

Guidelines for Authors – *The Connecticut Nutmegger*

(Authors do not need to be CSG members)

The Connecticut Nutmegger, published since 1969, by the Connecticut Society of Genealogists

The Connecticut Nutmegger is its journal of record for genealogical research and is published two times a year (between May 1st – April 30th). Its mission is to provide for the preservation of well-researched, documented, and scholarly articles as well as to provide access to primary materials related to Connecticut genealogy and to provide research tools and guidance in finding and using information relevant to genealogical research. Material contained in the *Nutmegger* is intended to be of such a nature that it retains its value over a span of many years. The publication is sent to member subscribers and over 100 libraries and is available to CSG members via **www.csginc.org**.

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Topics of Interest to the *The Connecticut Nutmegger*

We welcome articles that focus on: Connecticut-related research, any group settling in, or migrating from Connecticut, are of a lasting nature and have not appeared in print elsewhere. Emphasis is placed on compiled genealogies of Connecticut families (any time-period), methodology in case studies, discussion of resources related to Connecticut research, guidelines to researching various ethnic and/or religious groups and abstracts of records relating to Connecticut. Occasionally we do accept articles that do not relate to Connecticut if the content contained therein furthers the mission as stated above. Also accepted are transcriptions of Bible Records, Family Registers, transcriptions of other records or information that has a long shelf-life, that is helpful to genealogists.

A copyright permission form must be signed and submitted when submitting an article for publication. The form is included in these Guidelines. Photocopies, scanned email attachments, and faxes of this are accepted.

Submitting Articles and/or other content

The first page should contain: title of the article; the name, address, email address and/or telephone number of the submitter; and if a member of CSG, their membership number. No cover sheet is necessary. Submission of articles as an email attachment (in Word) is preferred. Please send to csginc@csginc.org. CD or hardcopy submissions may be sent to the attention of the Nutmegger Editor, CSG, Inc., P.O. Box 435, Glastonbury, CT 06033-0435.

Articles longer than 10, 8 ½” x 11,” pages in length may be serialized. Presentations covering more than one generation should be in standard genealogical format. 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. Please refer to previous editions of *The Connecticut Nutmegger* or the *NEHGS Register* for examples on the standard genealogical format or questions on format should be directed to the Editor.

Writing assistance is available. Contact the CSG Office at csginc@csginc.org to request it.

Review Process

Articles will be reviewed by the Publications Committee of CSG and may take a couple of months. After the article is reviewed, you will be advised of any suggested modifications. We will also make every effort to apprise you of the expected publication date once final revisions have been made.

Nutmegger Submission Deadlines:

<u>Issue</u>	<u>Copy due date</u>
Fall	July 15th
Spring	November 25th

The number of articles received per issue will determine the actual publication date.

Preferred Format

Microsoft Word, Times New Roman font -

Title, centered, bold – standard upper- and lower-case letters as appropriate, 12 pt.;

Byline: centered, in italics - standard upper- and lower-case letters as appropriate (“by” is not capitalized), 11 pt.;

Text: 10 pt. font, **without** indented paragraphs, single-line spaced with a single line-space between paragraphs.

Graphical material: jpeg or high-res pdf is preferred and should be submitted separately.

Please submit with footnotes instead of endnotes. These will be changed to endnotes before publication.

All CSG publications use the *Chicago Manual of Style* for stylistic and usage formatting and defers to the *NEHGS Register* for formatting of Genealogical Summaries.

Italics

All titles of books, magazines, newspapers, and ships will be italicized.

State Names and Abbreviations

- All cities, counties, states, and countries are spelled out in the text.

- States will be followed by a comma in all cases unless it is the end of a sentence in which case a period will follow.

- In genealogical summaries and in the footnotes, the standard abbreviation will be used, **not the postal code** (see chart below).

