

Researcher Guidelines 2020

The *Researcher* is the Tacoma-Pierce County Genealogical Society publication. It is published annually.

Why should you write something for the Researcher?

The following blog post lists some good reasons to start writing and is worth a look:

<http://www.theancestorhunt.com/blog/help-your-ancestors-live-forever-write-your-family-history>

Write for yourself first, and then share something in the Researcher because:

- Your ancestors were real people living day-to-day lives as you live your day-to-day life.
- If you don't write their stories, told to you, researched by you, even guessed at by you, who will?
- All the little details you have heard and remember about each person will be lost unless you write them down and share them.
- Even the unproven story has value, because it is a starting point for research; this includes the most outlandish stories, which might prove to be true.
- Sharing what you write with other members of your family may trigger their memories.
- If your relatives know you are writing, they will be more likely to tell you more family history.
- You can write down facts and snippets of family lore as easily as you write a grocery list.
- Setting a goal of writing for the *Researcher* gives you a nudge to finally start writing.
- Articles can be any length, whatever it takes to tell the story – even if it is only a paragraph or two.
- You may submit multiple articles.
- Articles do not need to be about the Tacoma-Pierce County area.
- It's fun!

Article Guidelines:

- Preferred font: **Cambria**
- **Title:** 14 pt. Bold Italic, centered
- **By [author]:** 12 pt. Bold, flush left
- Surnames Included: Last, Last, Last... 10 pt., flush left, surnames themselves not underlined
- Narrative Body: 12 pt., flush left (not justified). For style matters, consult *The Chicago Manual of Style*.
- **Subheads:** 12 pt. Bold, flush left, no extra space between subhead and text
- *Author Bio:* **Authors name** in 10 pt. Bold Italics, text in 10 pt Italics,
- **Endnotes** (not footnotes): Treat as a subhead using 12 pt. Bold Italics, flush left
- Body of Endnotes: 9 pt. Use Arabic Numbers. For citation formats consult Elizabeth Shown Mills (and the editors will also help you).
- Run **Spell Checker** before proof reading content.
- Reference citations should contain enough information to be easily found by another person.
- Create a surname listing: make a list of last names of each person in your article.
- List dates in day month year order, except when quoting.
- Include a brief author bio at the end of the article..
- Write, save, and send article in Word format with a ".doc" or ".docx" extension.

Please note that articles will be edited for grammatical corrections – except within quotations. We will consult with the author before making any drastic changes.

Photos:

If you would like photos included with your article, send the photos (black and white or color) separately in **jpg** format. Note: All photos will be *printed* in black and white.

The author of the article is responsible for ensuring use of the photo is allowed by copyright. If a statement of the copyright (as in using an ancestry or other such database document) is needed, please include that information in the email with the photo.

When and How:

- Articles may be submitted at any time, and will be reviewed by the *Researcher* Committee as they are received. Deadline for submission is Labor Day.
- Send articles and photos (black and white or color) separately any member of the committee.

Copyright:

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Researcher writers should follow *The Rule of Three*, from the National Genealogical Society *Quarterly* Guidelines for Writers:

- “The NGS *Quarterly* follows a ‘rule of three’. If more than three words in a string are borrowed from another source (published or unpublished), they are enclosed in a 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.”

Source Citation:

Remember to cite your sources. This is very important.

- Citations are part of copyright laws.
- Citing sources is the author’s responsibility.
- Citing your sources allows a reader to come to the same conclusion you do.
- Citations allow a reader to take the research further or explore the topic.
- Citing your sources assures the reader you have researched the topic, giving substance to your research and conclusions.

Researcher Committee:

The committee consists of:

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