



Guidelines for *NGS Magazine* Authors

NGS Magazine is published quarterly to update members on NGS activities and provide genealogists with specific information and guidance on conducting effective research.

Articles should appeal to a variety of interests and skill levels while delivering content useful to all. Topics include genealogical records, collections, databases, and repositories; research techniques and methodologies; and problem-solving methods.

NGS Magazine does not publish in-depth case studies, compiled genealogies, family histories, record abstracts, editorial essays, or articles about authors' personal experiences. Authors must use the third-person point of view (avoiding I, you, we, and one) and focus on information readers can apply in their own research.

Submissions

Authors are advised to read recent issues of *NGS Magazine* to become familiar with the magazine's topics, scope, and style.

Prospective authors are encouraged to query the editor prior to submitting an unsolicited article. The query should summarize the proposed article and describe the author's experience related to the topic. The editor will request a draft of the article if interested.

The editor's expression of interest in a proposed article is not a commitment to publish it. When the editor accepts an article for consideration, the author will be asked to sign a contract (summary below), and the editorial process will follow. The publication date depends on space available.

Queries and articles should be submitted to the editor at magazine@ngsgenealogy.org. Articles must be in Microsoft Word format.

Photos and images to illustrate the article should be provided, in high-resolution TIFF format of 300 or more dpi. Authors must secure permission for using images if necessary. NGS does not pay usage or reproduction fees.

Articles should have 1,500-2,500 words including footnotes, subheadings to organize information in sections, and footnotes to cite sources for all facts not commonly known. Author biographies should demonstrate the author's qualifications, in up to seventy-five words.

NGS Magazine adheres to the NGS Style Guide, *The Chicago Manual of Style* (18th edition), and *Evidence Explained* (4th edition).

Considerations for authors

The following items are in the contract that all authors are required to sign:

- The editor may reformat the article to conform to the style guides, make separate requests for rewriting, and substantially rewrite material in the article. The author will have the opportunity to review such changes prior to publication.
- The article must be the author's own work (except as cited), must not have been published previously in print or digital media, and must not be submitted to any other potential publisher. The author must be free to grant publication rights.
- The article must be correct, true, and non-libelous to the best of the author's knowledge.
- The author is responsible for any licensing or legal fees due the correct copyright owner for images provided.
- The author will receive two complimentary copies of the issue in which the article appears. No financial compensation is provided.

The full contract will be provided upon request.