.
- Do not set narrative material into columns. That will be done in layout if needed.
- Send any database output as tab-separated text file.
- Use the Tab key to separate columns or making indents, rather than aligning text by typing spaces.
- Photographs, maps, and illustrations are useful to our readers. We appreciate your contribution of them. Send all photographs, maps and illustrations as a separate attachment in JPEG format. Ask editor for resolution details.
- Article manuscripts may be submitted on a CD-ROM or through the email address posted in the most recent copy of the quarterly. Disks and CD-ROMS will not be returned to the author unless accompanied by a self-addressed, stamped disk or CD-ROM mailer.
- The location and custodian of original records should be included. For cemetery records, please give the legal description of the land, very clear and accurate directions to the location and/or GPS coordinates.

Copyrights: Authors retain the copyright to their creative properties. When submitting material for publication, please attach the attached statement (next page) granting The Colorado Genealogical Society the right of first publication and for exclusivity during one year after the material's appearance on its pages and the right to republish the article as found in its original issue as an electronic publication at a later date.

Since *The Colorado Genealogist* is covered by copyright, permission to use or duplicate material must first be obtained from this Society. Send inquiries to the Editor.

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To the editor of *The Colorado Genealogist*:

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Sincerely,

Dated: