

# INDIANA GENEALOGIST

## Author Guidelines

The *Indiana Genealogist* seeks submissions of a genealogical nature that would be of interest to those researching Indiana ancestors. We accept articles in three major categories:

### Transcriptions or abstracts

Transcriptions should be of previously unpublished genealogical data. These might be tax lists, obituaries, military-related records, and so on. Transcriptions should replicate the original as closely as possible including capitalization, spelling, punctuation, and grammar. Humorous newspaper articles are also accepted in this category. Copies of original un-transcribed material will also be accepted.

### IN-GENious column

Submissions for the IN-GENious column should be primarily educational. These might include descriptions of resources specific to Indiana, articles describing how to use a particular type of record or collection, or other informational articles related to INdiana GENealogy.

### Essays

Essays include case studies, descriptions of genealogical and historical organizations, historical articles that help put our ancestors in context, and other genealogical topics.

Case studies, although based on a particular family, should demonstrate methods useful to any researcher. They should rely primarily on original records. Every statement that is not common knowledge should be accompanied by a source citation.

### Submissions

An electronic version of the article, in Microsoft Word or some other common format, should be sent by e-mail to [quarterly@indgensoc.org](mailto:quarterly@indgensoc.org). Any illustrations should be sent as separate image files. All images should be greyscale and at least 150 dpi; 300 dpi is preferred. Illustrations must be copyright free, or accompanied by a statement of permission to use. Include your name, address, and telephone number with your submission.

For articles and transcriptions that are not statewide, please state the county or Indiana Genealogical Society district to which they belong.

For transcriptions, please include a scanned image of the original material. This will help us in determining whether an error is a typo or is in the original.

All citations should follow Elizabeth Shown Mills, *Evidence Explained*. Other formatting decisions are based on *The Chicago Manual of Style*.

Obtaining any permissions that may be required for quotations or illustrations is the responsibility of the author.

### Timelines

Submissions will be used when the topic and/or length is appropriate to a particular issue. The *Indiana Genealogist* is published in March, June, September, and December. Submissions received two months before publication will be considered for inclusion in that issue. So,

for the March issue	receipt by January 1st
for the June issue	receipt by April 1st
for the September issue	receipt by July 1st
for the December issue	receipt by October 1st

is required.

### Copyright

All works submitted to the Indiana Genealogical Society (and its subsidiaries) for publication become the property of the Society and all copyrights are assigned to the Society. The Society retains the non-exclusive rights to publish all such works in any format including all types of print, electronic, and digital formats. All materials in IGS publications are copyrighted to protect the Society and to exclude others from republishing contributed works. All individual contributors retain the right to submit their own work for publication elsewhere and have the Society's permission to do so.

### Writing Award

Non-transcription type submissions will be considered for the Elaine Spires Smith Family History Writing Award. Articles must be at least 1,000 words to be considered. The award winner for the previous year is announced at the IGS annual conference in April. The winner of the award receives \$500.