

The New Zealand Genealogist



SUBMISSION GUIDE

The New Zealand Genealogist is the quarterly journal of the New Zealand Society of Genealogist. This guide will help you with both your content and the formatting of any submission to us for publication.

OUR AUDIENCE – NZSG MEMBERS – THE PUBLIC – RESEARCHERS

The New Zealand Genealogist:

- Provides space for NZSG members to record their research
- Provides methodology for genealogical and family history research
- Promotes NZSG services and products
- Informs about sources of interest (websites, institutions etc)
- Provides articles of interest on research
- Publishes major NZSG events (conferences, constitution changes, obituaries etc)
- Encourages membership

CONTENT

- Biographies
- Family Stories
- How to articles
- News from Branches and Interest Groups
- Library and Institution News
- NZSG Administration
- Members Interests

LENGTH OF ARTICLES

- A page contains approximately 900 words
- Articles are usually two to three pages – 1800 to 2700 words
- Short articles are also welcome – 400 to 900 words
- Fillers are 100 to 400 words

YOUR ARTICLE

- Keep it simple
- You need a beginning, middle and end
- Stick to the theme or focus of your article
- Think about your audience
- Do not copy large amounts of information from other sources
- Ask someone else to read your article

FORMATTING

- Ensure your name and email address are included at the end of the article.
- Ensure all type is in Calibri 11 – no fancy headings – no bold – no centering – preferably no lists – no italics, unless related to the name of a publication or name of a ship.
- Ensure line spacing is a return, rather than paragraph formatting. If you *cannot* put the cursor in-between paragraphs, then please adjust accordingly.
- Ensure all publications are noted in *italics* not in speech marks.
- Ensure all dates are dd month yyyy – NOT dd followed by th or September 12, 2012. So as an example, all dates are 12 September 2012.
- Ensure first mention (only) of all Surnames are in CAPITALS.
- Formality should be used so no abbreviations eg don't should be do not. Do not use &, unless quoting another source.
- No headers or footers
- Numbers are written in full for one to ten but in digits for 11 to 99.
- Multiple lists of BDM dates detract from the article. These should be minimised eg instead of John born 1 January 2000, Bill born 2 January 2002, Wilfred born 3 January 2004 – consider writing as their three sons John, Bill and Wilfred were born between 2000 and 2004. Actual dates can be included in the references.

REFERENCES

If you are unsure about how to set out your references, have a look at the excellent guide put together by Barbara Wyley on a simple way to [cite your sources](#). Sandra Metcalf has also done a presentation on this which you can find in our [Monthly Presentations](#).

If you do not wish to include references, include a bibliography of any interesting websites or books you used to research your article. These will help other researchers who are looking for similar information. However, do note that we give two literary awards each year for articles in *The New Zealand Genealogist*. The judges will not consider articles which do not have suitable referencing.

LAYING OUT FOOTNOTES/ENDNOTES

Please do not use the footnotes/endnotes function in your word processing program for your references. It takes more time for the layout of the Journal when they are done this way.

If you are using in-text references, you can use superscript to insert the number. For example
John Smith was born on 15 March 1879.³

You can find superscript through the Font menu or by using this button:



The superscript number should be outside the punctuation if used at the end of a sentence.

At the bottom of your article you can then add the information to which the in-text reference refers to. You can use the numbered list function but it should not be in a footnote. For example:

1. Smith, George. *Village records*. Phillimore, Chichester, 1982.p.62
2. Birth certificate for George Smith, born 1 July 1851, St Martins Birmingham, England. General Register Office, England. December quarter, 1851, Vol 3d, pg155
3. Printout of birth registration for John Smith, born 15 March 1879, Christchurch, New Zealand. Registrar General's Office. 1851/543

IMAGES

Having some images to illustrate your story can help readers understand your article better. It also makes our Journal pleasurable to read. Here are some tips:

- Images to be provided in .jpg or .jpeg format with a minimum size of 300 dpi
- Images should be in focus - there is leeway for old photographs but anything modern like images of records needs to be in focus
- Images should not be embedded in the article – they must be included separately. If you wish to have an image in a particular place in the article, please insert a note to say this. But please note these will not necessarily be placed where requested due to layout.
- Clearly label your images and include a list at the bottom of your article of descriptions and the source eg Smith Family Collection or Te Papa Ref. 115613.56. If it has come from a public collection, please provide a URL.

You can include contextual photos that may not include members of your family eg contemporary photos of their location or the activity they were involved in - [DigitalNZ](#) can be a good place to search for New Zealand images. You will need to provide suitable attribution for the image and get permission if it is still within copyright.

PROOFREADING

We do have a team who proofread everything. However, making sure your writing is clear and properly punctuated helps us immensely. If using MS Word use Review > Editor as an initial check (but remember to ignore the Americanised spellings). Perhaps give your article to a non-genealogist family member or friend to read. If you belong to an NZSG Branch, someone there will happily proofread your article for you.

Please email submissions, including all images, to
editor@genealogy.org.nz