<u>Guidelines for Authors – *Connecticut Genealogy News*</u>
(Authors do not need to be CSG members)

The Connecticut Society of Genealogists, Inc. publishes *Connecticut Genealogy News,* a quarterly magazine, intended to deliver short, informative articles and news in a light, attractive, illustrated and "fun-to-read" presentation. The format is 8 ½" x 11" with a four-color cover. Every CSG member and more than 100 subscribing libraries receive the magazine. It is also posted online at **www.csginc.org** and may be burned on CD for later sale or distribution.

Preferred Format is Microsoft Word, Times New Roman 11 pt., without indented paragraphs. Photos and other graphical content are highly encouraged … jpg or high-resolution pdf, preferred, and should be submitted separately. Use of endnotes* should be limited, but sources* are required if applicable. Articles with heavy, scholarly documentation should be submitted for inclusion in *The Connecticut Nutmegger* rather than *Connecticut Genealogy News.* Material may be submitted electronically to **csginc@csginc.org** or by mail with a CD or hard copy to P.O. Box 435, Glastonbury, CT 06033.

CSG uses the **Chicago Manual of Style* for all formatting related to style and CSG reserves the right to edit submitted articles to fit available space, to clarify, to coordinate with other articles in the issue and/or to conform to CSG publication style.

Topics of Interest to *Connecticut Genealogy News* include articles on "Research Aids," "How-to Articles," "Connecticut Towns & Cities," "Genealogical Resources (preferably relevant to CT)," "Genealogical Organizations," etc. Word count can range from 500 words (single page) to major articles of 2,000-3,000 words.

Themes. *Connecticut Genealogy News* may have an "issue theme," although not all the articles in a given issue relate to the theme, there may be a set of "lead" articles that do. Contact the Editor for more information on issue themes.

Ethnic Themes. Recent issues have often had themes that relate to the ethnic groups represented in CT's population. Typically, these issues contain a set of articles, written independently, but related to by the theme. Lead articles may address some (but not necessarily all) of the following: *(1) researching ancestry in this ethnic group (General); (2) researching ancestry in this ethnic group (Connecticut Specific); (3) The demographic distribution of this group (CT and US); (4) immigration statistics; (5) Brief genealogy (2-3 generations) of a representative CT family.*

Authors may offer a wide variety of approaches to such articles, but it is suggested that they consider the possibility of including some of the following: *why did they come; when did they come; where did they settle; location of vital records and other data sources; tips on researching this group; organizations focused on this group; reference books, web sites and sources for more information; and famous CT citizens*

Submission Deadlines:

Issue	**Copy due date** (user receives approx. 2 months after copy date)
Spring	December 1st
Summer	March 1st
Fall	June 1st
Winter	August 1st

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Author Acceptance. I have read and accept the copyright and ownership conditions.

Title of Article _____ Date_____

Printed Name _____ Signature
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For more information, please contact the CSG office at 860-569-0002 or ***csginc@csginc.org****.*