

## Writing Guidelines for *SGS Bulletin*

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Thank you for considering publication of your genealogical work in the *SGS Bulletin*, a biannual publication of the Seattle Genealogical Society (SGS). SGS has developed guidelines for submissions to assist you in the preparation of your document. If you have questions about a possible submission, do not hesitate to contact the Director of Publications at [sgspublications@gmail.com](mailto:sgspublications@gmail.com).

### Content Guidelines

SGS will consider any article dealing with a topic of interest to our membership and which reflects the society's mission. Because our membership's interests are not confined to any specific geographic region, suggested topics include:

- Any family, ethnic or religious group settling within the present boundaries of the United States.
- Migration, emigration and immigration
- Skill building articles which are illustrated with appropriate case studies
- Reviews of current publications, including digital media
- Innovative technology applications preferably illustrated with an appropriate case study
- Transcriptions of original documents and
- Other topics of interest to our membership

Preference is given to member written articles that reflect the Pacific Northwest, but all topics consistent with the above suggestions are considered. Articles should utilize a wide variety of original sources that provide primary information and result in direct or indirect evidence to prove the events.

Because of the graphic layout of the *SGS Bulletin*, we accept articles of all lengths per the guidelines. Writers whose works are accepted may be asked to make revisions to accommodate the graphic format and these guidelines.

### Specific Requirements

- Full length articles should be between 500 to approximately 5,000 words, including citations and notes. Book or technology reviews should be between 500-1000 words.
- All articles shall be submitted electronically in Microsoft Word and should be sent by e-mail to [sgspublications@gmail.com](mailto:sgspublications@gmail.com).
- Citations should follow Mills, *Evidence Explained: Citing History Sources from Artifacts to Cyberspace* format and, lacking guidance from that source, from *The Chicago Manual of Style*.
- SGS follows the National Genealogical Society's "rule of three:" "...If more than three words in a string are borrowed from another source (published or unpublished), they are enclosed in quotation marks and their source is cited. If three or more paragraphs are copied from a published source, the author must also obtain permission from the writer and publisher of the quoted material before submission."<sup>1</sup> This includes photographs, documents and diagrams included as exhibits. It is the author's responsibility to obtain such permissions.
- For the purposes of cataloging, titles must include either a name or a place.
- Due to the multimedia aspect of the *SGS Bulletin*, all submitters will need to sign a release (see Writer's Release).

Thank you for considering the *SGS Bulletin* for your work. We look forward to working with you.

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<sup>1</sup> National Genealogical Society, "Guidelines for NGSQ Writers," online PDF <http://www.ngsgenealogy.org/cs/ngsq>, revision dated 23 March 2012, unpaginated.

## Writer's Release for Publication

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Authors retain the copyright to their work. SGS asks for, and as the author you agree, that should SGS publish your work that SGS retains the right to reprint and/or re-publish the article in any manner, including electronic format. Should the author wish to publish the article within one year of publication in the *SGS Bulletin*, prior written approval must be obtained from the SGS Director of Publications.<sup>2</sup>

Articles that first were published elsewhere will only be published in the *SGS Bulletin* if the original publishers have granted permission in writing to the author or to SGS. This permission shall be given to the Director of Publications and kept on file.

SGS reserves the right to edit all submissions. SGS reserves the right to reject any article submitted. Should the article not be chosen for publication, the author will be informed of the action and receive the benefit of the comments generated by the Director of Publications and the editing team.

It is our desire to maintain a stock of manuscripts in advance of immediate need. The actual time that elapses between acceptance and publication of your manuscript will depend upon such factors as subject matter, length and the amount of revision necessary for the article to meet SGS publication standards.

### Source Materials

- Jones, Thomas W. "Guide for Book and Media Reviews," *NGS Quarterly* 86 (June 1998): 138–139.
- Mills, Elizabeth Shown. *Evidence Explained: Citing History Sources from Artifacts to Cyberspace*. Baltimore: Genealogical Publishing Co., 2007.
- Mills, Elizabeth Shown, ed. *Professional Genealogy: A Manual for Researchers, Writers, Editors, Lecturers and Librarians*. Baltimore: Genealogical Publishing Company, 2001.
- Ross-Larson, Bruce. *Edit Yourself: A Manual for Everyone Who Works with Words*. New York: W. W. Norton & Co., 1982.
- Venolia, Jan. *Write Right! A Desktop Digest of Punctuation, Grammar, and Style*. 3rd ed. Berkeley, Calif.: Ten Speed Press, 1995.

Please state working title of article and sign below to indicate that you have read, understand and agree to the terms outlined above.

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Working Title of article

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Author (print and sign name)

Date

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Director of Publications, SGS

Date

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SGS *Bulletin* publish date (for office use only):

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<sup>2</sup> Ibid. This information follows NGSQ guidelines but has been adapted to the SGS Bulletin.