DO NOT USE the 2-letter postal codes as abbreviations for states’ names. All states’ names with five letters or less are always spelled out in full: Idaho, Iowa, Maine, Ohio, Texas and Utah. The proper abbreviations for all other states are:

Alabama	Ala.	Illinois	Ill.	Montana	Mont.	Pennsylvania	Pa.
Alaska	Alas.	Indiana	Ind.	Nebraska	Nebr.	Rhode Island	R.I.
Arizona	Ariz.	Kansas	Kans.	Nevada	Nev.	South Carolina	S.C.
Arkansas	Ark.	Kentucky	Ky.	New Hampshire	N.H.	South Dakota	S.Dak.
California	Calif.	Louisiana	La.	New Jersey	N.J.	Tennessee	Tenn.
Colorado	Colo.	Maryland	Md.	New Mexico	N.M.	Vermont	Vt.
Connecticut	Conn.	Massachusetts	Mass.	New York	N.Y.	Virginia	Va.
Delaware	Del.	Michigan	Mich.	North Carolina	N.C.	Washington	Wash.
Florida	Fla.	Minnesota	Minn.	North Dakota	N.Dak.	West Virginia	W.Va.
Georgia	Ga.	Mississippi	Miss.	Oklahoma	Okla.	Wisconsin	Wis.
Hawaii	Ha.	Missouri	Mo.	Oregon	Ore.	Wyoming	Wyo.

Dates and Numbers

- Dates are written in the standard genealogical format: day-month-year (i.e.: 22 March 2022).
- Names of months are spelled out completely in the text but are abbreviated in the genealogical summary and footnotes (i.e.: January/Jan. and September/Sept.). Months with five letters or less are spelled out in all cases: March, April, May, June, and July.
- All numbers, 1-100, are spelled out in nontechnical contexts.

Notes:

- If a number begins a sentence it is always spelled out. Rephrase the sentence if beginning with a number is awkward.
 - *Chicago* omits the “and” when spelling out for example, “one hundred and ten.” Write it as “one hundred ten.”
 - “Hundreds,” “thousands,” “hundred thousands,” “millions, billions,” etc. – According to *Chicago*, whole numbers one – one hundred followed by hundred, thousand or hundred thousand are spelled out except in the sciences or used with money.
 - For ordinal numbers greater than one hundred, use for example: 121st, 122nd, 123rd, or 124th. The ordinals should not be superscripted. However, for example, “ten thousandth” should be spelled out.
 - Fractions: Simple fractions are spelled out and hyphenated. For example: “one-third” or “three-fourths.” However, if individual parts of the quantity are emphasized, it is not hyphenated. For example, “The cake was divided into four quarters.”
 - Whole numbers with fractions: spelled out if short, for example, “We walked for three and one-quarter [“three and a quarter” is also acceptable here] miles.” However, in some cases they are better expressed in numerals, for example, “The paper is 8 ½ x 11 inches;” or “She is exactly 3 feet, 5 ½ inches tall.”
 - If abbreviations or symbols are used for a unit of measure, use the numeral, for example, “4.5 g” (grams), or 240 V” (volts).
- Follow the *Chicago Manual of Style* for any other questions regarding numbers.

Footnotes

- Articles should be well documented with specific citation to reliable sources as footnotes. If accessed from an online database, the URL (website address) should be included in the citation.
- Footnote reference numbers within the article should be in brackets and superscripted. Footnote reference numbers at the end should also be superscripted but not have brackets. - Footnotes should be continuous.
- Use “Ibid.” for subsequent footnotes that are the same. Include page numbers if those are different, but the reference is the same.
- Should another footnote have the same reference later in the notes, simply list an abbreviated version of the reference with appropriate page numbers. There is no need to repeat the entire reference for the same information.
- Citations should refer to original records whenever possible. Samples of how to format various footnotes are included in these guidelines.
- All footnotes must end with a period.

Required Footnote Formats for Articles – See “Samples of Footnote Formats for Connecticut Nutmegger Articles” for examples for United States Censuses, Authored Books, Other Public Records, Online Databases, Newspapers, Periodicals/Articles, and Credit for Photos or Illustrations.

Contextual Notes

Use of “Senior,” “Sr.,” “Junior,” and “Jr.,” etc.:

Records made prior to the 20th century strive to distinguish people of the same name who lived in the same jurisdiction (town, for example) and who appear together in the record. Often this is done by describing their relative age using the terms “junior” and “senior.” This situation most commonly occurs in records about men (because they more often appear in records) though it could also occur in records about women. This guide defaults to discussing only men.

The two same-named people *might* have been father and son, but these terms do not necessarily refer to or identify that particular relationship. The two people could be uncle and nephew, or grandfather and grandson. In fact, they might not have been related at all. All that these terms mean is that there were two people with the same name, both named in the record, and one was older than the other.

