

The New Zealand Genealogist



Tips on submissions for *The New Zealand Genealogist*

Start with our [Writing Articles for *The New Zealand Genealogist*](#) page which gives you ideas on what to write and some general hints. You may also like to join our [Online Writing and Publishing Group](#) (you will need to be a member and login).

Formatting References

If you're 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 don't 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.

Please do not use footnotes or endnotes for your references. It is a little more work to use superscript for the reference number (use 1,2,3 etc) but it makes doing the layout of your article much easier.

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 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 (remembering to provide suitable attribution) - [DigitalNZ](#) can be a good place to search.



General Formatting

Following these general tips on formatting your article:

- 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. & not acceptable, unless quoting another source.
- No headers or footers (see above about references).
- 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.

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.