



St. Louis Genealogical Society

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Guidelines for Publication in the St. Louis Genealogical Society *Quarterly*

A. General

1. The StLGS *Quarterly* editor(s) will consider publishing any submission that has merit to genealogical research with an emphasis on the St. Louis area. This may include, but is not limited to:
 - Articles about research trips
 - Guides to using specific types of resources
 - Personal recollections, such as diaries or memoirs
 - Pictorial presentations
 - Case studies
 - How-to articles
 - Research questions and their solutions
 - Genealogies and histories of families related to the St. Louis area
 - Technology for genealogists

StLGS does not publish fiction articles. Please request a sample copy of the *Quarterly* if you are unfamiliar with our publication.

2. Original material is preferred. Please do not submit anything that has been published within three years of its most recent publication date.
3. Submit your material along with the following:
 - a. A **cover letter** containing all contact information
 - b. A **brief biographical statement** about the author (50–100 words).
4. Articles must be submitted in digital format. The article, images, contact information, and author biographical statement should be emailed to quarterly@stlgs.org.
5. Anything sent to the society on media (such as a flash drive or CD) will be considered disposable unless you also send postage and a self-addressed stamped envelope to ensure its return. The *StLGS Quarterly* editor(s) assume no responsibility for loss of submitted material. Please, NEVER submit the only copy of an image or document.

B. Formatting

1. **Style**—The *Quarterly* follows the established guidelines found in the most current edition of *A Manual of Style* by the University of Chicago Press. Please refer to this publication for information, especially when formatting sources and footnotes.
2. **Digital Submissions**—Any article you would like the editor(s) to consider must be submitted in digital format to quarterly@stlgs.org/. Submissions should be in MS Word for articles or Excel tables for databases (PC or Mac versions). If you are using some other program, please notify the editor(s) first to ensure that we have the proper software to open your file.
3. **Document Formatting**—Submit your article in any basic font, in size 11 or 12. Your article will be reformatted to fit the *Quarterly*, so it is not necessary to set columns, line spacing, images, etc. However, all articles should be spell-checked and carefully edited by the author.

While our proofreaders will attempt to catch and correct obvious errors, the accuracy of surnames, locations, or content-specific words are the responsibility of the submitter.

4. **Publication**—Submission of an article is no guarantee of publication. Publication in the issue following submission is not guaranteed. The editor(s) reserve the right to use articles where and when they fit content or space requirements, to edit for content or space, to delay use of the article for a later issue, or to decline any article.

C. Sources

1. **Digital and Printed Matter**—All articles **must** have adequate source citations. Please follow the guidelines established in *Evidence!* or *Evidence Explained* by Elizabeth Shown Mills, or the most current edition of *The Chicago Manual of Style*, when creating your footnotes and/or endnotes. “Citations: A Guide,” located on the StLGS website, (<https://stlgs.org/resources/on-this-site/citations-a-guide-to-creating-proper-source-citations>) is a useful starting point.
2. **Permissions**—Living people, organizations, or authors of previously printed matter cited as sources must give written permission to use their information prior to publication. Please be prepared to document permissions when requested.

D. Supporting Material

1. **Scanned Images**—Please include photographs, maps, or other artwork with your submissions, in digital form. Save your images as “.tif” or “.jpg” files with a resolution of at least 300 dots per inch (dpi). Note in the text where images best fit in the context of your article. Exact placement will depend on the constraints of layout. If necessary, we can scan images for you at our office by appointment.
2. **Original Artwork**—Please do not send original photos or artwork. The volunteers of the StLGS *Quarterly* are not responsible for the condition of materials sent to us nor do we assume any liability if such materials are damaged in any way.

E. Copyright

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Thank you for your interest in the St. Louis Genealogical Society *Quarterly*. We look forward to receiving your submission. If you have further questions, please contact the *Quarterly* editor(s) at quarterly@stlgs.org.