In the 20th century and later it became common for a son who is given the same name as his father to have the capitalized term “Junior” or “Jr.” attached to his name. This appears on the boy’s birth certificate and is part of his legal name. It also became common for the father to adopt the post-nominal “Sr.” even though it is not on his birth certificate, and seldom involved a legal name change.

Prior to this, we see same-named sons in birth records given only the name and no post-nominal. Therefore, it is incorrect to use “Jr.” to identify or describe a son unless that term appears on his birth certificate. Using the modern term can cause confusion, and it can imply a relationship that might not be correct.

In genealogical writing, when using a *direct quotation*, the term “junior” or “senior” should be rendered exactly as it appears in the record. (It might be capitalized or abbreviated such as “junr.”) When writing a narrative and *describing* a record that uses “junior” or “senior,” there are several ways to indicate the relativity found in the record. Choose the one that fits your narrative best:

- John Smith junior and John Smith senior
- the junior John Smith and the senior John Smith
- the younger John Smith and the older John Smith
- In cases in which the relationship is known and has been defined previously in the essay, the writer can use terms such as “father,” “son,” “uncle,” “nephew,” et al.

It is not correct to use the capitalized post-nominal unless that is exactly how it is rendered in the original. If that is the case, please include an explanation in parentheses or in a footnote, to indicate that it appears that way in the original. This avoids the appearance of presentism. When writing do not use a comma after the surname (i.e., John Smith Jr., born 1 Jan. 2000...).

Genealogical Summaries

Genealogical Summaries will follow the New England Historic Genealogical Society’s *Register* style.

Generational numbers (not italicized) should be after the name (which is italicized) and be superscripted. All names in the first generation of the genealogical summary should be in small caps (i.e., **JOHN SMITH**), including that of spouses and bold. Second and subsequent generation names, and that of their spouses will be italicized only.

Samples may be found in past *Connecticut Nutmegger journals*.

Punctuation

Follow the *Chicago Manual of Style* for all punctuation (chapter 6). Some specific items are to note are:

1. Commas should be placed after years and states to offset them when written as in the examples below. Do not use a comma after a state written as part of an address. The comma does not need to offset when part of a title in the third example below. Examples are from Chapter 6 of *Chicago*.

August 18, 1920, was a good day for American women.

Sledding in Duluth, Minnesota, is facilitated by that city's hills and frigid winters.

but

Look Homeward, Angel was not the working title of Wolfe's manuscript.

2. Periods and commas precede closing quotation marks, whether double or single. [*Chicago*, 6.9]

Chicago offers table 6.1 [next page] for periods, commas, and other punctuation. The table also offers other sections for additional information on whether to place the punctuation inside or outside the closing quotation marks.

TABLE 6.1. Punctuation relative to closing quotation marks and parentheses or brackets

Closing mark	Double or single quotation marks [†]	Parentheses or brackets [†]
Period	Inside	Inside or outside; see 6.13
Comma	Inside	Outside
Semicolon	Outside	Outside
Colon	Outside	Outside
Question mark or exclamation point	Inside or outside; see 6.10	Inside or outside; see 6.70, 6.74
Em dash	Inside or outside; see 6.87	Outside

* See also 6.9, 6.70, 6.74.

† See also 6.18, 6.98, 6.101, 6.103.

3. "The 'Oxford' comma" or serial comma. *Chicago*, 6.19, places a comma before the "and" (or, "or") and the last item in the serial. For example: "My mother canned peaches, pears, and tomatoes." Do you want peaches, pears, or apples?"

Semicolons can be used to add clarity. "The membership of the international commission was as follows: France, 4; Germany, 5; Great Britain, 1; Italy, 3; United States, 7." [Example from *Chicago*, 6:60.]

Exception: *Chicago*, 6:21-When an ampersand is used instead of the word *and* (as in company names), the serial comma is omitted. "Winken, Blinken & Nod is a purveyor of nightwear."

Please sign and submit with your article the "copyright and ownership" release on the last page of Please contact the Connecticut Society of Genealogists, Inc. for any questions you may have.

Copyright and Ownership Conditions release form

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Author Acceptance

I have read and accept the copyright and ownership conditions.

Title of Article _____ Date _____

Printed Name _____

Signature _____

For more information, please contact the CSG office at 860-569-0002 or csginc@csginc.org.